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| **SNN NAMING AND NUMBERING OF STREETS AND BUILDINGS****Application form 2015/2016**  |

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| **Application guidelines (please read these notes carefully before completing the application)** |
| ***Decision Order***- Legal instrument to create or amend an official *street name/ building name/ street numbering of a building* |
| ***Residential verification***- alignment of Council records declaring the internal flats/units within a building.  |
| ***Business verification***- confirmation of company/organisation registered at an official address.  |
| ***Internal numbering guidance****:* The *Verification* process involves the alignment of database records for Council managed services, Royal Mail and the Emergency Services. In addition amenity and other private companies draw their data from the Royal Mail’s PAF database. Flat declaration should be alphabetical or numerical and in sequential order and should denote the floor level e.g. Flat A (Ground Floor), Flat B (1st Floor). Verification requests require freeholder declaration of all internal flats/units in building. |
| ***Naming guidance****:* Proposed names for buildings and streets should have historical significance or linkage to the building and/or immediate area. Your application should provide supporting evidence. |
| **Declaration:** All applications require a signed letter from the freeholder confirming that you are acting with their consent. |

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| **1. Applicant details** |
| Name |  |
| Signature |  | Date |  |
| Company or organisation |  |
| Address  |  |
|  | Postcode |  |
| Email |  |
| Phone number |  |

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| **2. Naming and Numbering request**  |
| Current address: |
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| Proposed address: |
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| **3.** Reason for application: |
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| **4.** If your Street Name & Numbering application relates to a *Planning Application* permission/decision please quote the applicable Planning application number**:** **......../....../............** |
| **5.** What are the numbers of the other flats / units located in your building? Please include what floor they are located on  | e.g Flat 1 - Ground Floor Flat 2 – 1st Floor |

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| **6. CHARGES (all fees VAT exempt)** |
| Numbering or re-numbering of a building **Decision Order**One single unitMultiple units between 2 and 19[[1]](#footnote-1)[1]Multiple units 20+  | £105£26 per extra unit£21 per extra unit |  |
| Confirmation of address validity**Verification Order**(cost per building)1-6 addresses verified  7-12 addresses verified 13-18 addresses verified 18+ addresses verified | £26 flat fee £52 flat fee£78 flat fee£104 flat fee |  |
| Naming or re-naming of a building**Decision Order** | £269 Supporting documents provided |   |
| Naming or re-naming of a street**Decision Order** | £808 Supporting documents provided |  |
| **Payment:** Payment of the fees can be made via cheque or you can pay via our telephone service- Planning Line on 0207 361 3012 quoting the reference ***SNN*** and your ***current address***). | Provision of payment chequeTelephone payment |  |

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| Send the completed application form to: |
| Email | planning@rbkc.gov.uk |
| Post | Street Naming & Numbering, Planning and Borough Development, Kensington Town Hall, Hornton Street, London W8 7NX |

Application check list:

* Completed application form (Sections 1-6)
* Site plan with annotated street entrance points
* Freeholder consent letter
* Application fee
1. [↑](#footnote-ref-1)