

STREET NAMING AND NUMBERING

Please read these notes carefully before completing and returning the form to us. If you require assistance or further information please contact us at the address overleaf.

Kennet District Council Building Control Section is a quality assured to BSEN ISO 9001: 2000.

Your application will be processed as quickly as possible. However as we are required to consult with other Authority's, delays may occur that are beyond our control.

1 The Applicant

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

You may only make this application if you are the legal owner of the properties subject of the application.

2 Description of the location of the premises

Please be as specific as possible and don't forget to include a location plan to a scale of not less than 1:1250. The plan should clearly show the property in relation to adjacent property and roads.

We **CAN NOT** process your application without the location plan.

3 Charged Services

Payable upon application for the re-naming/re-numbering of:

Property Re-naming	- Individual property	£80.00 VAT inclusive
New development & Street Re-naming	- Up to 5 plots /properties	£80.00 VAT inclusive
	- Over 5 plots/properties	£80.00 plus £15.00 per/plot/property

Concessions are available to off set costs for the naming of new developments of more than 20 properties, where the building control services for the development have been provided by Kennet District Council

In cases where confusion may arise to the emergency services, the process will be free of charge

In some cases it may not be possible to re-name or re-number properties, particularly where this would have an affect on other properties in the area or street. To re-name or re-number a street will require the agreement of at least two thirds of the property owners involved before approval can be considered.

4 Proposed Name and/or Numbering Scheme

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

You may make your own suggestions for street names; however, it is in the policy of this Council to consult with the appropriate Parish Council on proposed street and road names. This encourages the use of names that reflect the local history and character of the area.

Proposed names will be judged as unsuitable if they are likely to cause offence or will duplicate the name of another property/street which may cause confusion to postal or emergency services. Naming after a family or persons living, or other organisations or companies will not be viewed positively

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

5 Declaration

By signing this form and submitting it as an application to the Council you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application. Incomplete and unsigned applications cannot be accepted.