

# Application for Street Naming and/or Numbering in Connection with New Developments

*S. 17-19; The Public Health Act 1925*

**Herefordshire Council Building Control, Council Offices, Plough Pane, Hereford, HR40LE**  
**Telephone: 01432 261938 Web: www.herefordshire.gov.uk**  
**E-mail: [snn@herefordshire.gov.uk](mailto:snn@herefordshire.gov.uk)**

*This form should be read in conjunction with the procedures and guidance set out in the Herefordshire Council Street Naming & Numbering Policy. An application can only be submitted by the person or organisation having legal ownership of the buildings in question, or somebody acting on their behalf and with their permission. If you have any difficulties completing this form please contact the office indicated above for advice, asking for Building Control.*

**Office Use Only:**

Fee Correct:	<input type="checkbox"/>
Site Plans:	<input type="checkbox"/>
Initials:	<input type="checkbox"/>
Date Valid	<input type="checkbox"/>

**1**

**Is This application For:**

Naming of new street(s) and numbering of new **houses** which front onto the them:

Naming of new residential building(s) and/or numbering of new **flats** within them:

Naming of new street(s) and numbering of **commercial units** which front onto them:

**Numbering only** of houses, flats or commercial units:   
*(i.e. where the street or residential building already exists)*

**2**

**Applicant's Details (i.e. the current owner of the properties in question):**

Title: Mr/Mrs/Miss/Other: ..... Name: .....

Company/Organisation (if applicable): .....

Address: .....

..... Postcode: .....

Tel: ..... E-mail: .....

*All communication will be by e-mail unless requested otherwise*

**3**

**Agent's Details (please complete this section if you are submitting the proposal on behalf of the owner):**

Title: Mr/Mrs/Miss/Other: ..... Name: .....

Company/Organisation (if applicable): .....

Address: .....

..... Postcode: .....

Tel: ..... E-mail: .....

*All communication will be by e-mail unless requested otherwise*

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**Development Address:**

*(In the absence of a confirmed postal address, please use the site address as it was described on the application for planning permission)*

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..... Postcode: .....

Planning permission number for the development (if applicable): .....

5

**Full Extent of Naming/Numbering Proposals:**

*(Please complete all which apply. A detailed site or building layout will be required, along with a location plan showing the site in relation to surrounding roads and buildings)*

Total number of new houses to be numbered: .....

Total number of streets, roads or walkways which require names: .....

Total number of new flats to be numbered: .....

Total number of buildings containing flats which require names: .....

Total number of commercial units to be numbered: .....

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**About the Development:**

**Has the street naming/numbering requirement come about as a result of:**

New buildings:  Conversion/sub-division of existing buildings:  A mixture of the two:

**Does the development consist of:**

Houses:  Flats:  Commercial Units:  A mixture:

**Is the development:**

Not yet commenced:  Under construction:  Completed:

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Please tick this box if you wish the number 13 to be **excluded** from any numbering scheme:

8

**Proposed Street and/or Building Names:**

A minimum of two suggestions are required for each street or building in case there is a valid objection to the first. Please list the proposed names in order of preference, if there is one.

Please include on a separate sheet any additional information you think might be relevant in support of the names being proposed. Reference should be made to section 5 of the Herefordshire Council Street Naming and Numbering Policy when selecting names for consideration.

For larger developments, please continue your list of proposed names on a separate sheet if necessary.

If you wish the Council's Street Naming and Numbering Team to select names in consultation with the parish or town council you may leave this section blank.



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**9**

**Declaration:**

I confirm that to the best of my knowledge the details given above are correct, that I am the legal owner of the properties described or if I am not that I have the legal owner’s permission to make this application on their behalf, and that I have read Herefordshire Council’s Street Naming and Numbering Policy. I also understand that the responsibility to put in place any street name-plates required to adequately signpost the properties affected will lie with the applicant.

**I have included with this form (please tick):**

The appropriate fee (unless being paid by credit card): £.....

A site location plan showing the site in relation to surrounding buildings and roads:

A detailed plan of the site or buildings showing plot layouts:

A list of proposed street or building names (if required):

Print Name: ..... Signature: ..... Date: .....

This form is available on our website in either PDF format (to be printed off and filled in by hand) or in Word format (to be filled out electronically on-screen).

**Please note any changes made to the numbering or naming of a development after the commencement of the street naming process will attract a fee which will be quoted separately.**

**Please submit your application along with the fee and all supporting documentation:**

**By e-mail (preferred) to:** [snn@herefordshire.gov.uk](mailto:snn@herefordshire.gov.uk)

**By Post to:** Herefordshire Council Building Control  
 Plough Lane  
 Hereford  
 HR40LE