

## MIDDLESBROUGH COUNCIL STREET NAMING AND NUMBERING APPLICATION FORM

*Please complete the following application form and return it to the Council with plans of your development for Street Naming and Numbering. Guidance notes, and details of the fees are to the rear of the application form.*

**ENTER APPLICANT CONTACT DETAILS BELOW AT Q1.**

<b>Q1.</b>	<b>Applicants Name:</b>	
	<b>Address:</b>	
	<b>Telephone:</b>	
	<b>Email Address:</b>	

**IF YOU ARE AN AGENT ACTING ON BEHALF OF AN APPLICANT PLEASE ALSO ADD YOUR DETAILS BELOW AT Q2.**

<b>Q2.</b>	<b>Agents Name:</b>	
	<b>Address:</b>	
	<b>Telephone:</b>	
	<b>Email Address:</b>	

(Providing an email address and submitting your application by email can speed up your application)

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<b>Q3.</b>	<b>Explain What Is Required:</b>	
	(Tick or Circle All Which Apply)	
	<ul style="list-style-type: none"><li>• <b>Alterations or change to a single address.</b></li><li>• <b>Alterations to an existing property that requires more than one address.</b></li><li>• <b>New build property/properties that require new address/s.</b></li><li>• <b>New Street Name/s.</b></li><li>• <b>Other (give details here):</b></li></ul>	
<b>Q4.</b>	<b>Existing Address/s:</b> (Include post code if known) e.g. Land Off Gypsy Lane e.g. 12 Pleasant Street TS1 3BA	
<b>Q5.</b>	<b>New Address/s.</b> (Please give more details of what you require here)	
<b>Q7.</b>	<b>The Property or Properties Will Be Used For:</b>  (Tick or Circle Which Applies)	<b>Residential</b>  <b>Commercial</b>  <b>Mixed Residential and Commercial</b>

**THE FOLLOWING THREE QUESTIONS ARE ADDITIONAL QUESTIONS FOR LARGE DEVELOPMENTS OF OVER 3no. ADDRESSES ONLY. HOWEVER, PLEASE ENSURE YOU SIGN THE DECLARATION AT THE END OF THE PAGE**

<b>Q8.</b>	<b>Number of new addresses.</b>	
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<b>Q9.</b>	<b>Do you want to exclude or include the number 13:</b>	<b>Include the Number 13</b> <b>Exclude the Number 13</b> <b>Other - Exclude Number</b>
<b>Q10.</b>	<b>Do you require new street name/s? If you do, you can make suggestions for names here. Alternatively the authority will name the streets for you (on agreement).</b>	(Please note: the authority will contact you to discuss the number of street names required. See guidance notes).

**DECLARATION FOR ALL APPLICATIONS**

<b>Are you the freeholder of the property/ land?</b> (tick which applies)	<b>Yes</b> <b>No</b> <b>IF NO – YOU MUST SUBMIT A LETTER FROM THE LANDLORD/ OWNER OF THE PROPERTY/ LAND, GIVING CONSENT FOR THE SUGGESTED CHANGES TO BE MADE</b>
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**I/ we the undersigned confirm that the details given in this application are true, and that I/we will accept any costs or fees arising from false information.**

<b>Signed</b>	<b>Dated</b>

**BEFORE SUBMITTING YOUR APPLICATION PLEASE SEE FOLLOWING NOTE ON WHAT PLANS ARE REQUIRED. SEE PAGE 5 FOR APPLICATION FEES.**

## MIDDLESBROUGH COUNCIL STREET NAMING AND NUMBERING APPLICATION FORM

### APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING PLANS:

- 1) **All applications** = A location plan showing where the property/ land sits in location to adjacent properties and geography (these type of plans can be obtained/ purchased from the internet and are normally ordnance survey based. Alternatively you may use the location plan from the land deeds of the property). The affected property/ land should be marked by a red boundary line. The plan should show how the property is accessed i.e. which street the property is accessed from.
- 2) **Property conversions** = in addition to the above location plan, you must submit existing and proposed floor layout plans, clearly showing how the properties are laid out on each floor. They must show where the entrance doors are to each address. If the access is shared (only one door to the street) you should mark this clearly as a single access point).
- 3) **New developments** = in addition to the above location plan you must submit a site plan that shows where each new property is to be located within the street, and if new streets are to be created the plan must show how these street/s are laid out. If the property is multiple occupancy you must provide floor layout plans that clearly show how the building is to be split between properties, and where the entrance doors to the street are located.

If you have difficulty understanding or providing the above plans, please telephone: 01642 728155 and we will try to assist you.

If you have submitted a planning application as part of a property conversion we may be able to access a copy of these plans from the planning portal. Please telephone to discuss if this is possible.

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### Please return your completed form, plans and fee to:

Via email to: - [streetnamingandnumbering@middlesbrough.gov.uk](mailto:streetnamingandnumbering@middlesbrough.gov.uk)

Or by post to:

Street Naming and Numbering,  
Transport & Infrastructure,  
Regeneration, Growth & Place,  
Middlesbrough Council,  
1<sup>st</sup> Floor Civic Centre  
PO box 502,  
MIDDLESBROUGH,  
TS1 9FY.

