

Street Naming and Numbering Application Form

Applicants details

Name:

Address:

Post Code:

Telephone No:

Email Address:

Location or Current Address of Building to which Application Relates :

Proposed Names And / Or Number Scheme : (Attach separate sheet if necessary)

Any Additional Information : (For New Builds/Developments Please Provide the Planning and Building Regulation References where appropriate)

Name:

Date:

Signature:

Please read these notes carefully before completing and returning the form to us.

The Applicant

Please complete this section fully and don't forget to use your postcode and include a contact telephone number. Minor queries can be dealt with by telephone.

YOU MUST ONLY MAKE THIS APPLICATION IF YOU ARE THE LEGAL OWNER

Description of the Location or Current address that the application relates.

Please include a location plan to a scale not less than 1: 1250. It should clearly show the property in relation to adjacent properties and roads. We **cannot** process your application without the location plan. If the application is for flats please make sure these can be identified individually.

Proposed name and/ or numbering scheme

If a new development is to be named and numbered please include a location plan that shows all plots concerned with plot numbers and proposed street/road names. The numbering will be carried out by Building Control in accordance with standard procedure. Numbers rather than names will be used wherever possible on all new buildings.

Suitability of names. Suggested names will not be accepted if they are likely to cause offence or will duplicate the name of another property/street which may cause confusion. Naming after a family or persons still living, or other organisations or companies etc will not be allowed.

For new buildings/developments please provide the Planning and where appropriate, Building Regulation reference numbers.

Please provide additional Information which may assist in the processing of your application.

If you require assistance or further information please contact Building Control at:

Sevenoaks District Council

Council Offices

Argyle Road

Sevenoaks

Kent

TN13 1HG

Email street.naming@sevenoaks.gov.uk

Tel: 01732 227343

Fax: 01732 227284