

STREET NAMING AND NUMBERING FEE GUIDANCE 2016 / 17

The Local Authority introduced charges for the provision of Naming and Numbering Services in 2009. The latest charging scheme is effective from 1st March 2016 until further notice. The local authority undertake all necessary consultations with Royal Mail and Emergency Services in connection with the provision of new addresses and any alteration to existing addresses. Following agreement of the proposals, various notifications of the change are supplied via the Local Land and Property Gazetteer (LLPG) and the National Land and Property Gazetteer (NLPG) to ensure that correct addresses are properly recognised.

For further information regarding this service, please contact the Sati Hirani, Technical Support Officer (Tel: 020 8937 5491) or email snn@brent.gov.uk

| Existing Premises: | | |
|---|--|---|
| Premises Name Change - Single house or premises | £80.00 per property | This charge applies where a single house or business owner wishes to add or change the name of the existing premises. [Please Note: Any change in existing numbering would generally not be permitted] |
| Premises Name Change – Multiple property involving more than one premises / address. | £80.00 PLUS £15.00 for each additional unit within premises (e.g. flat or commercial unit) | This charge applies where an owner (usually the freeholder) wishes to change the name of a multiple occupied premises (e.g. block of flats or commercial premises). Agreement will usually be required from all leaseholders / occupiers. |
| Street Name Change | £400 + £80 per property | This is generally rare and requires consultation with / written agreement of all owners/occupiers of all premises within the Road / Street unless this is required to resolve particular issues agreeable to the local authority. |
| Regularisation of previously unauthorised use of address / Retrospective application. | As per schedule PLUS 30% | It should be noted that an application to the local authority for Naming and Numbering should <u>always</u> be made prior to use / occupancy. |
| Providing Copy of SNN Decision Notice + Agreed Plans (where available). | £40.00 per application | The Initial Decision Notice and marked up plans will be provided free of charge on initial consideration of the application. |
| New Developments/properties: | | |
| 1-2 plots / units | £135.00 | These charges apply where new buildings (either residential or commercial units) are constructed or created by conversion of an existing premises. [Please Note: The number of plots referred to relate to each separate dwelling or unit requiring an independent address (for example, the conversion of a single premises into six flats is treated as requiring six unique addresses even if they are number 1A to 1F)] |
| 3-5 plots / units | £145.00 | |
| 6-10 plots / units | £220.00 | |
| 11-20 plots / units | £310.00 | |
| 21-50 plots / units | £590.00 | |
| 51-100 plots / units | £860.00 | |
| 100+ plots / units | £860.00 + £5.25 per plot for example, 120 units = £860.00 + (20 x £5.25) = £965.00 | |
| Naming of Road/streets as part of the development | £150.00 | This is an additional charge where new roads/streets are created as part of the development. [Please Note: If more than one road/street name is required the additional charge remains at £150.00] |

Please Note: VAT is NOT applicable to charges made in respect of Naming and Numbering.