

## **Application for the Naming & Numbering of New Developments**

### **Guidance**

#### **Step 1**

To complete this application form, you will need the following documents to upload and submit to the Council:

- Site Location Plan
- Site Layout Plan
- Layout Plan of Units and List of Plots (including plot numbers, housing type and access details. Multi-floored dwellings require internal layout plans for each floor clearly showing main access points for individual dwellings)

#### **Step 2**

We will, upon receipt of the completed application:

- Allocate addresses to the plot numbers and create an internal draft numbering plan and schedule.
- Consult with developer if numbering problems occur due to errors in supplied schedules.
- Request Postcodes from Royal Mail
- Update our address database, including Royal Mail Postcode when received.
- Notify all relevant parties
- Send a 'Notification of Address Change' to the developer.

### **Notes**

- 1) Street name suggestions submitted by the developer may not be used if they are found to be difficult to pronounce, awkward to spell, give offense or will encourage defacing of nameplates.
- 2) Street names with historical significance to the area are much preferred to those that are not.
- 3) The Council will not adopt any unofficial marketing titles for the development used by the developers in the sale of the new properties.
- 4) Please refer to the guidance given in the Street Name and Numbering Policy of Brentwood Borough Council in the naming of streets in the borough.
- 5) The Council decision in the naming of streets is final with no course for appeal.
- 6) If amendments are received to an application once the Street Name and Numbering process has commenced there will be a requirement for a full resubmission of the application and will incur a new full application fee.