

## **Street Naming and Numbering Application Form**

(For Naming, Re-naming and Numbering of Properties and Streets)

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. For new developments, applications should be submitted prior to construction. Where planning permission is required, please supply a valid Planning application number. Without it, the application may not be processed.

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 based upon the local area.

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.

For further information please see the Council [SNN policy](#)

### **How to Apply:**

Return the completed application form and supporting documents to [snn@gravesham.gov.uk](mailto:snn@gravesham.gov.uk) with the subject of '**SNN Application**'.

Or by post to the address below:

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

Each application will be assessed before payment can be made. Notification will be emailed to the email address supplied with the total payment and valid application number.

**Please note:** that all correspondence regarding an application, including confirmation of the new address, will be by email. Gravesham Borough Council 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. For further assistance please contact [snn@gravesham.gov.uk](mailto:snn@gravesham.gov.uk)

## Current Schedule of Fees

### Existing Properties – including flat conversions

Type	Price	
Change of property name or official addition of new name	£80.00	
Confirmation of address letter	£27.00	
Re-naming an existing street or existing block of flats	£2000.00	
Change of use (commercial to residential or residential to commercial)	£75.00	
Merging separate units/flats into a single property	£200.00	
Splitting an existing property into units/flats (In excess of 10 units/flats, refer to New Development fees)	£120.00	per unit

### New Development - residential or business unit, (including flats)

Type	Price	
Single plot/unit	£107.00	
2 to 10 plots/units	£96.00	per unit
In excess of 10 plots/units	£960.00	for 10
additional plots/units	£35.00	per unit
Creation of a new street	£215.00	
Amending a previously confirmed naming and numbering schedule	£54.00	per unit

## Street Naming and Numbering Application Form

### 1. Applicant Details

<b>Name:</b> _____	
<b>Address:</b> _____ _____	<b>Current address of site or development:</b> (If applicable) _____ _____
_____	_____
_____	_____
<b>Email address:</b> _____	<b>Telephone:</b> _____

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

### Property Request (tick/mark all that apply)

<b>2. Type of development</b>	
Residential <input type="checkbox"/>	Business/Commercial <input type="checkbox"/>
Existing <input type="checkbox"/>	Conversion <input type="checkbox"/> New Build <input type="checkbox"/>
<b>3. Existing</b>	
Name change only <input type="checkbox"/>	Address confirmation <input type="checkbox"/> Street Name change <input type="checkbox"/>
Change of use - Commercial to Residential <input type="checkbox"/>	or Residential to Commercial <input type="checkbox"/>
<b>4. New Build/Conversion</b>	
Creation of houses/units/flats <input type="checkbox"/>	Total properties/units _____
Creation of new Street(s) <input type="checkbox"/>	Total number of Streets _____
Sub dividing or merging existing houses/units	From _____ Into total properties/units _____
<b>5. Proposed Name(s) / Address that you wish to use:</b>	
<b>6. Development History:</b>	
If applicable please provide: the Planning application number _____ the Developer/Marketing name _____	
Does the development involve the demolition of an existing building? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Plan(s)</b>	
Please provide an A4 size map showing the property (or properties) concerned and location of all entry points. Floor plan(s) for flats that clearly display plot numbers and mailbox locations will also be required. Failure to do so will make your application invalid. (Indicate which documents have been supplied below)	
Site Location map <input type="checkbox"/>	Layout plan(s) (including plot numbers) <input type="checkbox"/> Floor plan(s) <input type="checkbox"/>
<b>Fee:</b> Use the schedule of fees to estimate the cost	£ _____
<b>7. Declaration</b>	
By submitting/signing this form 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.	
Name/Signature: _____	Date: _____
<b>Next Step</b>	
An initial assessment will be made and the fee and payment method will be confirmed by email. Upon receipt of payment, the application will be processed.	