Naming, Re-naming & Numbering of Properties & Streets request form

An application must be made to this Council for the registration of an address for –

a) Each newly built or sub-divided house, flat or mobile home;
b) Each newly built or sub-divided business;
c) An existing property where a name is to be changed or a new name is to be added;
d) Demolitions of property; and
e) New streets.

It is a legal requirement that a property or premises is registered. This will reduce location or delivery problems via Royal Mail or other carriers, and importantly for the emergency services. It will allow utilities to be connected, and is necessary to register to vote.

In order for this process to be completed, the application must be made at least 6 weeks prior to the expected occupation of the property.

The Council undertakes to check all proposed names to avoid clashes with others in the locality, to confirm postcodes from Royal Mail and to consult or notify all relevant authorities and public utilities of the new addresses. You are welcome to put forward new names for streets and properties, or we can suggest suitable names you can use.

If a property already has a number, this cannot be removed from the address. However, a name can be added to the number if required.

How to pay:

If you know what the charge is, please make the payment as described below. If you do not know the charge, or require other assistance please contact snn@gravesham.gov.uk

1. Telephone Payments

01474 33 74 17 for Naming & Numbering.

2. By post

Enclosing a cheque made payable to Gravesham Borough Council. Do not send cash. On the back of the cheque please write the site address, and the words “Naming and Numbering.”

Street Naming and Numbering
IT Services
Civic Centre
Windmill Street
Gravesend
DA12 1AU

Please note that all correspondence regarding an application, including confirmation of the new address, will be by email. Gravesham BC does not post correspondence to applicants. If there are any queries about your application we may need to telephone you, so please also include a daytime phone number if possible.

STREET NAMING AND NUMBERING APPLICATION FORM
Name:  
Address:  

Address of site or development:  

Email address:  
(All correspondence regarding this application will be emailed to this address)  

Telephone:  

Type of development
(please tick all that apply)

<table>
<thead>
<tr>
<th>Name change only</th>
<th>Residential</th>
<th>Business/Commercial</th>
<th>New Build</th>
<th>Change of Use</th>
<th>Creation of flats or multiple units</th>
<th>Number of units</th>
<th>Other development (please specify):</th>
</tr>
</thead>
</table>

Please enclose a map at A4 size showing the property (or properties) concerned and location of entry points, failure to do so will make your application invalid.

Has this development already taken place?
If not, when is this change to take effect?

Name(s) you wish to use:

Scale of Charges

**EXISTING property:**

<table>
<thead>
<tr>
<th>Change of property name or official addition of new name</th>
<th>£50.00</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official registration of an existing individual unregistered property</td>
<td>£60.00</td>
<td>☐</td>
</tr>
<tr>
<td>Confirmation of address letter</td>
<td>£15.00</td>
<td>☐</td>
</tr>
<tr>
<td>Re-naming an existing street or existing block of flats</td>
<td>£1540.00</td>
<td>☐</td>
</tr>
</tbody>
</table>

**NEW development - residential or business unit, including flat conversions:**

<table>
<thead>
<tr>
<th>Single plot / unit</th>
<th>£70.00</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 to 10 plots / units</td>
<td>£60.00 per unit</td>
<td>☐</td>
</tr>
<tr>
<td>In excess of 10 plots / units</td>
<td>£600.00 for 10 (plus £30.00 per each additional unit)</td>
<td>☐</td>
</tr>
<tr>
<td>Creation of a new street</td>
<td>£150.00</td>
<td>☐</td>
</tr>
<tr>
<td>Change of use (commercial to residential / residential to commercial)</td>
<td>£50.00</td>
<td>☐</td>
</tr>
<tr>
<td>Amending a previously confirmed naming and numbering schedule and resending out</td>
<td>£40.00 per amended unit</td>
<td>☐</td>
</tr>
</tbody>
</table>

This application will be processed once the correct payment has been received.

By signing this form and submitting it as an 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: ____________________________  Date: ____________________________