

# Street Naming and Numbering - Application Form



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:

Contact Telephone Number:

Email Address:

Please indicate your preferred method of correspondence:

Email

Letter

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## Details of the address, property, development to be named or numbered

### Nature of the proposed change to an address:

(eg Naming and Numbering a building, naming a road/street; or numbering a building only)

**Planning Application Number:**

**Building Control Application Number:**

**Current Address(es):** if not available please give the assumed address of location of application site

**Proposed Address(es):**

**Origin of Proposed Name:**

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

**Freehold Owner of the application site/property:**

(If not the applicant)

Name:

Address:

Contact Telephone Number:

Email Address:

**Estimated completion date:** (for new developments):

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**Additional Information:**

**Please provide any additional information you feel may be relevant**

(continue on a separate sheet if necessary)

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**Enclosures:**

Tick which have been enclosed:

- Site plan - must be included with all applications
- Written approval of the freehold owner if you are not the freehold owner
- Detailed drawings of the development/building if the development is new, indicating all the proposed entrances to the building
- Fee (see fee tables on page 4) - applications will not be processed without the correct fee

Enter amount enclosed: £

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Signed:

Date:

## **Please return completed applications to:**

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

Email: [address@staffordbc.gov.uk](mailto:address@staffordbc.gov.uk)

Website: [www.staffordbc.gov.uk/street-naming-and-numbering](http://www.staffordbc.gov.uk/street-naming-and-numbering)

Payments can be made to our contact centre on 01785 619337 advising them it is for addressing.

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## **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).

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

### New Build or Redevelopment

Description	Charges
New individual property	£267.00
2-5 New Developments (Number and name new properties)	£546.00
6-25 New Developments (Number and name new properties)	£278.00 per phase + £24.00 per plot
25+ New Developments (Number and name new properties)	£546.00 per phase + £16.60 per plot
Changes to development layout after notification	£44.00 per plot affected
Additional Charge for naming of a street	£280.00
Street Name plates if Council erects the sign (Operational Services)	£709.00

### Existing Properties and/or streets

Description	Charges
Adding or changing of house or building name	£93.00
Rename of Street where requested by residents	£545.00 plus £32.00 per property
House or building renumbering (including sub division into flats)	£369.00
Research into Archives (where not part of statutory function) set as a minimum of	£267.00
Confirmation of postal addresses for solicitors or conveyancers and all consultees	£45.00 per enquiry
Photo stat copies of any legal documentation relating to street naming and numbering orders	As per planning printing charges <a href="http://www.staffordbc.gov.uk/fees-and-charges">www.staffordbc.gov.uk/fees-and-charges</a>