



**Application for Address Allocation
for
New Street Name
Property Number or Name
for**

**New Build or Conversion of Existing Building into Dwellings (Barn)
for Commercial and Residential Properties**

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

1. Applicant

Name:

Address:

.....

Postcode:

Contact Name:

Phone Number: **Mobile:**

Email:

Planning Application and Building Regs Number:

Site Address (If different from above)

.....

.....

2. Details of Application (please tick)

New Build Conversion of existing building

Property Use (please tick)

Residential Commercial

Residential Property Type

Detached Semi Detached

Terraced Apartment/Flat

Annex

Number of Properties:

Number of Apartment Blocks: Number of Internal Apartments:

Number of Floors:

If the development is apartments or flats and located over different floor levels, please include an approved floor plans to indicate which levels these refer to, so that the allocated numbering will be logical. Alternatively, you may provide us with the planning or latest building control reference in order that we may use the plans submitted.

Commercial Property Use

Retail	<input type="checkbox"/>	Offices	<input type="checkbox"/>	Industrial	<input type="checkbox"/>
Leisure	<input type="checkbox"/>	Agricultural	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Healthcare	<input type="checkbox"/>	Holiday Let	<input type="checkbox"/>		

Other.....

Number of Units:..... Number of Internal Units:.....

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.

3. Business Name:.....

The business is not the same as the property/building name, as below. The business name can then be added or removed from an address where necessary without the need for a full address change if the business or name changes.

If the property will be located on an existing/officially named street, please complete the field below:

Existing Street Name:.....

4. Suggested Property Names:

The proposed name has to be unique. It cannot contain any name or location already in use in the local area either in full or part. e.g. if there were a property in the area called Littlethwaite House - Little and Thwaite would not be accepted as part of the new name.

Please refer to our Street Naming and Numbering Policy and Guidance for all the policy rules on Addressing Properties in Eden before submitting your proposals.

<http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering/>

Residential Property Names may only be proposed if there is no numbering sequence in operation on the street. Please include two or more proposals, in order of preference, **including** an appropriate suffix as per page 17 of the policy, ie House, Cottage.

4.1.....

4.2.....

Commercial Building Names must not replicate any part of the business name or indicate the use of the building.

4.3.....

4.4

5. **Suggested Street Names** where a new street or access road is to be built, in order of preference (please include four proposals, if possible, along with the reason for your proposal - continue on a separate sheet if necessary). Please note the information at end of this form before completing your application.

5.1

5.2

5.3

5.4

6. **Village** (if applicable):.....

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

Please indicate whether the property requires postcode allocation. Postcodes are allocated by the Royal Mail not the Council through this application process and will only be allocated where there is a postal delivery point 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) for service delivery.

Holiday cottages and second homes are not postcoded by the Royal Mail and postcodes for this type of property are allocated by the Council to the nearest postcode for referencing and locating purposes. The Royal Mail will not include these addresses on the (PAF) as this is not a main permanent residence.

Postcode Required: Yes No

Alterations after the initial street naming and numbering has been undertaken and confirmed to you, due to plan or plot changes by the developer, will incur costs; per application and per plot. The applicant/developer should contact this department as soon as you have permission for these changes. We will either re-name or re-number the development to ensure that the numbering sequence is logical and sequential. A developer does not have the authority to re-name or re-number a development.

Declaration

As the freehold owner of the property/ies/development, I hereby request Eden District Council to undertake the Street Naming and Numbering process and assign the address to the properties described in accordance with the relevant legislation.

Signed:..... Date:.....

Block Capitals:

This application **does not** require a fee to be paid.

Important Information

The Council allocates property and street names in accordance with the current Guidance/Policy Document which can be found on our website along with further information, please be sure to refer to this document before completing and submitting any application.

<http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering/>

Property Number Allocation - where there is a current numbering scheme the Council has an obligation to add the property into the numbering sequence, also where there are two or more properties a numbering scheme may be considered to be implemented - Policy Document **Section 7**.

Property Name Allocation - where there is no numbering scheme in operation or the development is for one property only the property may be named - Policy Document **Section 8**.

Street Name Allocation - where there is a new street or access road to a development the street or access road must be named, this process will take several weeks, therefore you should apply for this before construction is commenced, see below;

Prior to submitting your application which requires a new street name you need to;

- Refer to **Section 6** of the current Guidance/Policy Document which can be found on our website or contact this department for advice.
- You may contact us with any proposal so that we can check that this meets the criteria of the current policy or involve the local Parish or Town Council in any street name proposals when submitting your application, referring to the policy document. Where the proposal does not meet the criteria the it will be rejected by Eden District Council and you will need to resume discussions with the Parish or Town Council.
- The Parish or Town Council must agree to the name and supply you with an email or written confirmation that they agree for you to proceed with the name.
- Once the name is approved The Council has an obligation to post a 'Notice of Intent' of the new name at the site for 21 working days to allow any party who wishes to appeal the name time to do so. We have to wait another 10 working days for notification of objections. We can only then begin progression of your application and allocate addresses and postcodes to the development.

Please email your completed form to: snn@eden.gov.uk

The Council offices are temporarily closed during Covid-19. We do not have access to postal deliveries, therefore postal applications may have a significant delay.

Street Naming and Numbering Department
Eden District Council
Mansion House
Friargate
Penrith
Cumbria
CA11 7YG

Telephone: (01768) 817817

<http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering/>