

STREET NAMING/NUMBERING APPLICATION FORM

If this form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please types or write in block capitals.

1. Applicant's details (see note 1)

Full Name:		
Address:		
Postcode:	Tel:	Email:

2. Agent's details (if applicable)

Full Name:		
Address:		
Postcode:	Tel:	Email:

3. Location of the development:

Address:

4. Proposed development (see note 2)

Description:	
Planning permission applied for?	YES/NO
Application reference:	
Building Regulations applied for?	YES/NO
Application reference:	

5. Contractors/Builders details (if known)

Full Name:			
Company Name:			
Address:			
Postcode:	Tel:	Fax:	Email:

6. Fees

New Developments	Fee
New individual property	£58
New development (more than one unit) or redevelopment of existing building	£58 + £12 per unit
Alterations in either street name or property numbers to new developments after initial street naming and numbering has been undertaken	£115 + £12 per unit
Existing Properties	Fee
Change of a house name/number	£58
Change of a building name (e.g. flats)	£115
Change of street name (residents request)	£230 + £23 per property Plus the cost of any amendments required to Traffic Orders
The addition of a house name	£58
Confirmation of an existing registered postal address	£58 per property

1. Number of new dwellings in development =	
2. Number of new streets in development =	
3. Re-naming/Re-numbering of properties =	
Number of properties:	Fee incl VAT £
4. Re-Naming of Streets	
Number of streets:	Fee incl VAT £
Total Fee Paid = £	

7. Statement

This notice is give in relation to the above

Name: Signature: Date:

Notes

1. The applicant's full name must be included together with the correct address and postal code and contact details to allow us to communicate with you more effectively and speedily. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. In the case of other applicants e.g. commercial organisations please include the full details of the organisation and a relevant contact name.
2. Ensure that the development description includes all parts of the development to be constructed.
3. One copy of this notice should be completed and submitted with two copies of the plans and supporting information including:
 - A location plan clearly identifying the new scheme in relation to any existing streets or means of access.
 - A detailed plan of the development clearly marked with the **plot numbers** of the proposed scheme.
 - An internal layout plan, if appropriate, for developments that are subdivided at unit or floor level, e.g. a block of flats. The main entrance to the block should be clearly marked.
4. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
5. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

6. THE PARTY WALL ETC. ACT 1996

If you intend to carry out building work which involves:

- work on an existing wall shared with another property
- building on the boundary with a neighbouring property
- excavating near a neighbouring building

The Party Wall Act may apply and you should notify all affected neighbours. Further information on Party Wall matters is available from the Department for Communities & Local Government website:

www.communities.gov.uk/publications/planningandbuilding/partywall

7. DATA PROTECTION ACT 1998

The information given on this form will be used for the purposes of this Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Greater Manchester Fire and Rescue (if relevant), United Utilities, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact the Council at the address shown on the application form.

Paper records will be held for a period of approximately 3 years from the date of deposit or submission, and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept indefinitely.



STREET NAMING AND NUMBERING SUBMISSION CHECKLIST

To minimise delays in the processing of your application, please ensure that you have provided the following. When you have done this it would be helpful if you could tick the boxes accordingly and return this form with your application.

- One copy of the completed application form signed and dated, please include a telephone and email contact to enable us to communicate speedily with you.

- The relevant application fee

- One copy of all drawings showing:
 - a detailed plan of the development clearly marked with the **plot numbers** of the proposed scheme.

 - An internal layout plan, if appropriate, for developments that are subdivided at unit or floor level, eg block of flats. The main entrance to the block should be clearly marked. **Unless via email see last point on list.**

- One copy of a site location plan (block plan) drawn to a scale of not less than 1:1250, showing the boundary of the site outlined in red, clearly identifying the new scheme in relation to any existing streets or means of access.

- All drawings and correspondences may be sent via email in Pdf file type to building.control@bolton.gov.uk

Please note that the points outlined on the back of the “Street Naming and Numbering Application Form” provide more detailed information that you should be aware of when you submit the application. If you are unsure or need any advice before you do this, we will be happy to assist if you telephone **01204 336033**.