**Eastleigh Borough Council**

**Street Naming and Numbering**

**Allocation of Official Postal Address**

Please use this application form to:

 Register a property name change

 Add a property name

 Amend a postal address

 Register the conversion of a property into flats

 Apply to officially register a new build

 Officially register a new development

 Register an existing unregistered property

Street Naming and Numbering is a chargeable service. Please see 2021 charges below:

| Activity | Charge |
| --- | --- |
| Change of property name | £66.50 |
| New postal address for an individual property | £70 |
| New Development of 2 plots | £76.50 |
| New Development of 3 - 5 plots | £132.50 |
| New Development of 6-10 plots | £240 |
| New Development of 11 -20 plots | £428 |
| New Development of 21-50 plots | £560 |
| New Development of 51-100 plots | £765 |
| New Development of 101 - 150 plots | £995 |
| New Development of 151 - 250 plots | £1,375 |
| New Development of 251 - 300 plots | £1,685 |
| New Developments over 300 plots | £1,750 plus £20 each additional plot |
| Naming of new block of flats/building | £125 plus £20/ flat |
| Change to new addresses due to the development changing after the schedule has been issued | £25.50/plot |

Payment may be made by cheque (payable to Eastleigh Borough Council), by phone (023 8068 8000), by debit or credit card, via kiosk located in our office at Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN.

For further information follow the link below:

<https://www.eastleigh.gov.uk/parking-travel-and-roads/street-naming-and-numbering>.

We are only able to accept applications from the legal owner. If you are a tenant please ask the owner to complete this form. If you are in the process of purchasing a property please wait until completion of the sale before applying to change a property name.

All applications should include a location plan of a scale no smaller than 1:1250 with the boundary of the application site outlined. For new development and conversions a layout plan and floorplans are also required.

Enquiries related to Street Naming and Numbering can be forwarded to [Street.Naming@eastleigh.gov.uk](mailto:Street.Naming@eastleigh.gov.uk)

Please return the completed form and associated plans to:

[Street.Naming@eastleigh.gov.uk](mailto:Street.Naming@eastleigh.gov.uk) or

Street Naming and Numbering, Transportation and Engineering Unit, Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN

|  |  |
| --- | --- |
| **Your Details** Address to which correspondence will be sent | |
| **Name** |  |
| **Address**  **Postcode** |  |
| **Contact Telephone**  **Number** |  |
| **Email Address** |  |

|  |  |  |
| --- | --- | --- |
| **Application Type** | | **Tick** |
| Property Name Change  Addition of a property name  Amendment to Existing Postal Address | Complete Section A and the  Declaration |  |
| Official registration of an Individual new build  Official registration of an existing unregistered property | Complete Section B and the  Declaration |  |
| Official registration of a new development  Conversion of a property into flats | Complete section C and the  Declaration |  |

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| **Section A** Property name change/ Addition of property name/ Amendment to  postal address | |
| **Current Property**  **Name**  (If applicable) |  |
| **Address**  **Postcode** |  |
| **Proposed Property**  **Name**  (If applicable) |  |
| **Amendment to**  **Postal Address**  (If applicable) |  |
| **Date that this is to**  **take effect from** | **/ /** |

|  |  |
| --- | --- |
| **Section B** Official registration of an individual new build/ Official registration of  existing unregistered property | |
| **Site Location** |  |
| **Planning Application**  **Number** |  |
| **Marketing Name of**  **Site** (if known) |  |
| **Commencement**  **Date of Development** | **/ /** |
| **Estimated**  **Completion Date of**  **Development** | **/ /** |
| **Proposed Address**  (If applicable, you can  provide 3 or more names in order of preference) |  |

|  |  |
| --- | --- |
| **Section C** Official registration of a new development/ Conversion of property  into flats | |
| **Site Location** |  |
| **Planning Application**  **Number** |  |
| **Marketing Name of**  **Site** (if known) |  |
| **Commencement**  **Date of Development** | **/ /** |
| **Estimated**  **Completion Date of**  **Development** | **/ /** |
| **Is the Site…**  (please tick) | New Development  Conversion |
| **Number of Units**  (if applicable) | Houses  Flats  Total Plots |
| **Number of New**  **Streets** |  |
| **Number of new properties on each street** |  |
| **Proposed Street**  **Names**  (if applicable) |  |
| **Have the proposed street names been agreed with** | **District Council (Please provide council contact name)**  **Parish Council (Please provide council contact name)** |
| **Reason for Choice of**  **Street Names** |  |

The developer is responsible to provide the following for every development over 10 plots:

* Site layout plan clearly showing the proposed road names (if applicable) and numbering
* Plot to postal schedule showing plot numbers, house numbers and road names

**Additional Information-** Please use this section for any information you wish to include with your application

**Declaration**

I confirm that I am the legal owner and the information provided in this application is correct to the best of my knowledge.

I confirm that I authorise Eastleigh Borough Council to register the postal addresses applied for in this application.

I confirm that I have made the payment off £………………… to permit this process to be initiated.

Applicants Signature:

Date: / /

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_