

quick guide to

Street Naming and Numbering

This quick guide will help you find out if you need to apply for a new address and how to apply.



Do I need a new street name or number?

The Council is responsible for the naming and numbering of new streets in a development or the renaming and renumbering of existing properties if changes are required.

You will need to apply for a street name or address if you are:

- Changing the use of property to or from a residential use
- Creating a new property
- Subdividing an existing property
- There is a change of access to an existing property

How do we decide on new street names or numbers?

Our [Statutory Addressing Charter](#) sets out the criteria for new street names and how new numbers are decided.

When should I apply for a new street name or number?

You should apply for a new street name or address if you meet the above criteria after planning permission is granted.

During the building warrant stages of an application the applicant will be invited to apply for a statutory address for their development. The applicant must submit an application form to begin the process of allocating an address to the property.

The new address will only be released once a building warrant is granted.

As part of this process we ask Royal Mail to allocate you a postcode.

What if I am demolishing and replacing addressed building?

An address needs to be applied for if a building is being demolished as the address does not automatically transfer to the new property. If the same address is issued to the new property, the fee will be waived.



What if there are not enough numbers for new properties in the street?

If there are not enough whole numbers available then numbers may have to be shared, by the addition of an alphabetical character (for example 12a, 12b, etc). Where possible, existing properties will retain the whole number and any new properties will begin a, b, etc as appropriate. We will consider creating a new street name and/or renumbering of existing properties if this is appropriate.

How much does it cost?

A fee is payable for this service. A scale of fees of street naming and numbering services can be viewed on the website.

[Street Naming and Numbering web pages.](#)

