(FOR OFFICE USE ONLY)

EREF:

**STREET NAMING AND NUMBERING**

**APPLICATION FORM**

Name of Applicant………………………………………………………………….

Address……………………………………………………………………………………………..………………………....…………………………………………………………………………………..……………………………………… Postcode………………………….………

E-mail…………………………………………………………………………………………………

Contact Number………………………………………………………….

Type of Application: (please tick the appropriate option and fill in all relevant information)

Existing Property

Existing Address………………………………………………………………………………………………………………………………….. Proposed Address……………………………………………………………………………………………………………………………….

New Development

Developments 1 – 5 Plots Developments 6 – 10 Plots Developments 11 Plots +

Development Name and Description…………………………………………………………………………………………………… ……………………………………………………………………………………………………………………………………………………………. Planning Application Number………………………………………………………….. Building Regulation Number……………………………………………..

Amendment to Development Layout

Development Name and Description…………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………………………………….

Street Renaming at Residents Request

Existing Street Name…………………………………………………………………………………………………………………………… Proposed Street Name………………………………………………………………………………………………………………………..

Confirmation of Address

Address……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

All requests for Street Naming & Numbering must, in addition to this form, include an appropriately scaled location plan (to a scale no less than 1:1250) and in the case of New Developments – a layout plan, indicating plot numbers and the position of the properties in relation to the geographical surroundings. Applications are to be sent to [*NeighbourhoodServices-BusinessSupport@cardiff.gov.uk*](mailto:NeighbourhoodServices-BusinessSupport@cardiff.gov.uk)

**Please note – 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 changes.**  *I Agree*

I confirm I have read and accept the Terms and Conditions regarding an application for Street Naming and Numbering services. Please tick the box and sign below. (*Signature must be by the Company Director or Authorised Officer of the company)*

Print Name……………………………………………………………….

Signature…………………………………………………………………. Date……………………………………………………

**This application is subject to approval. If the application is successful a member of the team will contact you for payment. Should the application be refused you will notified.**

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Comments/Notes ………………………………………………………………………………………………………………………………………………………… ……………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………….

Applicable fee ………………………………………………………..

“This form is available in Welsh / Mae’r ffurflen hon ar gael yn Gymraeg.”

**STREET NAMING & NUMBERING CHARGES**

Public Health Act 1925 - Sections 17 to 19

Please be advised that Cardiff Council have introduced a level of fees payable to officially reference or change addresses and for confirmation of addresses to Search Agents, Solicitors & Conveyances. The fees outlined below are for guidance only and actual cost payable will be confirmed upon the application being received.

Your attention is drawn to Point 5 below of additional costs incurred if a re-issue is required due to a re-plan of a development.

1. Changes to existing properties (per address/building) …...£200.00

2. Developments - 1 to 5 plots……. £250.00.

3. Developments - 6 to 10 plots……... £300.00.

4. Developments - Over 10 plots……..£350.00 plus £25.00 per unit (from unit 1).

5. Creation of a new road name………£250.00 per road.

6. Additional cost for flat complexes/developments over those listed above …….

£100.00 per floor from first floor onwards.

7. Additional charge for changes to Street Naming and Numbering layout after

notification given, resulting in the referencing to be re-issued with

amendments….£600.00 plus £15.00 per unit.

8. Renaming a street at the residents request……..£600.00.

9. Confirmation address to Solicitors, Search Agents & Conveyances…£50.00