



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Textphone Users 18001
Email uconnect@uttlesford.gov.uk Website www.uttlesford.gov.uk

Street Naming and Numbering Application (Allocation of Official Postal Address)

This form should be completed for:

- Addition of house name/ Change to house name
- Erection of new properties/flats
- Developments requiring new street name/s
- Business/Industrial premises

For information

- If a property is already numbered it will be necessary to retain the number in addition to the name.
- There are charges for Street Naming & Numbering (SNN) which are listed on Page 5.
- Please note that no action will be taken until payment has been received. If you are paying by debit or credit card please call 01799 510510. If you are paying by cheque please make the cheque payable to Uttlesford District Council and mark for the attention of SNN.

1. Applicants Details:
Name:
Address including post code:
Tel. No:
Email:
2. Location of site:
Please provide a description/location of the site. If you have a related planning application number or building regulations application number – please provide the reference:

3. New Dwellings:

Only complete section 3 for new dwellings. For existing dwellings, please go to section 6.

Note: new street names are to be agreed with the relevant town/parish council. Proposed street names should comply with the SNN Policy/Guidance.

Please state the number of new properties:

If you are applying for a new street name, please state the proposed street names (please give a choice of three names per street in accordance with the SNN Policy/Guidance). Please use a separate sheet if required.

1.

2.

3.

1.

2.

3.

1.

2.

3.

If the property is to have a name in addition to the number – please state proposed name:
(please continue on separate sheet if required)

Plot No.

Proposed name.

1.

2.

3.

4. New Flats:

Only complete this box for new flats. For existing flats, please go to section 6.

Note: new street names are to be agreed with the relevant town/parish council. Proposed street names should comply with the SNN Policy/Guidance.

Please state the number of new flats:

If you are applying for a new street

1.

name, please state the proposed street names (please give a choice of three names per street in accordance with the SNN Policy/Guidance). Please use a separate sheet if required.	2.
	3.
	1.
	2.
	3.
	1.
	2.
	3.
	3.
Please state proposed names of building (if applicable)	
Will access to the flats be via a communal entrance?	
Will Post Boxes be in a communal hallway or located on the front doors of the individual flats?	
If access is by a communal entrance how will access be gained for other deliveries i.e. intercom system?	
5. New Non-Residential Units	
<p>Only complete this section if you are applying to name a non-residential building or industrial estate.</p> <p>Note: new street names are to be agreed with the relevant town/parish council. Proposed street names should comply with the SNN Policy/Guidance.</p>	
Please state number of new units:	
If you are applying for a new street name, please state the proposed street	1.
	2.

names (please give a choice of three names per street in accordance with the SNN Policy/Guidance). Please use a separate sheet if required.	3.
	1.
	2.
	3.

6. Existing Properties:

Are you applying for:	Proposed change
Property Name/Number change	
Renamed Street	

7. Ownership Statement

Please sign and date to confirm the ownership details:

I confirm that I am the owner of the property/land or acting on their behalf

Signed.....Date.....

or

I confirm that I have exchanged contracts with the land owner and have a completion date for when I become the property/land owner.

Signed.....Date.....

Date contracts exchanged.....

Date of completion.....

8. Enclosures

Please submit the following information/documents with your application.

- Location Plan – showing the site clearly outlined (a sketch is acceptable but an Ordnance Survey extract would be preferred).
- For new developments, a copy of an up to date plot plan indicating plot numbers and front door access points.
- For new developments which include flats – a floor plan indicating plot numbers and front door access points.
- Relevant Fee – see section 9

9. Fees	Charge per dwelling/unit
Add a name to a numbered property	£35.00
Name change/renumber	£75.00
New dwelling/unit	£110.00
2-5 dwellings/units	£75.00
6 - 25 dwellings/units	£55.00
26 - 75 dwellings/units	£45.00
76 plus dwellings/units	£35.00
New Street Name	£200.00
Name of block or block of flats of industrial estate	£175.00
Confirmation of plot or postal address for utility company (charged to utility companies only)	£35.00

We are happy to receive this application via email to planning@uttlesford.gov.uk or via the post. If sending by email, please indicate how the payment will be made, i.e. by cheque to follow or payment over the telephone.

Plans being submitted electronically should be in pdf format.