

**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

<b>Applicants Details</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Mobile:</b>	
<b>Email Address:</b>	
<b>Please indicate your preferred method of correspondence:</b>	
Email <input type="checkbox"/>	Letter <input type="checkbox"/> Fax <input type="checkbox"/>
<b>Details of the address/property/development to be named or numbered</b>	
<b>Nature of the proposed change to an address:</b> (e.g. Naming and Numbering a building, naming a road/street; or numbering a building only)	
<b>Planning Application No:</b>	
<b>Building Control Application No:</b>	
<b>Current Address(es)</b> (if not available please state the assumed address of location of application site)	<b>Proposed Address(es):</b>  1.  2.
<b>Origin of proposed name:</b> (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)  | <input type="checkbox"/> |
| 2. Written approval of the freehold owner<br>(mandatory if you are not the freehold owner)  | <input type="checkbox"/> |
| 3. Detailed drawings of the development/building  | <input type="checkbox"/> |
| 4. Fee (mandatory, no applications will be processed without the correct fee)<br>Please enter amount enclosed: £ <input type="text"/> | <input type="checkbox"/> |

**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](mailto:address@staffordbc.gov.uk)  
website: [www.staffordbc.gov.uk/planning](http://www.staffordbc.gov.uk/planning)**

## General Data Protection Regulation

Your data will be used to enable the processing of applications to create or amend official addressing information.

We may share your information as follows:

Occupancy of property data is shared with Stafford Borough Council Electoral Services and the Stafford Borough Council and Cannock Chase District Council Shared Revenues Service  
Stafford Borough Council is the data controller. You can find information about how we handle your personal information by visiting [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices).

### **Street Naming and Numbering Fees** (none business rated)

<b>Description</b>	<b>Charges</b>
<b>New Build or Redevelopment</b>	
New individual property	£225.00
2-5 New Developments (Number and name new properties)	£460.00
6-25 New Developments (Number and name new properties)	£230 235.00 per phase + £20.00 per plot
25+ New Developments (Number and name new properties)	£460.00 per phase + £14.10 per plot
Changes to development layout after notification	£37.00 per plot affected
Additional Charge for naming of a street	£237.00
Street Name plates if Council erects the sign (Operational Services)	£600.00
<b>Existing Properties and/or streets</b>	
Adding or changing of house or building name	£78.00
Rename of Street where requested by residents	£460.00 plus £27.00 per property
House or building renumbering (inc sub division into flats)	£310.00
Research into Archives (where not part of statutory function) set as a minimum of	£225.00
Confirmation of postal addresses for solicitors or conveyancers and all consultees	£38.00 per enquiry
Photo stat copies of any legal documentation relating to street naming and numbering orders	As per planning printing charges