



HYNDBURN

The place to be
an excellent council

Planning and Transportation Department

Engineering Team, Local Land and Property Gazetteer Custodian
Scaitcliffe House, Ormerod Street, ACCRINGTON BB5 0PF

Tel: 01254 380175 Fax: 01254 391625 E-Mail: Jane.Simister@hyndburnbc.gov.uk

Website: www.hyndburnbc.gov.uk

Application for Street Name and/or Postal Number for New Property or change to existing postal addresses

An approved plan is required showing the road layouts, plot layouts and plot numbers, clearly indicating the position of the building and access points into individual properties. For properties with multiple floors/occupancy e.g. apartment buildings and offices please supply copy floor layout plans.

Name

Address

Type of application
(please choose one)

Street names and postal numbers

Postal numbers only

Contact number

E-mail address

Date of application

Type of development
(please choose one)

New build

Conversion

Development Name

Location of Development

Planning permission approval number

Building Control application number



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Payment

From 1st April 2012, Hyndburn Borough Council will charge for the provision of Street Naming and Numbering.

The fees are as follows:-

Application Type	Charge from 1st January 2017
Naming/Renaming of Roads	
Naming of a new road	£200 per road
Alteration of Road Name for Unoccupied Street	£200 per road
Renaming of an existing road when requested by residents	£300 per road + £50 per property.
House Naming and Numbering	
Numbering of new development including flats/apartments: 2 - 9 properties	£50 per plot
10 – 49 properties	£30 per plot
50 or more properties	£25 per plot
Renumbering for individual residential dwelling/flat/apartment.	£60
Naming of residential dwelling	£60
Renaming of existing residential dwelling	£60
Commercial/Industrial/Business Development	
Numbering/renumbering of a commercial / industrial/business unit	£60
Naming/renaming of a commercial / industrial/business unit	£60
Other categories	
Change of postal address (road name / street)	£50
Changes to development after initial notification	£50 per change
Written confirmation of postal address	£40

These charges are not subject to VAT.

If you are uncertain as to the fee required, please contact me on the above telephone number.

Payment can be made in two ways, by cheque or invoice. Cheques should be made payable to Hyndburn Borough Council and sent along with the application form. If preferred, an invoice can be raised, and payment can then be made via the methods indicated on the invoice and application form.

Signed:

Date:

PRINT NAME:

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