



Northumberland

County Council

BUILDING CONTROL

The Public Health Act 1925

GUIDANCE NOTES

Street Naming and Numbering (SNN)

Northumberland County Council provides SNN under the Public Health Act 1925 S.17-19.

SNN is essential for the efficient functioning of postal and emergency services as well as for the convenience and safety of the general public. If a property is not allocated an address by the Council it will not appear on the National Address Gazetteer causing the occupier of the property to experience difficulties in obtaining goods and services. This data base is used by the Council, Royal Mail, statutory undertakers, emergency services, credit agencies and many private companies.

Requests for New Postal Addresses

Who should apply?

Individuals or developers constructing a new property, undertaking a conversion resulting in the creation of new property or reconsolidation of multiple properties into one property.

When should you apply?

You should allow one month for completion of the SNN process. Please note that if objections to the use of a particular street name are received or the proposals involve the renaming of an existing street the process will take longer. It is advisable to submit your request for postal addressing at the early stages of any new build development as utility companies are reluctant to install a service where an official postal address has not been allocated. However, please note that if you subsequently request an amendment to an existing SNN request, further charges will be incurred.

How to apply:

The SNN application form should be completed and sent to the Street Naming and Numbering Team by either:

- E-mail to buildingcontrol@northumberland.gov.uk
- Post to the address at the bottom of this form

The application should be accompanied by:

- A scaled location plan (not less than 1:1250) and, in the case of a new development, a layout plan indicating the position of the new property/properties in relation to the geographical surrounding and clearly showing all relevant primary entrances to building(s).
- For new developments an AutoCAD version of the location plan can be emailed.
- Where the development includes flats / apartments or similar, internal layout plans clearly showing door and access provision will also be necessary.

- The application should be accompanied by the appropriate fee made payable to 'Northumberland County Council'. You can find our current charges at www.northumberland.gov.uk or by telephoning 01670 623838/820

- If depositing your application by email you may contact us by telephone for payment of the charge.

Requests for New Street Names

Where new roads are to be constructed developers will be able to propose suitable names for adoption by the Highway Authority.

Street naming is subject to the following criteria:

1. Names cannot be duplicated within the same locality.
 2. Names for consideration need to be sufficiently unique so as to avoid confusion.
 3. Names of persons (living or dead) are not permissible.
 4. Where possible, names should reflect the history of the site or acknowledge the geography of the area.
 5. Names that endorse commercial marketing are not acceptable.
 6. Names should not be capable of being misconstrued into inappropriate meanings.
- Requests for new street names can be made in the same way as for postal addresses.

Houses with postal numbers and a name:

If you have a postal number for your property but also wish to assign it with a name, please complete and return this form along with the appropriate fee and location plan. Please bear in mind that the number must be used as well as the name. The reason for this is because omitting postal numbers in place of a name causes complications for deliveries as well as for the emergency services.

Allocation of New Postal Addresses and New Streets:

Once the Council has allocated a new postal address and/or new street name, all relevant and statutory authorities will be notified; along with the Royal Mail who are responsible for the allocation of postcodes.

Royal Mail will allocate a postcode when they receive notification from the Council of a new address or street designation.

For further information:

Telephone:

01670 623838/820 (Office hours 8:30 am and 5.00 pm Monday to Friday)

Email buildingcontrol@northumberland.gov.uk

Post:

**Building Control Section, Alnwick Community Fire Station/Depot,
Blackthorn Close, Lionheart Enterprise Park, Alnwick
Northumberland, NE66 2ER**

SECTION 17 – 18 PUBLIC HEALTH ACT 1925 STREET NAMING & NUMBERING (SNN)	
(a) Postal numbering for a new development on an existing street (<i>and for new builds in general</i>) If a new street name is required, a charge will apply - see (b)	£50.00 for 1 st plot + £5 per additional plot thereafter
(b) Assignment of name to a new street and postal numbers for a new development	£200.00 - plus postal numbers charge based on (a) above
(c) Alteration at the request of the developer / applicant in either street name or property numbers to new development after initial SNN has been undertaken	£200.00 – plus charges (a) and / or (b) where relevant to the addition or amendment of plots.
(d) Renaming or the assignment of a name to an existing street at developers / occupiers request	£400.00 – plus £20.00 per property affected
(e) Changing the assigned postal numbering / name of an existing single property at the developers / occupiers request, which does not involve the creation or renaming of a street	£100.00
(g) Sub-dividing an existing property to create new postal addresses	£50.00 – per unit



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Street Naming and Numbering Application

1 Applicant or Owner			
Name of Applicant:			
Address:			
Tel:		Mobile:	
		Email:	
2 Ownership			
Owner/Occupier:	<input type="checkbox"/>	Prospective Purchaser:	<input type="checkbox"/>
Site/Property Developer:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
3 Current Site Address			
Address:			
Building Control Application Number:			
4 Type of Application			
New Property on an Existing Street or Location:		<input type="checkbox"/>	
Re-Addressing of Properties on an Existing Street as a result of a New Development:		<input type="checkbox"/>	
New Street Name(s):		<input type="checkbox"/>	
Re-Naming of Existing Property:		<input type="checkbox"/>	
5 Suggested Street / Property Names			
Where applying for a new street name, please give any preferred name(s) and the reason for your choice; alternatively, you may elect to rely on the Council to conceive the new street name(s). Preference will be given to names with historical/local reference.			
Name		Reason / Origin of Proposal	
1			
2			
3			
If more than one property is concerned, please provide an appropriately scaled layout plan indicating the position of the new properties in relation to the geographical surrounding and clearly showing all relevant primary entrances to the buildings.			
6 Property Details			
Residential	<input type="checkbox"/>	Detached / Semi Detached / Terraced / Flats etc.	
Commercial	<input type="checkbox"/>	Proposed Business Address	
Other	<input type="checkbox"/>		
7			
<input type="checkbox"/> New street name £200		<input type="checkbox"/> (Re)naming a single property £100	
<input type="checkbox"/> Renaming of street £400 + No of properties x £20		<input type="checkbox"/> Numbering of new development £50 for 1st plot +£5 thereafter (OR registration of new build house name/address)	
<input type="checkbox"/> Subdividing existing property £50/unit		Total fees £	
8 Declaration			
I/We hereby apply for Street Naming and Numbering services as detailed in this application and declare that the information given on this form is correct and true to the best of my/our knowledge. I also confirm that I/We are the legal owner(s) of the property.			
I/We acknowledge that I have read my cancellation rights and I agree to works commencing on my application within the 14 days cancellation period <input type="checkbox"/>			
Name:		Signature:	
Date:			

Your Right to Cancel

You have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the date of your acknowledgment letter.

To exercise the right to cancel, you must inform us of your decision to cancel, by telephone, email or by using the attached form.

Effects of Cancellation

If you cancel this contract, we will reimburse all payment received from you, without undue delay. We will make the reimbursement using the same means of payment for the initial transaction, unless you have expressly agreed otherwise.

If you have requested us to commence the service during the cancellation period, you shall pay us an amount which is in proportion to the work that has been carried out to that date.

Cancellation Form

To: Northumberland County Council Building Control, Alnwick Community Fire Station, Blackthorn Close, Lionheart Enterprise Park, Alnwick NE66 2ER, or by emailing us at buildingcontrol@northumberland.gov.uk or by ringing us on 01670 623838 or 01670 623820

I/We give notice that I/We cancel my/our application for a Building Regulations service:

Please provide application reference or address to which the works relates to

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Name:

Address:

.....

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Signature:

Date: