



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	Instructions	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	

Section 1Property Name Change/Addition of Property Name/Amendment to Postal Address
Fee: £90.75 per unit/ property

Current Property Name (if applicable)	
Address	
Postcode	
Proposed Name (if applicable)	
Date this is to take effect from	dd/mm/year
Amendment to Postal Address – Please provide details (if applicable)	

Section 2

Official Registration of an Individual New Build/Official Registration of existing unregistered

Property

Fee: £90.75 per unit/ flat/ property

Site Location (postcode if known)	
Planning Reference (if known)	
Marketing Name (if applicable)	
Commencement Date of Development	dd/mm/year
Estimated Completion Date of Development (please state if the property is ready to receive post)	dd/mm/year
Proposed Address (to be confirmed by the Street Naming & Numbering Officer)	

Section 3 Official Registration of a New Development/Conversion of Property into flats
 Fee: £90.75 per unit/ plot/ flat Creation of a new Street (per street) £181.50

Site Location (postcode if known)			
Planning Reference (if known)			
Marketing Name (if applicable)			
Commencement Date of Development	dd/mm/year		
Estimated Completion Date of Development (please state if the properties are ready to receive post)	dd/mm/year		
Is the site (pick tick)	New Development		
	Conversion		
Number of (if applicable)	Units (Houses/Flats/Plots)		
	New Streets		
Proposed Sub Names (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	Proposed Name(s)		
	Reason(s) for Choice		
Proposed Street Names (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	Proposed Name(s)		
	Reason(s) for Choice		

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 _____