

Street Naming and Numbering Application Form

Please type or use block capitals.

1. Applicant's details

First name:	<input type="text"/>	Surname:	<input type="text"/>
Company name:	<input type="text"/>		
Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>
Email address:	<input type="text"/>		

2. Location or current address of building to which application relates

Address:	<input type="text"/>
Postcode:	<input type="text"/>

3. Proposed names (optional) attach separate sheet if necessary

You should not give out any addresses, including to utility suppliers, before we have issued a formal notification. We advise that any paperwork compiled prior to the formal notification uses plot numbers which we can then link to the official addresses in the notification.

4. Any additional information

For new builds or new conversions please include the planning permission reference number.

5. Do you own this property?

Yes No

If 'No' please provide your expected completion date:

6. Statement

First name: Surname:

Signature: Date:

Fees (see separate sheet for details of charges)

Applications will not be processed until the correct fee has been received.

Notes

Please read these notes carefully before completing and returning the form to us at street.naming@sevenoaks.gov.uk

The Applicant

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

You must only make this application if you are the legal owner.

Description of the location or current address that the application relates to

For new addresses please include a location plan to 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 provide floor plans identifying the individual flats.

Proposed addresses

Please include a location plan that shows all plots concerned with plot numbers and, if necessary, proposed street/road names. The new numbering will be generated and issued by us in accordance with standard procedure. Numbers rather than names will be used wherever possible on all new buildings.

A developer should not give any postal addresses, or postcodes, to potential occupiers (for example via solicitors or estate agents) before formal approval of new addresses has been issued by us, as it is likely that any proposed names or numbering sequence will not meet national standards (BS7666). We will not be liable for any costs or damages caused by failure to comply with this.

Suitability of names

Suggested names will not be accepted if they are likely to cause offence, or are similar enough to the name of another property/street to 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 reference numbers.

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

If you require assistance or further information, please contact Street Naming and Numbering at:

Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG

Tel: 01732 227328

Email: street.naming@sevenoaks.gov.uk

Data protection

Any personal information collected by this form will be treated in accordance with our Privacy Notice. Please view our Privacy Notice www.sevenoaks.gov.uk/privacy for further details of how we process personal information.