



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 <input type="checkbox"/>
Detailed plan of the new development clearly marked with the plot numbers of the proposed scheme	Enclosed <input type="checkbox"/>
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 <input type="checkbox"/>

3. Interest in Property/Development	
I confirm that I am the:	
<input type="checkbox"/>	Freehold Owner of the property/development, and I have the consent of any affected Leaseholder(s)
<input type="checkbox"/>	Leasehold Owner of the property/development, and I have the consent of the freehold owners and any other affected Leaseholder(s) (as appropriate)
<input type="checkbox"/>	The developer of the site, and I have consent of any affected Freeholder or Leaseholder (as appropriate)
<input type="checkbox"/>	Agent acting on behalf of the owner or developer, and I have consent of any affected Freeholder or Leaseholder (as appropriate)
<input type="checkbox"/>	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 =	£
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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:

a) Share a letter box on the front door [Click here to enter text.](#)

b) Have individual doors accessible from the street [Click here to enter text.](#)

c) Have a communal entrance door accessible for postal deliveries [Click here to enter text.](#)

i. Postal deliveries to be left in communal area

ii. Postal deliveries to individual internal doors

If multiple options apply then please indicate which flats fall within which option.

	No of buildings x £600 plus No of properties x £150 =	£
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4.3 New individual property

	No of properties 1 x £150	£
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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 £150=	£
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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 plus No of properties x £150 =	£
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Total		£
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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 1 st 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