**Application for the naming and numbering of a single new address**

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

1. Plans Required

Please include a copy of the development site plan showing plot layout and location.

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 postal numbering required is 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 would like to add a house name (at no extra cost) please make the Street naming and Numbering Officer aware when you submit your application.

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

NWLDC

PO Box 11051 Tel: 01530 454512

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