## MIDDLESBROUGH COUNCIL STREET NAMING AND NUMBERING APPLICATION FORM

**For office use only.**

Number of New Street Names:

Number of Addresses:

Total Fee Due:

### Charges for Street Naming and Numbering (from May 2019)

**The following charges will be applied to each street naming and numbering application and are to be paid prior to the application being processed.**

You can submit your application for the highway engineer to look at, who will then contact you with a quote for the fees and arrange the best payment method for you.

Currently payment can only be made by either Cheque, Cash, or by invoice. We are currently working on a new system where we will be able to take the fees electronically via the Councils Web Site.

Description	Cost
<u><b>1no to 3no Addresses:</b></u> Applications up to 3no addresses.	£40 per address
<u><b>4no and Above Addresses:</b></u> Applications with over 3no addresses.	£13 per address <i>plus</i> £100 for every 50 addresses or part there of
<u><b>New Street Name:</b></u> If the development requires a new road name/s this cost will be added for each new road name.	£155 per new road name

**All Fees are non VAT chargeable (VAT free)**

**Any Changes made to the application after submission may be subject to further charges. Telephone: 01642 728155 to discuss the fee for your application.**

# MIDDLESBROUGH COUNCIL STREET NAMING AND NUMBERING APPLICATION FORM

## GUIDANCE NOTES AND PROCEDURES

### Requests for New Postal Addresses

#### *Who should apply?*

- Individuals or developers building new houses, commercial and/or industrial premises.
- Individuals or developers undertaking conversions of residential, commercial or industrial premises which will result in the creation of new properties or premises or the reconsolidation of flats and sub dwellings into one property.
- Individuals who wish to have their property officially registered.

#### *When*

Requests for postal addressing must be made in the early stages of any new build since utility companies are reluctant to install a service where an official postal address has not been allocated.

#### *How*

Please fill in the attached form and return to Street Naming and Numbering at the address given in page 4 of the form.

### Requests for New Street Names

Property developers are encouraged to suggest names for new streets. These will be checked for appropriateness.

Street naming is subject to the following main criteria:

- Duplication of street names should be avoided
- Names for consideration need to be sufficiently unique so as to avoid confusion or misunderstandings.
- Names of living persons or those who have died are not normally permissible, and the Council reserves its right to allocate street names as it deems fit and appropriate, in accordance with national guidelines. If the Council does give permission for such a street, it will only do so where, acceptance from a named person's family or estate administrators has been obtained prior to adoption or approval.
- Where possible names should reflect the history of the site or acknowledge the geography of the area.
- Names that construe marketing are not acceptable.
- Names should not be capable of being twisted into obscene meanings.

## **MIDDLESBROUGH COUNCIL STREET NAMING AND NUMBERING APPLICATION FORM**

### **Allocation of New Postal Addresses and New Streets**

Once the Council has allocated new Postal Addresses and/ or new Street Names, we ensure that all relevant statutory authorities and emergency organisations are notified of the new address and street designations.

When building a new development in the Middlesbrough area please be aware that official street naming and numbering is assigned by the Council prior to postcodes being sought from Royal Mail. Following the official allocation of street name and numbering, the Council will request postcodes from Royal Mail on your behalf; altogether this process could take up to a month.

### **Royal Mail**

Royal Mail are responsible for allocating the properties postcode. Royal Mail will add the property to their Property Address File (PAF). For new build properties and conversions, Royal Mail keep the property listed as 'not yet built' in order to avoid mail being delivered to unoccupied properties. Once you have completed a building or property conversion and the building is ready to be occupied YOU must inform Royal Mail so that they can remove the property from the Not Yet Built file and change it to their 'Live' system. To notify them that a property is occupied contact them via email at: [addressdevelopment@royalmail.com](mailto:addressdevelopment@royalmail.com) or by telephone on Tel: 08456 045060 (option 2)

### **GENERAL INFORMATION**

All Councils have a statutory responsibility for the naming and numbering of streets within their authority boundaries. The legislation relating to street naming and numbering is contained within; The Towns Improvement Clauses Act 1847, Public Health Acts Amendment Act 1907, Public Health Act 1925, and subsequent amendments. It is also governed by British Standard 7666:2006.

It is therefore the Council's responsibility to allocate road names and house numbers to new developments and property conversions, as well as informing Royal Mail for the allocation of postcodes.

Street names and numbers should be assigned and maintained in a way that provides absolute clarity for the delivery of all mail, goods and services to residents and businesses. Also, emergency service vehicles should be able to locate any address to which they may be summoned. The Authority must keep records of naming and numbering for such purposes as service provision, legal transactions and taxation. The legislation requires names and numbers to be appropriate and to be prominently displayed.

Please note that once the new address has been allocated, any further changes will be subject to additional fees, unless where errors have been made by the Council.