

Street naming and/or numbering application Form



Please complete the appropriate questions below and send your application along with a cheque payable to Watford Borough Council to:- LLPG Officer, Watford Borough Council, Town Hall, Watford, Hertfordshire, WD17 3EX

Except for the naming or numbering of existing properties, the following plans must be submitted as part of this application form. Failure to do so will result in your application being delayed or returned.

Please ensure plots show plot numbers and access points to all properties. If there are flats on site then floor lay-out plans **must** be supplied.

- a. 1 copy of the site development plan
- b. 1 copy of the site location plan

Section 1.

Applicant details

Applicant name
Applicant/Developer address

Postcode:
Tel No:
Email address:

Section 2.

Type of application

- New street name(s) and postal numbers
(Complete sections 3, 4, 5 & 7)
- New buildings postal number(s) only
(Complete sections 3, 5 & 7)
- Existing property - registration with Royal Mail and/or utility companies
(Complete sections 6 & 7)
- Change of existing street name
(Complete sections 4 & 7)
- Changing an existing house name
(Complete sections 6 & 7)
- Subdividing an existing property
(Complete sections 3, 5 & 7)

Section 3.
Planning
Permission

Has Planning Permission being granted for the development?

Yes Application number:
Date of decision:

No See note below

Please note: If the answer is No, please contact Planning and Building Control to find out if Planning Permission or Building Regulations is required as your request for naming and numbering will not be accepted without the required permissions.

Section 4.
Road naming

Is a new street name required as part of the development?

Yes No

Proposed road name(s):

Criteria: Road names should preferably have a local connection, which is historically or geographically relevant to the area. A list of names is available from the council via the contact details in part 9.

Names must not be duplicated within the same postcode district and should not serve any commercial interests.

Please give reasons for choice of road name(s):

**Section 5.
Property(s) to
be Numbered**

Site development name, location and phase number:

Total number of plots to be addressed:

If your development involves a multi-occupation building/flats which are to be named, please list your suggested name(s).

The council will check the names for suitability and liaise with the developer accordingly.

Please note: Postal addresses are allocated from plans submitted by the developer on the understanding that the properties shown will be built in accordance with the plan. In the event that the developer subsequently makes alterations to the submitted plan which causes the council to issue amended postal address notifications, the council reserves the right to make a further charge on the developer to cover all reasonable costs incurred in doing so.

**Section 6.
Changing an
existing
house name**

I am the freeholder of this site,

Please note: If you are not the freeholder of the property we will need to consult with the freeholder of the property prior to approval. Please provide their details below.

Freeholder name:
Freeholder contact number:

Current name and address of property:

Proposed name:

Please note: it is not possible for new properties or houses with existing numbers to be known by a house name only.

If a property is already numbered, a property owner can additionally name their property without contacting the council as long as it does not conflict with an existing property name in that locality. The property name in this case will not officially form part of the property address, and the property number must still be displayed and referred to in any correspondence.

You only need to seek permission from the council if there is no number allocated in the official address

Section 7.

**Applicant
signature**

Signature:

Date:

**A full list of charges and further information can be found on our website
www.watford.gov.uk or call The LLPG officer on: 01923 278458**