



BOSTON BOROUGH COUNCIL

STREET NAMING AND NUMBERING APPLICATION FORM

Application for new, or changes to, naming and numbering of streets and buildings.

Return to: Boston Borough Council, Property Services, Municipal Buildings, West Street, Boston, Lincs. PE21 8QR

APPLICANT:

APPLICANT'S ADDRESS:

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Telephone Number : Fax Number: E-mail:

Are you living in the property at present? YES / NO If not, when will you be moving into the property?

Please Note: If you are not the freehold owner of the property, please attach a letter, signed by the freehold owner, confirming that you are authorised to act on the freehold owner's behalf.

CURRENT ADDRESS OF PROPERTY?:

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New building? YES / NO Conversion? YES / NO

Request Type? New name Re-naming New number Re-numbering New postcode

If the application is for naming a new road(s), are you intending to have them adopted by the Highways Authority YES / NO

Number of units at proposed address?: Residential Commercial

If the building(s) to be named or numbered is/are new, are the foundations completed: YES / NO

Please Note: (Where the foundations for new properties are not completed, house names or numbers will not be issued)

PROPOSED ADDRESS:

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If a change of street number is requested, please give reason:

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..... (Please attach a separate sheet if necessary)

Additional Information:

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..... (Please attach a separate sheet if necessary)

PLEASE SUPPLY THE FOLLOWING INFORMATION:

1. Site location plan, (this may be hand drawn), indicating street entrances to property, street numbers of adjacent properties and location of any road junctions, (this is to enable us to number properties into correct streets).
2. If new building(s) a plan showing footprint of the building in relation to adjacent buildings.
3. A detailed plan indicating all of the proposed entrances into the building(s)
4. Where the building comprises more than one unit, please provide a schedule of accommodation detailing which units are allocated on what floors together with plot numbers for each unit.

PLEASE TURN OVER.

- Please Note:**
- 1 Where the form is incomplete or the required information has not been submitted to enable us to process the application this may result in either a delay in the process or the return of your application.
 - 2 All applications must be accompanied by the relevant fee in accordance with the table of proposed charges below. Failure to submit the relevant fee will result in your application being returned to you.
 - 3 You can expect your fully completed application to be processed within EIGHT WEEKS of its receipt by the Council. If we are unable to meet this timeframe we will contact you in advance

Description.	Charge (VAT Exempt)
Naming of a new street	£92.80 per street.
Renaming of an existing street at the request of all of its residents.	£92.80 for the street plus £23.20 per dwelling
Naming or numbering of a new dwelling on an existing street.	£34.80 per dwelling
Naming or numbering of a new dwelling on a new development consisting of 1 – 5 plots.	£34.80 per dwelling
Naming or numbering of a new dwelling on a new development consisting of 6 – 10 plots.	£ 29.00 per dwelling
Naming or numbering of a new dwelling on a new development consisting of 11 - 29 plots.	£ 23.20 per dwelling
Naming or numbering of a new dwelling on a new development consisting of 30 - 74 plots.	£ 17.40 per dwelling
Naming or numbering of a new dwelling on a new development consisting of 75 + plots	£13.35 per dwelling
Addition or alteration of a name to an existing dwelling.	£ 34.80 per dwelling
Changes to a development after initial application for naming and numbering has been processed.	£ 23.20 per dwelling

FEE SUBMITTED WITH APPLICATION: £

APPLICANT'S SIGNATURE: **DATE:**

Please Note: *Boston Borough Council will record the above information to administer the provision of the Street Naming and Numbering service. The information provided will be shared with relevant departments within Boston Borough Council for Electoral Roll, Council Tax and Business Rates purposes and other selected agencies, where deemed appropriate, in compliance with the provisions of the Data Protection Act 1998.*

Please complete this form and return to Tracey Banks at tracey.banks@boston.gov.uk along with a location plan.

Payments can be made by calling 01205 314200.