

## Application for Address Allocation for a Property Merge

**Merge of two or more properties into a single property which will  
result in an address change**

Town Improvements Clauses Act 1847 Section 64 and 65, extension of the Public Health Acts Amendment Act 1907, Section 21 and Section 17, 18 and 19 of the Public Health Act 1925

Please refer to the Councils street naming and numbering policy and guidance document which can be found on our web pages [here](#) before submitting this form. If you do not refer to the policy and your proposals are rejected this will lengthen the time it takes to allocate an address.

### 1. Applicant

**Name:** .....

**Address:** .....

.....

**Postcode:** .....

**Contact Name:** .....

**Telephone:** ..... **Mobile:** .....

**Email:**.....(please print clearly)

**Planning Application Number:**

**Building Control Application Number:** .....

### 2. Existing Property Addresses

Names or numbers of properties:

.....

.....

**Street:**.....

**Locality:** .....

**Village:** .....

**Postal Town:** .....

**Postcode:** .....

**3. Property Use Once Merge is Complete**

Residential  Commercial  Residential and Commercial

**4. Type of Residential Property Following Merge**

Terraced  Detached  Semi Detached   
Apartment/Flat  Annexe

Number of Apartment Blocks: ..... Number of Internal Apartments: .....

Other (please specify).....

**5. Type of Commercial Property following merge**

Retail  Offices  Industrial   
Leisure  Agricultural  Transport   
Healthcare  Holiday Let

Other (please specify).....

**6. Business Name**

The business must not be the same as the property name. The business name will be added or removed from an address where necessary without the need for a full address change if the business name changes.

**Business Name** (if applicable): .....

**7. Property Merge**

Number of properties or flats to be merged:

Where numbered properties, ie numbers 1 and 2 or 1, 2 and 3 are merged into one property the existing property numbers must be retained, the address will become 1-2 or 1-3.

Where the properties to be merged are named either one of the names may be retained or a new name may be proposed to identify the property.

The Council operates a policy of **not** omitting number 13 from the numbering sequence.

The use of letters for addressing purposes will only be considered where necessary for internal numbering and on existing streets where the development is infill eg Flat A or 14B.

**Suggested Property Name** (when the properties are named only, not numbered) In order of preference, please include two or more proposals including an appropriate suffix, ie house, cottage. Property names may only be suggested where there is no numbering sequence in operation.

1.....Reason.....

2.....Reason.....

3.....Reason.....

4.....Reason.....

**Business Name** (if applicable): .....

If you are unsure how the merge should be numbered/named, please contact us for advice.

## 8. Postcodes

Please indicate whether the property requires postcode allocation.

Postcodes are allocated by the Royal Mail not the Council as part of the address allocation process and these will only be allocated where there is a postal delivery point/letterbox at the property and where the property is either a main permanent residence or a commercial business which requires a postal delivery service. The address will then be included in the Royal Mail Postcode Address File (PAF) to allow service delivery.

Holiday cottages and second homes are not postcoded by the Royal Mail and are not included in the PAF File as any mail for these properties are normally directed to the owners main permanent residence

Postcode Required:    Yes                          No   

**Please note:** If you select no and the property is a main permanent residence or occupied commercial business you will not receive a delivery of mail and the address will not appear in internet drop down lists to select when ordering goods or services.

## Plans

You must submit a plan **with a red line around the property** to allow us to identify the property, where you have not supplied your planning or building control application number, in order to assist us in identifying the property. This is essential to ensure that we are changing the name of the correct property.

## Charges

There is an administration charge for this service. Please refer to the current fees and charges for this service on our [web pages](#). If you require clarification of the charges which will be incurred for this service contact us.

## Declaration

As the freehold owner of the property/ies I hereby request Westmorland and Furness Council to undertake the Street Naming and Numbering process and assign addresses to the properties described in accordance with the relevant legislation

Name (Block Capitals): .....

Signed: .....    Date: .....

Administration fee enclosed:                                            Amount £.....

You can pay for this service by cheque, cash or debit/credit card at one of the Council offices in person or you can post a cheque with the form to the office below.

Please complete this form and return by email to [snn2@westmorlandandfurness.gov.uk](mailto:snn2@westmorlandandfurness.gov.uk) or post to the following address:

Street Naming and Numbering  
Westmorland and Furness Council  
Town Hall  
Corney Square  
Penrith  
CA11 7QF

Payments can be made by; debit/credit card by calling 0300 373 3300, or by cheque.

Telephone: 0300 373 3300

Email: [snn2@westmorlandandfurness.gov.uk](mailto:snn2@westmorlandandfurness.gov.uk)

<https://www.eden.gov.uk/StreetNamingAndNumbering/>