



For Office Use Only  
Reference Number:

# Street Naming and Numbering Application Form

Please use this application form to register a property name change, add a property name, amend a postal address, register an existing unregistered property, register the conversion of a property into flats, apply to officially register a new build or officially register a new development.

We are only able to accept applications from the legal owner. If you are a tenant please ask the owner to complete this form. If you are in the process of purchasing a property please wait until completion of the sale before applying to change a property name.

Please complete the Application Form in **CAPITAL LETTERS**.

All applications **must include a location plan** of a scale no smaller than 1:1250 and no larger than a sheet of A3 paper with the boundary of the application site outlined. For developments and conversions a layout plan and floor plans are also required. Swale Borough Council requires planning permission to be granted before we can process the naming of streets or private dwellings.

You can pay by cheque or by making a card payment to the Customer Services Centre on 01795 417850. Please make cheques payable to 'Swale Borough Council' and write 'Street Naming and Numbering' on the reverse of the cheque.

Please return all completed forms together with your plans and payment to: Street Naming and Numbering Department, IT Section, Swale Borough Council, Swale House, East Street, Sittingbourne, ME10 3HT

## Applicants Details

Name	
Address (For correspondence only)	
Postcode	
Telephone Number	
Email <input type="checkbox"/> (Please tick here if you wish to receive paper documentation)	

## Application Type

Application Type	Please Tick
Application for Property Name Change, the Addition of a Property Name or the Amendment to an existing registered Postal Address	Complete Section 1 of the Form and the Declaration Only
The Official Registration of an Individual New Build or an existing unregistered Property	Complete Section 2 of the Form and the Declaration Only
The Official Registration of a New Development or Conversion of Property into flats	Complete Section 3 of the Form and the Declaration Only

<b>Section 1</b> Property Name Change/Addition of Property Name/Amendment to Postal Address Fee: £82.50 per unit/ property	
<b>Current Property Name</b> (if applicable)	
<b>Address</b>	
<b>Postcode</b>	
<b>Proposed Name</b> (if applicable)	
<b>Date this is to take effect from</b>	dd/mm/year
<b>Amendment to Postal Address – Please provide details</b> (if applicable)	

<b>Section 2</b> Official Registration of an Individual New Build/Official Registration of existing unregistered Property Fee: £82.50 per unit/ flat/ property	
<b>Site Location</b> (postcode if known)	
<b>Planning Reference</b> (if known)	
<b>Marketing Name</b> (if applicable)	
<b>Commencement Date of Development</b>	dd/mm/year
<b>Estimated Completion Date of Development</b> (please state if the property is ready to receive post)	dd/mm/year
<b>Proposed Address</b> (to be confirmed by the Street Naming & Numbering Officer)	

**Section 3**

Official Registration of a New Development/Conversion of Property into flats

Fee: £82.50 per unit/ plot/ flat Creation of a new Street (per street) £165

<b>Site Location</b> (postcode if known)			
<b>Planning Reference</b> (if known)			
<b>Marketing Name</b> (if applicable)			
<b>Commencement Date of Development</b>	dd/mm/year		
<b>Estimated Completion Date of Development</b> (please state if the properties are ready to receive post)	dd/mm/year		
<b>Is the site</b> (pick tick)	<b>New Development</b>	<input type="checkbox"/>	
	<b>Conversion</b>	<input type="checkbox"/>	
<b>Number of</b> (if applicable)	<b>Units</b> (Houses/Flats/Plots)	<input type="checkbox"/>	
	<b>New Streets</b>	<input type="checkbox"/>	
<b>Proposed Sub Names</b> (if applicable)  Sub names are normally issued to blocks of flats or a terrace of houses built within an existing street where there is not a logical numbering scheme available and suffix letters are not appropriate	<b>Proposed Name(s)</b>		
	<b>Reason(s) for Choice</b>		
<b>Proposed Street Names</b> (if applicable)  Street Names should have a historical link to the application site and surrounding area  All street names are subject to consultation with interested parties	<b>Proposed Name(s)</b>		
	<b>Reason(s) for Choice</b>		

## Additional Information

Please use this section for any information you wish to include with your application

## Declaration

I confirm that I am the legal owner and the information provided in this application is correct to the best of my knowledge.

I confirm that I authorise Swale Borough Council to register the postal addresses applied for in this application.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_