

Application for a new street name and/or postal numbering for new properties

1 Applicant / Developer Details

Name of Contact

Company Name (if applicable)

Contact Address

Postcode:

How would you prefer to be contacted?

Land Line
Number

Mobile
Number

Fax
Number

Email
Address

2 Application Details

Planning Application Ref

Development Address

Postcode:

Category for
Street Naming

New development - more than 5 units

Single Unit

New development - 5 units or less

Conversion

Flats / Multiple occupancy

Please tick

3 New Street Names

Please provide the name of the street(s) that you would prefer using the guidance notes for assistance. If you require more than one street named, please add using extra pages. Please read the SNN Guide when completing this section; the Council will name and number the new street(s) based on the protocol in this Guide.

See Street naming and numbering – Criteria for naming streets, section 4.0 page 5 of the SN and N Policy

Preferred Street Name

Alternative Name(s)

Please give 1 or more suggestions
for alternative names

Reason for choice of Name

www.welhat.gov.uk

**WELWYN
HATFIELD**
BOROUGH COUNCIL



4 New Postal Numbers

Please complete this section for smaller developments on existing named roads and/or where a new street name is not required.

See Street naming and numbering – Size of Development. Guidelines for numbering properties and commercial units sections 7.3 and 7.4 pages 8 and 9 of the SN and N Policy

Total number of new properties/units requiring postal addresses:

5 Plans Required

Please include a copy of the development site showing plot layouts with the correct plot numbers clearly marked. Please note that once a street has been named and/or numbered in accordance with the submitted plans, if there is a change required there will be an administrative fee charged for the changes.

6 Declaration

By signing/ticking the box below and submitting this application to the Council you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application.

Tick this box, save the completed form and submit by email. Or print this form and sign and post.

Name

Signed

Date / /

7 Further Information

Please refer to the website/contact the Street Naming and Numbering Officer for current information on fees and charges or alternative ways to make payment, you will be sent an invoice for the charge.

8 Next Step

Save this form and submit by email, or print and return via the post or fax along with the relevant plans. The Street Naming and Numbering Officer will now check that the new street name and/or postal numbering required are acceptable. If it is, the Council will then contact the Royal Mail for post coding. If the name/number is not acceptable you will be contacted to review your choice. All postal addresses are allocated in accordance with BS7666.

If you are a developer and you have no preference for a new street name, please contact the Street Naming and Numbering Officer as soon as possible, so that the next step in the process can be started. The Council will then contact either the Parish Council or a relevant Ward Member to decide upon an appropriate name.

Contacts

Street Naming and Numbering Officer,
Welwyn Hatfield Borough Council, Council Offices, The Campus, Welwyn Garden City AL8 6AE
Tel: 01707 357558 • Fax: 01707 357557 • Email: streetnaming&numbering@welhat.gov.uk

For office use only:

Date received by
SNN Officer:

/ /

Date Royal Mail
Notified:

/ /

SNN
Reference(s)

SNN

Date added to
PAF:

/ /

Distribution Date:

/ /

Addresses
Allocated:

Putting people first.

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