**Application for the numbering of multiple new properties on an existing street**

1. Applicant Details

Name of contact

Company name

Contact address

Telephone number – Land

Telephone number – Mobile

Email address

Would you prefer to be contacted by email?

1. Application Details

Type of development [ ]  New Build [ ]  Conversion

Planning permission approval number

Building regulation application number

(if applicable)

Development address (eg. Land Adjacent

to 1, Example Street or existing address

for conversions)

1. New Postal Numbers

Total number of new properties/plots requiring postal addresses

*Please note: once a property has been named and/or numbered if there is a change required there will be an administrative fee charged for the change.*

1. Plans Required

Please include a copy of the development site plan showing plot layouts with the correct plot numbers clearly marked.

1. Declaration

By signing the box below and submitting this application to the Council, you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application.

Signature Print name date

1. Fees

As of 1st April 2008, North West Leicestershire District Council levy fees against certain street naming and numbering functions. The table below sets out the fees.

| Function | Fees |
| --- | --- |
| Renaming an existing property | £47.00 |
| Naming or numbering an existing property | £47.00 |
| Naming and numbering a development of up to 5 plots (per plot) | £47.00  |
| Naming and numbering a development of more than 5 plots | £236.00 |
|  plus - each plot from plot 6 (inclusive) onwards | £25.00 |
| Street renaming at residents' request(plus all compensation met by applicant) | £310.00 |
| Written confirmation of postal address details | £32.00 |
| Numbering of a new flat complex (per flat) | £32.00 |

Card payments can be made by phone on 01530 454512 after your application has been received and processed. If required, an invoice can be raised on request. If you are unsure of the amount, please liaise with the Street Naming and Numbering Officer before making a payment.

1. Next Step

Please complete this application form and submit it by sending it to the email address below. Alternatively, you may print this form and return to the address below. The Street Naming and Numbering Officer will now check that the street name and/or postal numbering required are acceptable, if it is, the Council will contact Royal Mail for post coding. If the name/number is not acceptable, you will be contacted to review your choice. All postal addresses are allocated in accordance with BS7666.

If you are a developer and you have no preference for a street name, please contact the Street Naming and Numbering Officer as soon as possible, so that the next step of the process can be started. The Council will then contact either the Parish Council or a relevant Ward Member to decide upon an appropriate name.

Street Naming and Numbering Email: newaddresses@nwleicestershire.gov.uk

NWLDC

PO Box 11051 Tel: 01530 454512

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