**Street/Building Naming and Numbering Application Form**

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

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

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| **Building/flat /commercial unit numbering/re-numbering (Fee: £112/each unit)** |
| Existing total number of flat/ building/unit:Proposed total number of flat/ building/unit: Details about the building/flats/units tobe numbered/re-numbered:(use additional sheets if needed) |
| Current |  | Proposed |
| Floor | Number | Floor | Number |
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| Application form\*Documents that must be 1 copy of the site location plan /ordnance survey map with the sitesubmitted: outlined in red and identifying main entrance of building on street.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. |

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| **Building naming/re-naming (Fee: £112 each building)** |
| Existing name:Proposed name:Total number of buildings to be named: |
| Application form\*Documents that must 1 copy of the site location plan /ordnance survey map with the sitebe submitted: outlined in redSupporting evidence that the proposed names have historical significance or linkage to the building and/or immediate area. A plan showing locations/layout of buildings/pathways/blocks/retail units. |

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| **Area/Place naming/re-naming (Fee: £420 each)** |
| Existing name: |
| Proposed name: |
|  | Application form |
|  | 1 copy of the site location plan /ordnance survey map with the site |
| \*Documents that must | outlined in red. |
| be submitted: |  |
|  | Supporting evidence that the proposed names have |
|  |  historical significance or linkage to the area/place and/or |
|  |  immediate area. |

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| **Street naming/re-naming (Fee: £ 42** | **0 each)** |
| Existing name: |
| Proposed name: |
|  | Application form |
|  | 1 copy of the site location plan /ordnance survey map with the site |
| \*Documents that must | outlined in red. |
| be submitted: |  |
|  | 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 addresses as detailed in the above sections and on the accompanying documentation.

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 Guidelines. I also understand that the responsibility to put in place any street/building number/name-plates required to adequately signpost the properties affected will lie with the applicant.

 Print name: Signature: Date:

# Payment & Submission

**Post cheque** Payable to City of Westminster

# Post to Street Naming & Numbering

Development Planning City of Westminster PO BOX 732

RH1 9FL

(for other payment options, email :SNN@WESTMINSTER.GOV.UK)

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

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

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| Name of Owner | Address | Date Notice Served |
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Signed - Applicant: Or signed - Agent: Date (DD/MM/YYYY):

 **\* (1) If building/flats/unit/development under construction , provide estimated date of practical completion of building works and when mail/post boxes will be in place .**

 **\* (2) Please state whether Flats will share one communal letter box located on front door or Flats will have individual letter**

 **boxes and where located.**