Street Naming and Numbering
Bolton Council
Building Control
Town Hall
Bolton
BL1 1RU
Tel: 01204 336033
Email: StreetNamingAndNumbering@bolton.gov.uk

STREET NAMING/NUMBERING
APPLICATION FORM

If this form is unfamiliar, please read the notes below or consult the office indicated above. Please type or write in block capitals.

1. Application Type

New Property / Development ☐ Rename Street / Properties ☐ New Non-Postal Address ☐
Conversion of Existing Property ☐ Confirmation of registered Postal Address ☐

2. Applicant's details

Full Name:	
Address:	
Postcode:	
Tel:	Email:

3. Agent's details (if applicable)

Full Name:	
Address:	
Postcode:	
Tel:	Email:

4. Location of the development (see requirements below)

Existing address:
Location:

Existing properties to remain on completion:

5. Proposed development (see note 2)

Description:		
Planning Permission applied for?	YES / NO	If yes, application ref:
Building Regulations applied for?	YES / NO	If yes, application ref:

6. Contractors / Builders details (if known)

Full Name:	
Address:	
Postcode:	
Tel:	Email:

7. Fees

New Developments	**Fee**
X1 New individual property	£135.00
New development or redevelopment of existing building including apartment blocks	£135.00 + £55.00 per unit Over 5 units + £50.00 per unit
Alterations in either street name or property numbers / names to new developments after initial street naming and numbering has been undertaken and confirmed.	£65.00 + £35.00 per unit Over 5 units + £30.00 per unit
Naming a new road or street	£250.00
Existing Properties	**Fee**
X1 Renaming, adding or removing a house name	£135.00
Renaming, adding or removing a building name (e.g. flats)	£135.00
Rename a street when requested by residents (an additional cost will be charged separately if there any amendments to traffic orders, please contact the office)	£250.00 + £30.00 per property Over 5 properties + £25.00 per property
Confirmation of an existing registered postal address or reissuing of SNN documents	£65.00

Number of new dwellings in development =
Number of new streets in development =
Number of Re-naming / Re numbering of existing properties =
Number of Streets =
Total Fee to Pay £

8. Statement

Please note incomplete applications will result in rejection until all mandatory information is provided.

Name: _____Signature: _____Date: _:___/___/___

Requirements

1. The Applicant's full names 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 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. Addresses – See Policy for adherence regarding proposed adherence and street names.

3. Developers to be responsible for street name suggestions having regard for the historical / geographical relevance to the site and explanation of the definition of the name. Applicants will be required to consult with Town Council regarding proposed names.

4. Ensure that the development description includes a list of all properties and streets to be constructed.

5. One copy of this notice should be completed and submitted with two copies of the plans and supporting information including:

- A current plan clearly identifying the new scheme with red edge in relation to any existing streets or means of access to assist in identifying the location accurately.
- A second copy of red edge plan labelled to include all existing addresses both residential and commercial.
- A detailed plan of the development clearly marked with the plot numbers, front doors indicated in red and matching plot numbers on garages of the proposed scheme.
- An internal layout plan for each floor, 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.
- Road / street layout plan in colour and with proposed street names.

6. Co-ordinates for the centre of each plot or addressable object should be provided.

7. For residential properties, tertiary classification for each plot should be provided e.g. Detached / Semi-Detached / Terraced / Flat

8. Details of each addressable object's postal delivery point i.e. individual letter box or single / shared delivery point.

Notes

1. For assistance in completing this application form, please contact StreetNamingAndNumbering@bolton.gov.uk

2. Persons proposing to carry out building work or make a material change of use of a building are reminded that Building Regulations are applicable, and permission may be required under the Town and Country Planning Acts.

3. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

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

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.