

# Street Naming and Numbering Application Form

This form should be completed in full. If the form is unfamiliar please read the Guidance Note or contact the office overleaf. PLEASE TYPE OR USE BLOCK CAPITALS.

Please tick as appropriate:

Property Naming .....       Property Renaming .....       Street Naming .....   
Street Renaming .....       Property Numbering .....       Property Renumbering .....

## Applicant's Details

Name:

Address:  
(including postcode)

E-mail address (if supplied all correspondence will be by electronic means):

Contact Tel. No.

## Property or Site Details

Address:  
(including postcode)

No. of properties to be named/numbered:

## Proposed property OR street names

Proposed name 1:

Proposed name 2:

Proposed name 3:

Please continue on a separate piece of paper if required.

Are you the property/site owner?    Yes       No

If 'No' when do you take ownership of the property/site?

Please include a location plan at 1:500 or 1:2500 showing the entrance(s) to the building(s).

continued overleaf

## Fees

		No.	Cost £	Total £
Naming /Numbering a new property	Number of Properties			
Renaming/Renumbering an existing property	Number of Properties			
Naming and numbering a new development	Number of Streets			
	Number of Plots			
Renaming and renumbering an existing street	Number of Properties			
Grand Total £				

Signed:

Date:

Cheques should be made payable to 'East Lindsey District Council'.

## Electronic Notification

Wherever possible we will issue correspondence electronically. If you do not wish us to notify you in this way please tick the following: I do not agree to receive information electronically

Please complete and return to: **East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire LN9 6PH** or e-mail to: [bc@e-lindsey.gov.uk](mailto:bc@e-lindsey.gov.uk)

# Schedule of Street Naming and Numbering Charges

(Effective from December 2024)

**Existing Addresses (or addresses on new developments where notification of numbering scheme already issued)**

Renaming/Renumbering/Adding name to an already numbered property	£60
Development renumbering due to change in layout (plot numbers or positions)	£30 per plot requiring renumbering
Renaming/Renumbering of street where requested by residents	Fees dependent on number of properties (See fees for new addresses below)

## New Addresses

Naming/Numbering of up to 5 new properties	£200 plus £25 per plot
Naming/Numbering from 6 to 25 new properties	£200 plus £20 per plot
Naming/Numbering from 26 to 75 new properties	£200 plus £15 per plot
Naming/Numbering of more than 75 new properties	£200 plus £10 per plot
Naming/Numbering following conversion of existing property to alternative configuration	As above
Confirmation of address to solicitors/conveyances/occupiers or owners	£30
Re-issue of an address for a replacement dwelling following demolition and reconstruction of property.	£60
Additional charge where naming of a new building is required (i.e., block of flats/office suites)	£120 per building
Additional charges where new street names required	£120

This schedule should be read in conjunction with the Street Naming and Numbering Policy and Guidance

# Street Naming and House Naming & Numbering

## Data Protection Notice

East Lindsey District Council is a Data Controller and can be contacted at The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH (Tel: 01507 601111). The Data Protection Officer can be contacted at the same address.

We are collecting your personal data in order to process your application for street to be named or a house to be named or numbered as part of our Public Task in accordance with Sections 64 & 65 of the Town Improvement Clauses Act 1847 and Section 17 & 18 of the Public Health Act 1925.

Your data will be shared with the Royal Mail as this is a legal requirement and with the relevant builder or developer, and with third parties where consultation is required by legislation, i.e. Town/ Parish Councils. Your data may also be used for Council purposes in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 7 years after the application is completed in line with our retention policy, and then will be securely destroyed.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the application form then we will not be able to process your application.

For further information on our Data Protection Policy please see our website.