



Street and Building Naming and Numbering Application

Is This application For:	
Building/flat/shop numbering (Fee: £112/each unit)	Area/Place naming (Fee: £420)
Building/flat/shop re-numbering (Fee: £112/each unit)	Area/Place re-naming (Fee: £420)
Building naming (Fee: £112 each)	Street naming (Fee: £420)
Building re-naming (Fee: £112 each)	Street re-naming (Fee: £420)
Applicant's Details: <i>(the current owner of the properties in question)</i>	Agent's Details: <i>(complete this section if you are submitting the proposal on behalf of the owner)</i>
Title*: Name*: Company: Address*: Postcode*: Tel*: E-mail*:	Title*: Name*: Company: Address*: Postcode*: Tel*: E-mail*:
<u>All communication will be by e-mail unless requested otherwise</u>	<u>All communication will be by e-mail unless requested otherwise</u>

The development* - fill in this part for any type of street/building naming and numbering application
Address*: Postcode: <i>(In the absence of a confirmed postal address, please use the site address as it was described on the application for planning permission)</i>
Is this Site/Building*:
<input type="checkbox"/> Existing <input type="checkbox"/> Not yet commenced <input type="checkbox"/> Under construction <input type="checkbox"/> Completed <input type="checkbox"/> Occupied <input type="checkbox"/> Vacant
Does the development consist of*:
<input type="checkbox"/> Houses <input type="checkbox"/> Flats <input type="checkbox"/> Commercial units/office/shop <input type="checkbox"/> A mixture
Are you*:
<input type="checkbox"/> Freeholder <input type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> Other, please state below
Is this application made as a result of*:
<input type="checkbox"/> New buildings <input type="checkbox"/> Conversion/sub-division of existing buildings <input type="checkbox"/> A mixture of the two
Has planning permission been granted for this development?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please provide planning permission reference number e.g. 15/12345/FULL:

Building/flat numbering/re-numbering (Fee: £112/each)

Existing total number of units/ building:

Proposed total number of unit/ building:

Details about the flats/units to be numbered/re-numbered: use extra sheets

Current		Proposed	
Floor	Number	Floor	Number

Application form

Documents that must be submitted:

1 copy of the site location plan /ordnance survey map with the site outlined in red

1 copy of floor plans clearly identifying the main entrance(s) and the flat formation, and a schedule of plots/ flats/ floors layout. A plan showing locations/layout of buildings/pathways/blocks/retail units.

Building naming/re-naming (Fee: £112 each)

Existing name:

Proposed name:

Total number of units in the plot to be named:

Application form

Documents that must be submitted:

1 copy of the site location plan /ordnance survey map with the site outlined in red and a schedule of plots/ flats/ floors layout. A plan showing locations/layout of buildings/pathways/blocks/retail units.

Supporting evidence that the proposed names have historical significance or linkage to the building and/or immediate area

Area/Place naming/re-naming (Fee: £420 each)

Existing name:

Proposed name:

Application form

Documents that must be submitted:

1 copy of the site location plan /ordnance survey map with the site outlined in red and a schedule of plots/ flats/ floors layout. A plan showing locations/layout of buildings/pathways/blocks/retail units.

Supporting evidence that the proposed names have historical significance or linkage to the area/place and/or immediate area

Street naming/re-naming (Fee: £420 each)

Existing name:

Proposed name:

Documents that must be submitted:

Application form

1 copy of the site location plan /ordnance survey map with the site outlined in red

Supporting evidence that the proposed names have historical significance or linkage to the street and/or immediate area

Declaration*

I/We hereby apply to Westminster City Council for a new or changed address(es) as detailed in the above sections and on the accompanying documentation sections.

I confirm that to the best of my knowledge the details given above are correct, that I am the legal owner of the properties described or if I am not that I have the legal owner's permission to make this application on their behalf.

I have read Westminster City Council's Street/Building Naming and Numbering policy/Guidelines. I also understand that the responsibility to put in place any building numbering/street name-plates required to adequately signpost the properties affected will lie with the applicant.

Print name:

Signature:

Date:

Payment & Submission

cheque Payable to City of Westminster(for other payment options, email completed form to:SNN@WESTMINSTER.GOV.UK)

Post cheque to Street Naming & Numbering
Development Planning City of
Westminster
PO BOX 732
RH1 9FL

I certify/ The applicant certifies that I have/the applicant has given proper notice to everyone else (as listed below) who is/was the owner* of any part of the land or building to which this application relates. (if applicable)

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):