



**Application for Address Allocation
for
A New Street Name,
New Property Number or Property Name
for
New Builds or Conversion of Existing Building into
Dwellings, Annex Accommodation, Commercial and
Residential Properties**

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

1. Applicant

Name:

Address:

.....

.....

Postcode:

Contact Name:

Phone Number: **Mobile:**

Email:(please print clearly)

Planning Application Reference:

Building Control Application Reference:

Site Address:

.....

Please note, applications will not be accepted before a decision notice has been published and without an approved application reference

2. Type of Application (please tick)

New Build Conversion of existing building New Street Name

Property Use (please tick)

Residential Commercial

Residential Property Type

Detached Semi Detached
Terraced Apartment/Flat
Annexe

Other (please specify)

Number of Properties:

Number of Apartment Blocks:

Number of Internal Apartments:

Number of Floors:

Property Numbering

Where there is a numbering scheme in operation, property numbers will be allocated. Either a full number or an infill number. Numbers will be allocated in compliance with the street naming and numbering policy document and the national address data entry conventions.

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 or where the development is infill eg Flat A or 14B.

If the application is for a residential dwelling or dwellings go to section 3.

If the application is for a new street name go to section 5

Commercial Property Use

Retail Offices Industrial
Leisure Agricultural Transport
Healthcare Holiday Let

Other (please specify).....

Please specify the type of business, for example if you select Retail will this be a shop, café, restaurant, bank, hairdressers;

Business Type

Number of Units: Number of Internal Units:

If the application is for a commercial building go to section 4

3. Residential Dwelling - Suggested Property Name

The proposed name must be unique. It cannot contain any existing property name, street name, locality name, village or town name which are already in use in the local area (the local area is a 3 mile radius) **either in full or part**. For example if there is a property in the area named Rockery Hill Cottage, then Rock, Rockery and Hill would not be accepted as any part of the new name.

Your proposals **must** comply with all the policy requirements. Before submitting your name proposals please refer to the street naming and numbering policy document located on our web pages [here](#). If you do not refer to the policy and your proposals are rejected this will lengthen the time it takes to allocate an address. There are no exceptions to the policy.

Names must only be proposed where there is no existing numbering sequence in operation on the street.

The proposed name must include a suffix as contained in the street naming and numbering policy document.

You must include four or more proposals, in order of preference.

Please do not propose the same name with a different suffix as it is the name (prefix) which we will investigate not the suffix in the first instance. Where possible please specify the reason/background for your proposal

Please only complete this where there is no numbering scheme in operation.

1

Reason.....

2

Reason.....

3

Reason.....

4

Reason.....

If you do not include the reason/background for your proposal you may be asked for an explanation in respect of your proposals and this could delay your application.

4. Commercial Building Names

Commercial building names must not replicate any part of the business name or indicate the commercial use of the building. The proposed name must be unique. It cannot contain any existing property name, street name, locality name, village or town name which are already in use in the local area (the local area is a 3 mile radius) **either in full or part**. For example if there is a property in the local area called Rockery Hill Cottage, then Rock, Rockery and Hill would not be accepted as any part of the new name.

Before submitting your name proposals please refer to the street naming and numbering policy document located on our web pages [here](#). If you do not refer to the policy and your proposals are rejected this could delay your application. There are no exceptions to the policy.

Please only complete this where there is no existing numbering scheme in operation.

1

Reason.....

2

Reason.....

3

Reason.....

4

Reason.....

If you do not include the reason/background for your proposal you may be asked for an explanation in respect of your proposals and this could delay your application.

Business Name:

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

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

Existing Street Name.....

5. New Street Name – please refer to the street naming and numbering policy document on our [web pages](#) before you apply for a new street or road name

Where a new street or road is to be built you should contact this department by email at snn2@westmorlandandfurness.gov.uk **before** you submit this application form to discuss your name proposals. The Street Name process may take three to four months to complete due to legal compliances, therefore you should contact us with your name suggestions before construction is commenced, see below;

The Parish or Town Council must agree to the name approved by the street naming and numbering section and it is the developers responsibility to liaise directly with the Parish or Town Council Clerk, once it has been determined that your proposed name(s) meet the criteria of the Councils policy. We do not respond to any correspondence received directly from the Parish or Town Council and it is up to the developer to provide the information they require. **Once the Parish or Town Council are happy with the name(s) which meet the policy criteria, you can then submit this application form.** You must provide us with written confirmation from the Parish or Town Council 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 proposed new name at the site for 21 working days to allow any party who wishes to appeal/object to the name time to do so. We have to wait another 10 working days for notification of objections to be received. We can only then begin progression of your application and allocate addresses and postcodes to the development which can take up to an additional six weeks.

Before you continue with this form, have you contacted street naming and numbering section and received confirmation that your name proposals meet the criteria of the street naming and numbering policy document?

Yes

No – if no, please email us at snn2@westmorlandandfurness.gov.uk with your name proposals.

If yes where a new street or access road is to be built, in order of preference (please include your proposals which have already been agreed with the street naming and numbering section. You must also include the reason for your proposal;

1

Reason

2

Reason

3

Reason

4.....

Reason.....

The proposed names must be unique. They cannot contain any existing property name, street name, locality name, village or town name which are already in use in the local area (the local area is a 3 mile radius) either in full or part. For example if there is a street in the area named Ullswater Road, Ullswater and Water could not be as part of the new street name with a different suffix.

Please confirm that you have forwarded confirmation of the name(s) from the Parish or Town Council to us at snn2@westmorlandandfurness.gov.uk with this application form

Yes

Locality (if applicable)

Village (if applicable):

Postal Town:.....

6. 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.

Any 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, see our charges on our web page. In the event of this happening the applicant/developer must contact this department as soon full planning permission has been approved for the 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 Westmorland and Furness Council to undertake the Street Naming and Numbering process and assign the address to the properties described in accordance with the relevant legislation.

Name (Block Capitals):

Signed: Date:

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

Important Information

The Council allocates property names and numbers and street names in accordance with the current street naming and numbering policy document which can be found on our website [here](#) along with further information. Please be sure to refer to this document before completing and submitting any application. There are no exceptions to the policy and if your proposals do not meet the criteria of the street naming and numbering policy document this could delay your application.

There is no charge for this application.

Please email your completed form to: 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

Telephone: 0300 373 3300

Email: snn2@westmorlandandfurness.gov.uk

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