

Street Naming and Numbering Request Form^{v17}

Effective from 01/04/2024



1. Applicant Details

Name		Company Name	
Address for correspondence	Post Code		
Telephone No		E-mail address	
Your reference		Date of Request	

2. Property Details

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

Related Planning Application Number (where appropriate)

Location plan identifying the property/development in relation to existing streets or means of access	Enclosed	Or shown on approved planning application drawing no:
A detailed plan of new development clearly marked with the plot numbers of the proposed scheme,	Enclosed	Or shown on approved planning application drawing no:
An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units. The main entrance to each block must be clearly marked	Enclosed	Or shown on approved planning application drawing no:

Estimated Date of Completion

3. Interest in Property/Development

I confirm that I am the:

Freehold Owner of the property/development, and I have the consent of any affected Leaseholder(s)

Leasehold Owner of the property/development, and I have the consent of the freehold owners and any other affected Leaseholder(s) (as appropriate)

The developer of the site, and I have consent of any affected Freeholder or Leaseholder (as appropriate)

Agent acting on behalf of the owner or developer, and I have consent of any affected Freeholder or Leaseholder (as appropriate)

Other (please state)

4. Payment Details

Street Naming and Numbering requests will not be administered until full payment has been received. You may pay by Debit/Credit Card. We will contact you by telephone to take payment. We are unable to accept cash or cheque payments.

Please return the completed form by email to addresses@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 addresses@hastings.gov.uk.

All applications must comply with our Street Naming and Numbering policy available on our website at www.hastings.gov.uk/planning/street_naming

Please complete details about your request on page 2

Section 5 - Service Required - please complete the appropriate section/s

5.1 Naming of a new street or streets - A list of existing and possible street names is provided on our Street Naming and Numbering website www.hastings.gov.uk/planning/street_naming

Suggested names:

Reason for this choice:

No of streets:	x £221.50 =	£
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5.2 New Development or Redevelopment - Please ensure 5.1 has also been completed where new streets are created. Use this section where there will be **more than 1** new address as a result of the works.

For flats please indicate whether they will:

- a) Share a letter box on the front door
- b) Have individual doors with letter boxes accessible from the street
- c) Have a communal entrance door accessible for postal deliveries
 - i. Postal deliveries to be left in communal area (Individual post boxes for each flat)
 - ii. Postal deliveries to be left in communal area (to be left in one area and distributed by residents)
 - iii. Postal deliveries to individual internal doors (with letter boxes)
- d) Have a communal entrance door with timed trade bell access for deliveries
 - i. Postal deliveries to be left in communal area (Individual post boxes for each flat)
 - ii. Postal deliveries to be left in communal area (to be left in one area and distributed by residents)
 - iii. Postal deliveries to individual internal doors (with letter boxes)

If multiple options apply then please indicate which flats fall within which option.

No of properties:	x £110.30 =	£
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5.3 New individual property	No of properties	1 x £110.30 =	£
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5.4 Renaming/numbering once new development addressing has been agreed (e.g. where additional plots are created, plots deleted, agreed new names changed etc. after the Street Naming and Numbering process has already been done)

No of properties:	x £110.30 =	£
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5.5 Renaming or Renumbering of an existing property

Current names or numbers

Proposed names or numbers

No of properties:	x £110.30 =	£
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5.6 Confirmation of property postal address - (e.g. where an existing address does not appear to be recognised)

Property known as:

No of properties:	x £56.15 =	£
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5.7 Request to rename or renumber a street - Please note that all owners of property in the street will be consulted and will need to agree to the proposal. All new road name suggestions must comply with our Street Naming Policy available on our website and a reason for the choices must be provided.

Current name:

Proposed name:

Reason for this choice:

No of streets	x £221.50 +	
No of properties	x £110.30 =	£

Total	£
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