

# Street Naming and Numbering Request Form



## Section 1 - Applicant Details

Name		Company Name	
Address <i>for correspondence</i>	Post Code:		
Telephone No		E-mail address	
Your reference		Date of Request	

## Section 2 - Property Details

Address/location of property or development to which this request refers:

## Section 3 - Interest in Property

I confirm that I am the *(please indicate)*:

Owner of the property

The developer of the site

Agent acting on behalf of the owner or developer

Other *(please state)* .....

Signed: Dated:

## Section 4 - Payment Details

Street Naming and Numbering requests will not be administered until full payment has been received. You may pay by one of the following methods:

By Cheque made payable to Hastings Borough Council which should be sent with the form to LLPG team, Hastings Borough Council, 85-86 Castleham Road, St Leonards-on-sea, East Sussex, TN38 9NT

Debit/Credit Card transactions can be accepted. We will contact you to by telephone to arrange payment.

We are currently unable to accept cash payments.

I wish to pay by: Cheque  Credit/Debit Card

**Please complete details about your request on page 2**

<b>Section 5 - Service Required</b>				
<p><b>5.1 Naming of a new street or streets</b> - <i>Developers must provide a site location plan clearly identifying the scheme in relation to any existing streets or means of access.</i></p> <p>Suggested names:</p> <p style="text-align: right;">No of streets ..... x £100 = £</p> <p>Reason for this choice:</p>				
<p><b>5.2 New Development or Redevelopment</b> - <i>Developers must provide a site layout plan showing plot numbers of the proposed scheme and an internal layout plan where a block is subdivided e.g. flats. Please ensure 5.1 has also been completed where new streets are created</i></p> <p style="text-align: right;">No of properties ..... x £50 = £</p>				
<p><b>5.3 New individual property</b></p> <p style="text-align: right;">No of properties 1 x £50 = £</p>				
<p><b>5.4 Renaming/numbering once new development has been agreed</b> - <i>(e.g. where additional plots are created, plots deleted, agreed new names changed etc). Developers must provide a site layout plan showing plot numbers of the proposed scheme</i></p> <p style="text-align: right;">No of properties ..... x £50 = £</p>				
<p><b>5.5 Renaming or Renumbering of an existing property</b></p> <p>Current name or number</p> <p style="text-align: right;">No of properties 1 x £50 = £</p> <p>Proposed name or number</p>				
<p><b>5.6 Confirmation of property postal address</b> - <i>(e.g. where an existing address does not appear to be recognised)</i></p> <p>Property known as:</p> <p style="text-align: right;">No of properties 1 x £25 = £</p>				
<p><b>5.7 Request to rename or renumber a street</b> - <i>(Please note that all owners of property in the street will be consulted and will need to agree to the proposal)</i></p> <p>Current name</p> <p>Proposed name</p> <p style="text-align: right;">No of properties x £50 + £100 = £</p> <p>Reason for this choice:</p>				
<table border="1"> <tr> <td style="width: 80%;"></td> <td style="width: 10%;"><b>Total</b></td> <td style="width: 10%;"><b>£</b></td> </tr> </table>			<b>Total</b>	<b>£</b>
	<b>Total</b>	<b>£</b>		

Please return the completed form by post to LLPG Team, Hastings Borough Council, 85-86 Castleham Road, St Leonards-on-sea, East Sussex, TN38 9NT for requests accompanied by a cheque. Requests where payment will be by credit or debit card can be sent to the same address or e-mailed to [llpg@hastings.gov.uk](mailto:llpg@hastings.gov.uk)

Queries in relation to the Street Naming and Numbering process or about how to complete this form should be directed by email to [llpg@hastings.gov.uk](mailto:llpg@hastings.gov.uk) or by phone to 01424 783265

<b>For office use only</b>	
Date request received	Payment received
Request reference	Amount
Date Receipt sent	