

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. The address, guidance notes, and details of the fees can be found to the rear of the application form.

APPLICANT CONTACT DETAILS

Q1.	Name:	
	Address:	
	Telephone:	
	Email Address:	

CORRESPONDENCE CONTACT DETAILS IF DIFFERENT TO ABOVE

This is the person and address we will contact

Q2.	Name:	
	Address:	
	Telephone:	
	Email Address:	

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

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Q3.	Explain What You Want to Do:	(example: register a property, convert a property, building new houses and streets)
Q4.	Existing Property Numbers/ Names: (GO TO Q5. IF PROPERTY DOES NOT ALREADY EXIST)	
Q5.	Existing Street Names and Address: (Include post code if known) (GO TO Q6. IF STREET DOES NOT ALREADY EXIST)	
Q6.	The Property or Properties Will Be Used For: (Tick or Circle Which Applies)	Residential Commercial Mixed Residential and Commercial
Q7.	Where is the land located: Q7. IS FOR NEW BUILD DEVELOPMENTS ONLY GO TO Q8. IF NOT APPLICABLE	(Describe where the new properties are to be located and include a marketing name if there is one)

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Q8.	Number of new properties or units: Q8. & Q9. ARE FOR NEW DEVELOPMENTS AND PROPERTY CONVERSIONS ONLY GO TO Q10. IF NOT APPLICABLE	
Q9.	Do you want to exclude or include the number 13:	Include the Number 13 Exclude the Number 13 Other - Exclude Number
Q10.	Do you require new street name/s? If you do please make suggestions here. If you wish the Local Authority to name the street/s state so here.	
Q11.	Are you the freeholder of the property? (tick which applies) Q11. IS FOR APPLICATIONS THAT INVOLVE EXISTING PROPERTIES ONLY	Yes No IF NO – YOU MUST SUBMIT A LETTER FROM THE LANDLORD/ OWNER OF THE PROPERTY GIVING CONSENT FOR THE SUGGESTED CHANGES TO BE MADE

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.

Signed	Dated

BEFORE SUBMITTING YOUR APPLICATION PLEASE SEE FOLLOWING NOTE ON WHAT PLANS ARE REQUIRED. SEE PAGE 7 FOR APPLICATION FEES.

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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). 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 within the site.
- 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 multiply occupancy you must provide floor layout plans that clearly show how the building is to be split between properties.

If you have difficulty understanding what is required please telephone: 01642 728155 and we will try to assist you.

Please return your completed form, plans and fee to:

Via email to: - streetnamingandnumbering@middlesbrough.gov.uk

Or by post to:

Street Naming and Numbering,
Transport & Infrastructure,
Economic Development and Infrastructure,
1st Floor Civic Centre
Middlesbrough Council,
PO box 502,
MIDDLESBROUGH,
TS1 9FY.

For office use only.

Fee type:

Number of New Streets:

Number of Properties:

Total Fee Due:

MIDDLESBROUGH COUNCIL

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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.

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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 needs is assigned by the Council before postcodes can be 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

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 it is the Councils policy not to amend or change any new address or street name once allocated, unless where errors have been made.

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Charges for Street Naming and Numbering (from August 2017)

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 wither 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
Type 1	<u>Single Property:</u> Renaming or Numbering a Single Property/ address	£38
Type 2	<u>Small Developments on Existing Roads:</u> Up to 3no properties/ dwellings. (Includes new builds and property conversions)	£38 per property/ address (maximum charge of £114)
	<u>With New Road Name:</u> If the development requires a new road name this cost will be added for each new road name.	Plus £150 per new road name
Type 3	<u>Large Developments on Existing Roads:</u> Developments with over 3no properties/ addresses, including new builds and conversions.	£100 per application plus £12 per property/ address (minimum charge of £148)
	<u>With New Road Name:</u> If the development requires a new road name this cost will be added for each new road name.	Plus £150 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.

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Examples of Charges:

Type 1: a) Renaming or numbering a single property = £38

Type 2: a) Conversion of 1no property into 1no commercial unit & 2no flats = $(3 \times £38) = £114$

b) Conversion of 2no properties into 1no property = £38

c) Renaming a street with 3no existing properties on it = $(3 \times £38) + (1 \times £150) = £264$

Type 3: a) Conversion of 1no property into 8no flats = $£100 + (8 \times £12) = £196$

b) 4no new houses built on existing street = $£100 + (4 \times £12) = £148$

c) Conversion of existing buildings into 5no commercial units = $£100 + (5 \times £12) = £160$

d) Renovation of 80no semi-derelict houses into new properties = $£100 + (80 \times £12) = £1,060$

e) 50no new houses on 2no new streets = $£100 + (50 \times £12) + (2 \times £150) = £1,000$

f) 10no new commercial units on new street = $£100 + (10 \times £12) + (1 \times £150) = £370$

g) Renaming a street with 20no renovated properties = $£100 + (20 \times £12) + (1 \times £150) = £490$