

UPRN:

SNN:



Street Naming & Numbering Application

Apply online: www.newport.gov.uk/snn

Applications can be sent to: Street Naming & Numbering, PO Box 885, Newport, NP20 9LT.

All requests for Street Naming and Numbering services must, in addition to this form, include the relevant fee and an appropriately scaled location plan (to a scale not less than 1:1250) and in the case of a new development - a layout plan, indicating the position of properties in relation to the geographical surrounding.

1 Applicant Details

Contact Name

Company Name (if applicable)

Address

..... Postcode

Daytime Tel No Mobile

Email

I wish to correspond in English Welsh

2 Address or Site Location *that the application relates to*

Address / Location / Development Name

.....

.....

3 Ownership

Freeholder Whole of Site Part of Site

Leaseholder Whole of Site Part of Site

If you are not the Freeholder of the property you must attach written permission from the Freeholder, including contact details, for you to apply for the proposed change.

4 Property Type & Use

Residential Please state whether Detached / Semi-detached / Terraced / Flat etc

.....

Business Please state nature of business

.....

Other Please state precise use

.....

5 Application Details *Complete 1 option only from this section*

- Property Naming** - *Addition or change of a name on an existing named/numbered property (does not apply to newly built/converted properties).*

Existing Name (if applicable)

Proposed Name

- Development** - *Includes new build and conversions or splits of existing properties into flats, units etc.*

Number of Plots Please provide layout plans.

Planning Application Number Building Regulation Number

Please give details of building names and/or street names along with the reasons for your choices. Preference will be given for names with historical or local context. Alternatively the Street Naming and numbering team will be happy to suggest names for you.

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For developments of flats or apartments please state location of post boxes.

- Letter box in front door of each flat or apartment.
- Bank of post boxes at main entrance.
- Other (please state)

Is the property complete and ready for use?

- Yes No Estimated date of completion

- Amendment to Development Layout** - *Changes to previously named/numbered sites*

SNN Application Number (refer to original application acknowledgement letter)

Details of Changes

.....

Number of plots affected Please provide amended layout plans

- Street Renaming at Residents Request**

Existing Street Name

Proposed Street Name

Reason For Change

- Confirmation of Address** – *to conveyancers etc*

6 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 am/are the legal owner of the property.

Signature(s) Date

7 Checklist - Before returning the completed form please check that you have enclosed the following items.

Please note: all 3 items are required for every application.

- Completed application form**, signed and dated
- Appropriately scaled location plan** (to a scale not less than 1:1250) and in the case of a new development - a layout plan, indicating the position of properties in relation to the geographical surroundings
- The appropriate fee** (see section 8 Scale of Charges) - Cheques payable to 'Newport City Council'

APPLY ONLINE: www.newport.gov.uk/snn

Or return full application to: **Street Naming & Numbering, PO Box 885, Newport, NP20 9LT**

8 Scale of Charges

Category	Current Fees
Property Naming/Renaming (does not cover newly built/converted properties)	£45.00
Single Plot Development	£124.00
Development 2+ Plots	£124.00 + £45.00 each additional plot (eg: Development of 2 plots = £169.00)
Changes to Development Layout after Notification	£45.00 each plot affected
Street Renaming at Residents Request	£124.00 + £45.00 each additional plot
Confirmation of Address to Conveyancers etc	£45.00

The differential scale of charges outlined above is current as of 1st April 2021. The charges are reviewed on an annual basis.

9 Help

If you require any help or guidance in making an application please contact or visit

- ✓ Our website at www.newport.gov.uk/snn
- ✓ Email 6935snn@newport.gov.uk
- ✓ Telephone 01633 656656

To view the Street Naming & Numbering Privacy Notice go to: www.newport.gov.uk/snn

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg