# Street naming and numbering application form

Application for new or changes to naming and numbering of streets and buildings.

Before completing this form, please read the associated guidance notes and refer to the Street Naming and Numbering Conventions document for further information. Please write legibly in block capitals and use additional sheets if necessary.

Once completed, please return, together with associated documentation to:

* Email: [namingandnumbering@medway.gov.uk](mailto:namingandnumbering@medway.gov.uk) or
* Post: Street Naming and Numbering, Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR

## Your contact details

* Title:
* First name
* Surname:
* Daytime contact number:
* Current contact address (not site address):
* Email address:

## Application details

* Details of property to be named or numbered. For example, 1 single dwelling converted into 3 flats:
* Is an existing property being demolished as part of this scheme? Yes or No:
* Current site address(es). If not available, please state the assumed address or location of application site eg ‘land adjacent to’:
* Estimated completion date for the new development or subdivision:

## Nature of the proposed change to an address or new address

Please answer ‘Yes’ to all that apply

### New Builds

* New Residential House(s):
* New Residential Flat(s):
* New Business Unit(s):

### New Street Name

* Newly built road or unnamed existing drive/service road:
* If you said ‘Yes’ to the previous point, please give any proposals for new street names, including the origin of the name if applicable. Please note, preference will always be given to names that have a historical or local relevance.

### Change of Address

* House renumbering/renaming:
* Building Name:

### Conversions

* Conversion of use eg business to residential:
* Conversion of building structure eg amending a house to become flats:
* Conversion involving a change to the original access eg from front to side or rear:

## Enclosures / Attachments

Please provide all documents listed below.

* Site Location Plan
* Site Layout Drawing
* Detailed Floor Plans including all proposed pedestrian accesses (delivery points)
* Elevations

## Planning detail

Please provide your Planning Application Reference Number. This will start with MC/:

## Payment

On receipt of your application and once the required fee has been calculated by the Street Naming & Numbering Officer you will then be contacted by email for payment.

## Charges

Changes to house numbering and road naming incur different charges depending on the nature of work. The following web page lists the charges

[Medway Council house numbering and road naming charges](https://www.medway.gov.uk/info/200160/roads_and_pavements/485/house_numbering_and_road_naming/5)

## Street Naming and Numbering Application Guidance Notes

Please read these notes carefully before making an application to name and number and existing or new building or street. The Council reserves the right to vary these specific rules depending on circumstances of individual applications.

### About the Service

The naming and numbering of streets and buildings within the Medway area is a statutory duty as required under the Town Improvement Clauses Act 1847. This Act gives the Council the sole right to:-

* Name new streets and footpaths.
* Name new buildings.
* Rename existing streets and buildings.
* Decide upon numbering and renumbering of buildings.

It should be noted that Royal Mail is solely responsible for the allocation of postcodes and that very often developers use “marketing” names in their sales literature long before an official street name and property number has been assigned. This can cause residents some considerable inconvenience if they have adopted a “development” name in error and then have to notify all their friends, family and business contacts that their address is wrong.

If you are involved with property development in the Medway area, then Medway Council has a duty to ensure that any new street name and building numbers are allocated logically in accordance with our Street Naming and Numbering Conventions. Any development or proposed name change where an address is to be created or amended must be applied for and confirmed by this Authority. This applies to both commercial and residential properties. Failure to apply for street naming and numbering will result in an address not being registered on the National Land and Property Gazetteer (NLPG), which can have consequences for the emergency services in locating your property. Lives and property will therefore be at risk and numerous address-associated problems will be encountered such as difficulties with utility connections, goods and services and obtaining credit.

A charge applies for this service as detailed is attached to this application form.

### Your Application

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply to the Council’s Street Naming & Numbering Department, enclosing a site location plan, a site layout & block plan drawing as well as all relevant floor and elevational drawings. An application form is available and can be used to apply for a name for a new street or building, a new name for an existing street or building, or any numbering or renumbering of buildings.

Where new street names are required, the Council are happy for developers to submit their own proposals for consideration; however, it is recommended that more than one name be proposed in case some fail to meet the criteria outlined in the Street Naming and Numbering Conventions document. Please note that any proposed street name should have a connection with the Medway area and preferably the site of the development, to retain historic links. All proposed names will be subject to a 2-week consultation period with the Emergency Services and the Royal Mail, as well as the Parish Council and the local Ward Councillors.

If you would like to discuss your proposals before making your application, please contact Street Naming and Numbering on (01634) 331835.

### Our Service Standard

Following receipt of a completed application or request, together with the relevant fee, we will: -

* Inform you within 10 workings days if your proposal is not consistent with this Authority’s Street Naming and Numbering Conventions.
* Consult with the Emergency Services, Royal Mail, Ward Councillors and Parish Council where necessary, on your proposals for street names and will advise you within 10 working days of the expiration of such consultation, whether your proposals have been accepted or rejected. If accepted you will receive confirmation of the named street and/or building numbers shortly thereafter, once postcodes have been issued by Royal Mail.
* Once approved, we will notify all internal Council departments as well as the Royal Mail, Emergency Services and Land Registry on your behalf of the new or changed address or addresses. Please note it is the responsibility of the property owners to inform their own personal contacts.