

# APPLICATION FOR NAMING OF NEW STREETS AND NUMBERING PROPERTIES ON THOSE STREETS

The Public Health Act 1925: Sections 17 & 18  
Towns Improvement Clauses Act 1847: Sections 64 & 65

Please complete this form if a new street(s) is required for the development

<b>APPLICANT DETAILS</b>	Name	
	Address (inc. postcode)	
	Email <i>(if supplied, all correspondence will be sent via email)</i>	
	Tel No.	
	Mobile	

<b>DEVELOPMENT DETAILS</b>	Development Marketing Name (if applicable)	
	Development Site Address	
	Are you the registered owner of the property/land (or agent for the owner)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has planning permission been granted: Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Please note: The application cannot be processed unless planning permission is in place</b>
	Planning Application No.	
	Building Regulation No.	
	No of streets to be created	
No of new dwellings to be created		

**NB: All suggested street names should be listed on Form A and attached to this application form.**

Sign _____	Date _____
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PLEASE ENSURE YOU INCLUDE THE FOLLOWING WITH YOUR APPLICATION (in electronic format if possible):

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>a) Completed application form</li> <li>b) Form A (Authorisation from Town/Parish Council)</li> <li>c) Form B (Consent : Living Person(s)) (if relevant)</li> <li>d) Form C (Consent : Deceased Person(s)) (if relevant)</li> </ul>  | } | To be completed by the Town / Parish Council |
| <ul style="list-style-type: none"> <li>e) Correct fee (see separate website document entitled "Street Naming &amp; Numbering - Information about Fees")</li> <li>f) Site location plan</li> <li>g) Site layout plan (showing plot numbers (if applicable), access details and house types)</li> <li>h) Floor plans of any flats/apartments (showing plot numbers (if applicable) and access details for each)</li> </ul> |   |  |

Please return completed application to:

Address Information Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Tel: 01225 770508 / 770504 / 770517

Email: streetnaming@wiltshire.gov.uk

<b>OFFICE USE ONLY</b>	Date Received	Permission granted? <input type="checkbox"/>	Is Existing street correct? <input type="checkbox"/>	Notes
		All plans received? <input type="checkbox"/>	Do RM have same street? <input type="checkbox"/>	

# APPLICATION FOR NAMING OF NEW STREETS AND NUMBERING PROPERTIES ON THAT STREET

## GUIDANCE NOTES

### STEP 1

Complete the application form, and submit to the Council with the following documents (in electronic format if possible):

- **Form A** (Authorisation from Town / Parish Council)
- **Form B** (Consent : Living Person(s)) *(if relevant)*
- **Form C** (Consent : Deceased Person(s)) *(if relevant)*
- **Correct fee** – cheques should be made payable to Wiltshire Council, or, alternatively, payment can be made over the phone by calling the numbers overleaf
- **Site location plan**
- **Site layout plan** *(showing plot numbers (if applicable), access details and house types)*
- **Floor plans of any flats/apartments** *(showing plot numbers (if applicable) and access details for each)*

### STEP 2

The Address Information Team will, on receipt of the application:

- Allocate addresses to plot numbers and create draft numbered plan and schedule.
- Send draft numbered plan and schedule to developer for approval.
- On receipt of approval, request postcodes from Royal Mail.
- On receipt of postcodes update our address database
- Notify all interested parties
- Issue Certificate of Postal Address to developer

### NOTES

- *New street names should not be difficult to pronounce or awkward to spell.*
- *Names which could give offence should not be used nor should names which encourage defacing nameplates.*
- *We will not adopt any unofficial "marketing" titles used by developers in the sale of new properties.*
- *All new streets should ideally end with one of the following suffixes:*

*Street (for any thoroughfare)*

*Road (for any thoroughfare)*

*Way (for major roads)*

*Avenue (for residential roads)*

*Drive (for residential roads)*

*Grove (for residential roads)*

*Lane (for residential roads)*

*Gardens (for residential roads) subject to there being no confusion with any local open space*

*Place (for residential roads)*

*Crescent (for a crescent shaped road)*

*Court/Close (for a cul-de-sac only)*

*Square (for a square only)*

*Hill (for a hillside road only)*

*Circus (for a large roundabout)*

*Vale (for residential roads)*

*Rise (for residential roads)*

*Row (for residential roads)*

*Wharf (for residential roads)*

*Mews (for residential roads)*

*All new pedestrian ways should end with one of the following suffixes:*

*Walk*

*Path*

*Way*

- *New street names should not duplicate any similar name already in use in a town or village or in the same postcode area. A variation of the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.*
- *If amendments are received to an application once the Street Naming & Numbering process has commenced, the Address Information Team will request a resubmission of the full scheme and this will incur a new full application cost.*