

## Street Naming and Numbering Request Form

Please see list of fees at the end of the document

|  |
| --- |
| 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. |

|  |
| --- |
| 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 [ ]  |

|  |
| --- |
| 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

|  |
| --- |
| 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 £600 =  | £ |
| **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 £600 plusNo of properties …… x £150 = | £ |
| **4.3 New individual property** | No of properties 1 x £150  | £ |
| **4.4 Renaming or Renumbering of an existing property** |
| Current names or numbersClick here to enter text. |
| Proposed names or numbersClick here to enter text. |
|  | No of properties: …… x £150= | £ |
| **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 £1,200 plusNo of properties ……. x £150 = | £ |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Prices from 1st Feb 2021** | **VAT** | **Total** |
| Naming of a new street | £500  | £100 | **£600** |
| Naming and numbering a new development or redevelopment | £500 per building plus £125 per unit/address  | £100 per building plus £25 per unit/address | **£600 per building plus £150 per unit/address** |
| Naming or numbering a new individual property | £125 per unit/address  | £25 | **£150** |
| Renaming or renumbering existing properties | £125 per unit/address  | £25 | **£150** |
| Street renaming/renumbering | £1000 per street plus £125 per unit/address | £200 per street plus £25 per unit/address | **£1200 per street plus £150 per unit/address** |