

Street Naming and Numbering

Application for Street / Address Registration for 5 or More Properties

1 Applicant Details (PLEASE USE BLOCK LETTERS)

Surname	<input type="text"/>
First Name	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>
Email:	<input type="text"/>
Telephone:	<input type="text"/>

2 Application Details

NUMBER OF THE PLOTS:	If the development includes commercial plots, please list plot numbers here: <input type="text"/>
Residential: <input type="text"/>	
Commercial: <input type="text"/>	Please list proposed Building Block, Flat Block or Industrial Area names if applicable: <input type="text"/> <input type="text"/>

STREET NAMES: Please provide details on what would you like to name a new street in the area:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Criteria: Road names should preferably have a local connection, which is historically or geographically relevant to the area. Names of people living should not be used. Names must not be duplicated in the district and should not serve any commercial interests. For full criteria please visit <http://www.harlow.gov.uk/naming-numbering> for Harlow Council Street Naming and Numbering Policy.

ADDITIONAL DETAILS

Planning Approval Number:

Please include following when returning this form:

- Location Plan (in digital format (.dwg, .shp) or easily referenced to the neighbouring area already mapped by Ordnance Survey)
- Detail Plan (Plan/s clearly indicating main entrance to the property, covering all levels and indicating plot numbers)
- The Correct Fee

DECLARATION:

By signing below and submitting this application to the Council you are confirming that you are the legal owner (or has been authorised to act on behalf of the legal owner) of the property/development/land and as such have the right to make the application.

Name:

Signature:

Date:

3 Schedule of Charges

The Charges are not subject to VAT

Activity	Charge
New Development of 5 plots	£70 / plot
New Development of 6-50 plots	£10 / plot + £300
New Development of 51+ plots	£5 / plot + £550
Provision of a New Street Name	£300 / street
Change to the new address after development schedule has been issued	£50 / plot
Naming of a Building Block, Flat Block or Industrial Area	£110 / block or area

Fees can be paid by cheque or BACs (please ask for details). Please make cheques payable to Harlow Council. Fees shown are applicable from 26/09/2016.

Please return the completed form and a cheque to cover fees to the address on top of this form.

If you require an assistance with this form please contact Street Naming and Numbering Section on 01279 446176.

Other Forms related to this function:

Application to Add a Property Name to a Numbered Property

Application to Change a Property Name

Application to Address Registration of up to 4 Properties

Your personal data will be actively protected when being processed, used and stored by the Council and its staff. From time to time to ensure that the system is not being abused and to help to prevent and detect possible fraud, corruption and money laundering, The Council may find that it has to exchange and match this information with other local and central government departments, official regulatory agencies and trusts, wherever appropriate. However, the Council shall ensure that your personal information is protected from access by unauthorised third parties at all times.