

**STREET NAMING AND  
NUMBERING APPLICATION**

**1 Applicant or Owner**

Name of Applicant: .....

Address: .....

Post Code: ..... Tel: .....

Mobile Tel: ..... E-mail Address: .....

**2 Ownership**

Owner/Occupier:  Prospective Purchaser:  Site/Property Developer:  Other:

**3 Permission**

Planning Application No. .... and/or Building Control Application No. .... N/A

**4 Type of Application**

New Property Addresses on an Existing Street  Number of New Properties: .....

Change to a New Development after Notification \*  Number of Affected Properties : .....

New Property Addresses on Developments Requiring a New Street Name/New Street Names  Number of New Properties: .....

Re-Addressing of Properties on an Existing Street as a Result of a New Development \*  Number of Affected Properties: .....

\* Estimated number of properties/plots altered – actual number to be determined by Barnsley Metropolitan Borough Council which may alter the overall fee paid.

**5 Suggested Street Names**

Where applying for a new street name please give any preferred name(s) and the reason for your choice; alternatively, you may elect to rely on the Council to conceive the new street name(s). Preference will be given to names with historical/local reference.

Name	Reason/Origin of Proposal
1 .....	.....
2 .....	.....
3 .....	.....

**6 Property Details**

Residential  Detached / Semi-Detached / Terraced / Flats etc.

Commercial  Proposed Business Address

Other  .....

**8 Checklist**

The completed application form, signed and dated:

An appropriately scaled location plan (not less than 1:1250) and, in the case of a new development, a layout plan indicating the position of the new property/properties in relation to the geographical surrounding and clearly showing all relevant primary entrances to the building(s):

The appropriate fee (see overleaf for charges) – by payment card on 01226 772678 or 772679 between 8:30am - 12noon, and 2pm – 4pm Monday to Friday (except for Bank Holidays).

**9 Declaration**

I/We hereby apply for Street Naming and Numbering services as detailed in this application and declare that the information given on this form is correct and true to the best of my/our knowledge. I also confirm that I/we are the legal owner(s) of the property. I/we enclose the written approval of the freeholders. (please delete as appropriate)

Name: ..... Signature: ..... Date: .....

## GUIDANCE NOTES (Street Naming and Numbering) Address Management

The addressing of properties is increasingly becoming a very important issue. More organisations, including postal and emergency services along with the general public, need an efficient means of locating and referencing properties.

It is the Council's responsibility to allocate property numbers and road names to new developments, including property conversions, and to notify the Royal Mail in order for them to issue postcodes.

If a property is not "registered", it will not appear on the main address database and the owner/occupier will thereby encounter difficulties in obtaining mail, goods and services from a variety of sources, for example, applying for a credit card or obtaining goods by mail order. The main address database is used by the Council, Royal Mail, all statutory undertakers, emergency services, credit agencies and many private companies.

### Requests for New Postal Addresses

#### Who should apply:

- Individuals or developers building new houses, commercial and/or industrial premises.
- Individuals or developers undertaking conversions of residential, commercial or industrial premises which will result in the creation of new properties or premises or the reconsolidation of flats and sub dwellings into one property.

#### When:

Requests for postal addressing must be made in the early stages of any new build since utility companies are reluctant to install a service where an official postal address has not been allocated.

#### How:

Requests must be made by:

- Email: [SNN@barnsley.gov.uk](mailto:SNN@barnsley.gov.uk)
- Post: to the address on the right

Please note each method will require the submission of a scaled plan showing the full extent of the development and the internal layouts of flats or apartments, clearly showing door and access provision.

### Requests for New Street Names

Where new roads are to be constructed developers will be able to propose suitable names for adoption by the Highway Authority.

### Fees Schedule (from 1<sup>st</sup> Apr 2022):

### Street naming is subject to the following criteria:

1. Names cannot be duplicated within the same locality.
2. Names for consideration need to be sufficiently unique so as to avoid confusion.
3. Names of persons (living or dead) are not permissible.
4. Where possible, names should reflect the history of the site or acknowledge the geography of the area. Names that endorse commercial marketing are not acceptable.
5. Names should not be capable of being misconstrued into inappropriate meanings.

Requests for new street names can be made in the same way as for postal addresses.

### Houses with postal numbers and a name:

If you have a postal number for your property but also wish to assign it with a name, the name will only be used on an informal basis and will not be registered by the Council - the reason for this is because omitting postal numbers in place of a name causes complications for deliveries as well as for the emergency services. You can erect a name plaque on your property and quote the name, along with the postal number, in the address but, for official purposes, it will always be known by the number.

### Allocation of New Postal Addresses and New Streets:

Once the Council has allocated a new postal address and/or new street name, all relevant and statutory authorities and emergency organisations will be notified; along with the Royal Mail who are responsible for the allocation of postcodes.

### The Royal Mail will not allocate a postcode unless they have received formal notification from the Council of a new address or street designation.

All new addresses are allocated in accordance with British Standard 7666:2006

## FURTHER INFORMATION

If you still have any questions you can contact us:

**Telephone:** (01226) 772522

**E-mail:** [SNN@barnsley.gov.uk](mailto:SNN@barnsley.gov.uk)

**Post:** Building Control Services. Growth and Sustainability, Barnsley MBC, PO Box 634, BARNLSLEY, S70 9GG

**Website:** [www.barnsley.gov.uk/buildingcontrol](http://www.barnsley.gov.uk/buildingcontrol)

All figures below are exclusive of, and not subject to, VAT

Number of Properties Requiring Addressing/Number of Existing Properties Requiring Re-addressing					
Category	1	2-5	6-10	11-50	51 +
New property addresses on an existing street	£60	£95	£115	£175	£235
Change to a new development after notification	£60	£95	£115	£175	£235
Re-addressing of properties on an existing street as a result of new development	£145 Per Affected Property - Note: the number of properties affected is to be determined by the Council.				
New property addresses on developments requiring a new street name/new street names	£85	£115	£165	£235	£315