

STREET NAMING AND NUMBERING APPLICATION FORM

Street Naming and Numbering Stafford Borough Council

Application for new, or changes to, naming and numbering of streets and buildings in accordance with the Town Improvement Clauses Act 1847 and the Public Health Act 1925

Applicants Details	
Name:	
Address:	
Telephone Number:	
Mobile:	
Email Address:	
Please indicate your preferred method of correspondence:	
Email <input type="checkbox"/>	Letter <input type="checkbox"/> Fax <input type="checkbox"/>
Details of the address/property/development to be named or numbered	
Nature of the proposed change to an address: (e.g. Naming and Numbering a building, naming a road/street; or numbering a building only)	
Planning Application No:	
Building Control Application No:	
Current Address(es) (if not available please state the assumed address of location of application site)	Proposed Address(es): 1. 2.
Origin of proposed name: (please refer to the guidelines on choosing a name)	

Names of other occupants of the building:
(please attach a separate sheet if necessary)

Please give details of the freehold owner of the application site/property:
(if not the applicant)

Estimated completion date (for new developments)

Additional Information

Please use this space for any information you feel may be relevant:
(please continue on a separate sheet if necessary)

Enclosures

Please ensure you submit the application with:

1. A site plan must be included with all applications.
2. If you are not the freehold owner, please provide written approval from the freehold owner.
3. If the application pertains to a new development, please provide detailed drawings that indicate all the proposed entrances to the building.
4. Enclose the correct fee (see fee table)
(Cheques should be made payable to "Stafford Borough Council")

Please indicate which items have been enclosed by ticking the appropriate box below:

1. Site Plan (mandatory)

2. Written approval of the freehold owner
(mandatory if you are not the freehold owner)

3. Detailed drawings of the development/building

4. Fee (mandatory, no applications will be processed without the correct fee)
Please enter amount enclosed: £

Signed:

Dated:

Please return completed applications to:

**Planning Support
Economic Development and Planning
Stafford Borough Council
Civic Centre
Riverside
Stafford
ST16 3AQ**

Tel: 01785 619327

**e-mail: address@staffordbc.gov.uk
website: www.staffordbc.gov.uk/planning**

Stafford Borough Council (the council) is a data controller under the Data Protection Act 1998. The council will use the information we hold about you in several ways, including:

- to identify you when you contact us
- to enable us to process your application
- to provide you with a better level of service by ensuring that our information about you is accurate and up to date.
- ensuring that public money is spent wisely and efficiently.
- to prevent and detect fraud and other criminal activity
- to inform you about other services available from the council (unless you ask us not to).
- to comply with the law

The Council will only keep information about you for as long as is necessary and will dispose of it in a secure manner.

The council may share your information (only where it is lawful to do so) with other departments within the council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.

Please note that all applications for planning matters and supporting documentation are a public record and you should be aware that these records are open to public inspection both in their paper version and in electronic media such as the council website.

Street Naming and Numbering Fees (none business rated)

Description	Charges
New Build or Redevelopment	
New individual property	£200.00
2-5 New Developments (Number and name new properties)	£412.00
6-25 New Developments (Number and name new properties)	£210.00 per phase + £18.00 per plot
25+ New Developments (Number and name new properties)	£412.00 per phase + £12.70 per plot
Changes to development layout after notification	£33.00 per plot affected
Additional Charge for naming of a street	£210.00
Additional Charge for naming of Commercial buildings	£100.00
Street Name plates if Council erects the sign (Operational Services)	£550.00
Existing Properties and/or streets	
Adding or changing of house or building name	£69.50
Rename of Street where requested by residents	£412.00 plus £24.50 per property
House or building renumbering (inc sub division into flats)	£275.00
Conversion of single dwelling into multiple addresses	£412.00
Research into Archives (where not part of statutory function) set as a minimum of	£205.00
Confirmation of postal addresses for solicitors or conveyancers and all consultees	£34.00 per enquiry
Photo stat copies of any legal documentation relating to street naming and numbering orders	£21.00