

NEW STREET NAMES, NEW AND CHANGED PROPERTY AND COMPLEX ADDRESSES

Please fill in all sections of this form, with reference to notes 1-4 over.

APPLICANT'S DETAILS	APPLICATION SITE
Name:	Site Name:
Address:	Site Address:
House Name/No:	Building Name:
Street:	Street:
Post Town:	Post Town:
Postcode:	Postcode:
E-mail:	
Tel:	

Please confirm the number and type of properties/ units to which this application relates (*access points to each unit should be clearly marked on the site plan [NOTE 1] also*):

NUMBER	TYPE
	Houses
	Flats
	Commercial Units
	Other (please provide detail)

Please provide detail of:

Related Building Regulations Application No(s):-

Related Planning Application Reference No(s):-

Individual Property - Suggested House / Main Property Name [NOTE 2]:	
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Multiple Properties - Suggested House / Main Property Names [NOTE 2]			
PLOT No	Suggested Name	PLOT No	Suggested Name

Change /Addition of Street Name [NOTE 4]:	
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NOTES

NOTE 1: A4 or A3 Site Plan

Please enclose a site plan with your application form that clearly shows:-

- The names of any existing adjacent road(s).
 - The extents of and proposed names for any new streets.
 - The exact boundaries of relevant property/properties.
 - The principle point of access / entrance doors (where deliveries will be made) for each unit.
 - In the case of multiple occupancy buildings, please provide floor layout plans, showing the principle means of access to each unit.
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NOTE 2: Suggested house/property name(s)

If the application is for a large development, please list property names against the appropriate plot numbers in spaces provided or on separate document and ensure that plot numbers are clearly legible on the plan. If a new property is an infill plot on an already numbered road, the Council will generally assign it the lower of the adjoining numbers with an 'A' suffix to enable delivery and emergency services personnel to easily locate it – applicants may request a property name to be included in addition to the number.

NOTE 3: Suggested complex name(s) (if applicable)

If the application is for a large development, e.g. trading estate or block of flats, the complex name should refer to the proposed name for the estate or block name – within which each unit will have an individual name or number.

NOTE 4: Suggested names for any new thoroughfares (streets) (if applicable)

In this case the local Parish/Town Council will be consulted and asked for their comments. If the application relates to a large development and you would like specific names assigned to particular streets please ensure this is clearly marked in your list and illustrated on or cross referenced to the site plan.

Change /Addition of Street Name (if applicable) – If you require to amend the street of the primary access point of your property or think you require a street name in your address which is not currently included please comment here

Any additional Information [*for changes of address please indicate the reason for the requested change and, if applicable, the suggested new name(s) for the relevant property/properties*]

(Please attach another sheet if necessary)

OFFICIAL

Please ensure that you have enclosed:-

- Site Plan clearly marking access points from existing or new streets
- Cheque for appropriate fee made payable to 'Mendip District Council'
- Application form fully completed.
- A Email Address

SignedDate
(owner/developer) please delete as appropriate - applications can only be accepted from these persons

Data Protection Act 1998

The information you have provided will be held for the purposes of considering the application for Street Naming and Numbering and may be disclosed to statutory and non statutory consultees as well as any member of the general public who wishes to view the information.

Please return completed application form to: Street Naming & Numbering, Access to Services - ICT, Mendip District Council, Cannards Grave Road, Shepton Mallet, Somerset, BA4 5BT

Please be aware that as part of your Street Naming and Numbering application we will share your application details with: Royal Mail, Land Registry, Ordnance Survey, Council Tax, Business Rates, Planning, Environmental Health, Building Control and Elections.

E-mail: SNN@mendip.gov.uk
Tel: 03003038588
Website : <http://www.mendip.gov.uk/snn>

For Official Use Only:
Amount received.....
Amount Required.....
Receipt No.....
Accepted by:.....
Date.....