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Description automatically generated

## Street Naming and Numbering Request Form

Please see list of fees at the end of the document

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| 1. Applicant Details | | | |
| Name | Click here to enter text. | Company Name | Click here to enter text. |
| Address  *for correspondence* | Click here to enter text. | | |
|  | Post Code | Click here to enter text. |
| Telephone No | Click here to enter text. | E-mail address | Click here to enter text. |
| Your reference | Click here to enter text. | Date of Request | Click here to enter text. |

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| 2. Property Details | |
| Address/location of property or development: | |
| Click here to enter text. | |
| Related Planning Application Number (where appropriate) Click here to enter text. | |
| Location plan identifying the property/development in relation to existing streets or means of access | Enclosed |
| Detailed plan of the new development clearly marked with the plot numbers of the proposed scheme | Enclosed |
| An internal layout plan for developments which are subdivided at unit or floor level, e.g. a block of flats or commercial, industrial units. The main entrance to each block must be clearly marked. | Enclosed |

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| 3. Interest in Property/Development | | |
| I confirm that I am the: | | |
|  | Freehold Owner of the property/development, and I have the consent of any affected Leaseholder(s) | |
|  | Leasehold Owner of the property/development, and I have the consent of the freehold owners and any other affected Leaseholder(s) (as appropriate) | |
|  | The developer of the site, and I have consent of any affected Freeholder or Leaseholder (as appropriate) | |
|  | Agent acting on behalf of the owner or developer, and I have consent of any affected Freeholder or Leaseholder (as appropriate) | |
|  | Other *(please state)* | .....…………………………………………………………………………………...... |

Please return the completed form by email to [streetnamingandnumbering@befirst.london](mailto:streetnamingandnumbering@befirst.london)

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| --- | --- | --- | --- | --- | --- |
| Section 4 - Service Required - please complete the appropriate section/s | | | | | |
| **4.1 Naming a new street or streets** | | | | | |
| Suggested names:  Click here to enter text. | | | | | |
| Reason for this choice:  Click here to enter text. | | | | | |
|  | | | No of streets: ……….. x £500 = | | £ |
| **4.2 New Development or Redevelopment** - *Please ensure 4.1 has also been completed where new streets are created. Use this section where there will be more than 1 new address as a result of the works.* | | | | | |
| For flats please indicate whether they will:   1. Share a letter box on the front door  Click here to enter text. 2. Have individual doors accessible from the street  Click here to enter text. 3. Have a communal entrance door accessible for postal deliveries Click here to enter text.    1. Postal deliveries to be left in communal area    2. Postal deliveries to individual internal doors   If multiple options apply then please indicate which flats fall within which option. | | | | | |
|  | | | No of buildings ……… x £500  plus  No of properties ……… x £125 = | £ | |
| **4.3 New individual property** | | | No of properties 1 x £125 | £ | |
| **4.4 Renaming or Renumbering of an existing property** | | | | | |
| Current names or numbers  Click here to enter text. | | | | | |
| Proposed names or numbers  Click here to enter text. | | | | | |
|  | | | No of properties: …… x £125= | £ | |
| **4.5 Request to rename or renumber a street -** *Please note that all owners of property in the street will be consulted and will need to agree to the proposal.* | | | | | |
| Current name: | Click here to enter text. | | | | |
| Proposed name: | Click here to enter text. | | | | |
| Reason for this choice: | Click here to enter text. | | | | |
|  | | No of streets ……. x £1,000 plus  No of properties ……. x £125 = | | £ | |
| Total | | | | £ | |

Please note: We reserve the right to charge for changing any naming or numbering schedules which have previously been submitted and processed which are then subject to change by the developer.

### **Fees**

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| --- | --- |
| **Service** | **Fee** |
| Naming of a new street | £500 per street |
| Naming and numbering a new development or redevelopment | £500 per building plus £125 per unit/address |
| Naming or numbering a new individual property | £125 per unit/address |
| Renaming or renumbering existing properties | £125 per unit/address |
| Street renaming/renumbering | £1000 per street plus £125 per unit/address |