

## STREET NAMING AND NUMBERING APPLICATION FORM

All requests for street naming and numbering services must in addition to this form, include the relevant fee and a location plan and in case of a new development – a layout plan, indicating the position of properties in relation to the geographical surrounding. The approved plan must show the road layouts, plot layouts and plot numbers and access points into individual properties. Please see attached fee guidance.

If you require any help or guidance in making an application please visit our website at <http://www.brent.gov.uk/services-for-residents/planning-and-building-control/building-control/naming-and-numbering-of-new-developments/> , contact us via email [snn@brent.gov.uk](mailto:snn@brent.gov.uk), or telephone 020 8937 5210

<b>1</b>	<p><b>NAME</b></p> <p><b>Name of Applicant</b> .....</p> <p><b>Address</b> .....</p> <p>.....</p> <p>.....</p> <p><b>Postcode</b> .....<b>Day time tel. number</b> .....</p> <p><b>Email</b> .....</p> <p>Please provide email address as we will contact you via email rather than by post</p>
<b>2</b>	<p><b>NAME</b></p> <p><b>Name of Agent (If applicable)</b> .....</p> <p><b>Address</b> .....</p> <p>.....</p> <p>.....</p> <p><b>Postcode</b> .....<b>Day time tel. number</b> .....</p> <p><b>Email</b> .....</p> <p>Please provide email address as we will contact you via email rather than by post</p>

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<b>3</b>	<p><b>TYPE OF APPLICATION</b> Please tick relevant options</p> <p>(A) <input type="checkbox"/> <b>Existing Property</b> House Naming <input type="checkbox"/> Premises Renaming <input type="checkbox"/>  Number of units affected by the proposal <input type="checkbox"/></p> <p>(B) <b>Renaming of road / street</b> <input type="checkbox"/> <b>Number of premises on Street</b> <input type="checkbox"/></p> <p>(C) <input type="checkbox"/> <b>New development (Includes conversions of existing properties In to flats etc.)</b>  Development 1 – 2 plots <input type="checkbox"/> Development 3 – 5 plots <input type="checkbox"/> Development 6 – 10 plots <input type="checkbox"/> Development 11 – 20 plots <input type="checkbox"/> Development 21 – 50 plots <input type="checkbox"/> Developments 51 – 100 plots <input type="checkbox"/> Development 100 + plots <input type="checkbox"/></p> <p>(D) <input type="checkbox"/> <b>Confirmation of Address</b></p>
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<b>4</b>	<p><b>CONFIRMATION OF EXISTING DETAILS</b> please tick one only</p> <p>(A) <input type="checkbox"/> <b>Existing Property</b> Address .....</p> <p>.....</p> <p>(B) <input type="checkbox"/> <b>New Development</b> Development Name or Description  .....  .....  Planning application No..... Building Regulation No.....</p> <p>(C) <input type="checkbox"/> <b>Confirmation of Address</b> Address .....</p> <p>.....</p>
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**5 PROPOSED NEW ADDRESSES**

**(A) Existing Property – *proposed property name***.....

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**(B) New development**

*Suggested Theme* .....

.....

*Reason for choice* .....

.....

*Suggested Street, Block or Property names:*

.....

.....

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<b>6</b>	<p><b>OWNERSHIP</b></p> <p><i>If you are not the Freeholder of the property, you must attach written permission from the Freeholder, including contact details, for you to apply for the proposed change.</i></p> <p>Freeholder of whole site ( ) part of site ( )</p> <p>Leaseholder of whole site ( ) part of site ( )</p> <p>Occupier (tenant or other) ( ... )</p> <p><i>(if the building is in multiple occupation or you are not the only freeholder, please attach details of the other residents and freeholders affected by the application. We must check that all occupants and freeholders have been consulted before assigning a new address)</i></p>
<b>7</b>	<p><b>ADDITIONAL INFORMATION</b></p>
<b>8</b>	<p><b>ENCLOSURES / ATTACHMENTS</b></p> <p><i>Please ensure that you submit the required enclosures as follows:</i></p> <p>1. Site Plan Yes ( )</p> <p>2. Detailed drawings of development building Yes ( ) No ( )</p> <p>3. Detailed Floor layout drawings where premises contains multiple units Yes ( ) No ( )</p> <p>3. The appropriate fee (see Naming and Numbering Charges) – Cheques payable to ‘Brent Council’</p>
<b>9.</b>	<p><b>Signed</b> .....</p> <p><b>Date</b> .....</p>

**Completed application forms should be sent to Street Naming and Numbering, Building Control, 7<sup>th</sup> Floor, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ**