

# STREET NAMING AND NUMBERING

**\*Postal application can be made upon request, but will take longer\***

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## STREET NAMING AND NUMBERING APPLICATION FORM

Application for new, or changes to, naming and numbering of streets and buildings in accordance with the Town Improvement Clauses Act 1847 and the Public Health Act 1925

[For guidance notes & fee schedule on the Street Naming & Numbering function](#)

**Please read the notes on page 3 before you fill in this form**

Name of applicant:	Developer name:	Name of agent:
Address of applicant:	Developer address:	Address of agent:
Postcode:	Postcode:	Postcode:
Telephone:	Telephone:	Telephone:
Mobile:	Mobile:	Mobile:
Email:	Email:	Email:

**Please tick the boxes that apply:**

Application to <u>number</u> a building	<input type="checkbox"/> Complete Section 1, 2 & 5
Application to name a building	<input type="checkbox"/> Complete Section 1, 2 & 5
Application to name a street	<input type="checkbox"/> Complete Section 1, 3 & 5
Application to rename /renumber existing property	<input type="checkbox"/> Complete Sections 1,4 & 5
<b>Section 1</b>	
1A. Is this site/building:	1B. Is the site/building:
<input type="checkbox"/> Existing <input type="checkbox"/> New development	<input type="checkbox"/> Vacant <input type="checkbox"/> Occupied
1C. Are you the:	
<input type="checkbox"/> Freeholder <input type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> Other please state:	
1D. Does anyone else have an interest in the site/building? Yes <input type="checkbox"/> No <input type="checkbox"/>	
1E. Planning Application Number:	

## Section 2: Building name or number request

Site Address:

No. of units/ plots for your proposal:

Proposed address(es) to be considered:

If you wish to name your property, provide reasons for the name you have chosen:

Type of use: commercial/residential

Estimated completion date:

## Section 3: Street naming preferences

Please give up to four proposed names in order of preference, including the reason you have chosen the name (Please use section 5 if required):

1.

2.

3.

4.

## Section 4: Property name or number change details

Please provide full address of existing property:

Proposed address to be considered:

Provide reason for address change:

## Section 5: Additional Information

Please use this space for any information you feel may be relevant. **A Description of the proposal, number of delivery points/ letterboxes and where they will be installed especially if your development is for flats:**

### Declaration

I / We hereby apply for street naming and numbering described in the following application and on the attached Plans

**Your Signature:**

(Deemed signed if typed.)

**Your Name:**

**Date:**

### Enclosures:

1. You must fill in all the relevant sections of the application form
2. A site plan must be included with all applications (Scale: 1:1250 Location, block & layout plans 1:500 and 1:200).
3. If you are not the freehold owner, please provide written approval from the freehold owner.
4. If the application pertains to a new development, please provide detailed drawings that indicate all the proposed entrances to the building (Floor plans & elevations @1:100).

**Please indicate which items have been enclosed, by ticking the appropriate box below:**

1. Site Plan	<input type="checkbox"/>
2. Written approval of freeholder owner (mandatory if you are not the freehold owner).	<input type="checkbox"/>
3. Detailed drawings of the development/building.	<input type="checkbox"/>
4. Fee Paid online, provide receipt number	<input type="checkbox"/>

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### Privacy Notice

The Council is the Data Controller of the information you provide and has a statutory duty to collect and process this information under the Compliance with the Public Health Act 1925 as part of its public task obligations as a Local Authority to ensure the provision of street names and numbers.

We may also share information with other third parties where required by law for the detection and prevention of crime.

The personal information you provide will be held for six years from the date of receipt, after which it will be securely destroyed. Please be aware that Official Decision documents are to be retained permanently.

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>

**If you have any difficulties in completing the application form, please do not hesitate to contact us on 0113 378 6995 or [address@leeds.gov.uk](mailto:address@leeds.gov.uk) .**