



WIRRAL Street Naming and Numbering

Street Naming and Numbering Officer
 Economic and Housing Growth Directorate
 PO Box 290, Brighton Street, Wallasey, CH27 9FQ
 web: www.wirral.gov.uk/planning-and-building/street-naming-and-numbering.

1. Details		Applicant contact details	
Full Name			
Company Name			
Postal Address			
Contact Number			
Email Address			
2. Details of enquiry			
Please indicate type of application required.	<input type="checkbox"/> Addressing of a new development/conversion (SNN1) <i>(Proceed to section 3)</i> <input type="checkbox"/> Change to a development after initial notification given (SNN2) <i>(Proceed to section 4)</i> <input type="checkbox"/> Renaming/renumbering existing individual property (SNN3) <i>(Proceed to section 4)</i> <input type="checkbox"/> Renaming/renumbering whole of existing street (SNN4) <i>(Proceed to section 4)</i> <input type="checkbox"/> Confirmation in writing of an individual property address (SNN5) <i>(Proceed to section 4)</i>		
3. About the new development/conversions			
Location of development			
Description of the development			
Planning Permission Reference Number			
Building Control Reference Number			
What type of development is being undertaken?	<input type="checkbox"/> New Build <input type="checkbox"/> Conversion		
Number of	Units <i>(Houses/Flats/Commercial units)</i>		
	New Streets		
Proposed Street Names <i>(if applicable as a new street)</i> <i>Suggestions are advised to preserve historic links to the area and local community.</i>	Proposed name (s)		
	1. 2. 3. 4. 5.		
Proposed Property/Block Names <i>Property and/or block names can be issued to blocks of</i>	Reason(s) for choice		
	1. 2. 3. 4. 5.		
Proposed Property/Block Names <i>Property and/or block names can be issued to blocks of</i>	Proposed name (s)		
	1.		

flats or apartments, or a set of houses built within an existing street where there is no logical numbering scheme in place and suffix letters are not appropriate.	2. 3.
	Reason(s) for choice 1. 2. 3.
Proposed Business Name <i>(Please note the plot number clearly)</i>	
4. Change of an existing address(es)	
Current full details of property(ies) name/address	
Any previous SNN Ref No issued	
Proposed name changes (in order of preference)	Proposed name (s) 1. 2. 3.
	Reason(s) for choice 1. 2. 3.
Proposed number changes	
5. Checklist	
Before returning the completed form please check that you have enclosed the following items.	
<input type="checkbox"/> Completed application form, signed and dated <input type="checkbox"/> Appropriately scaled location plan (to a scale not less than 1:1250) and in the case of a new development, a layout plan, indicating the position of properties in relation to the geographical surroundings <input type="checkbox"/> The appropriate charge (see our standard charges sheet) – Payment can be made by cheque payable to 'Wirral Council' or via telephone with a credit/debit card <input type="checkbox"/> If the applicant is not the freeholder of the property, please attach a letter confirming that the applicant is acting on the freeholder's behalf and has explicit permission to do so.	
Ways to submit your application.	
APPLY BY EMAIL: buildingcontrol@wirral.gov.uk	
BY TELEPHONE: 0151 691 8454	
BY POST or IN PERSON TO: Street Naming & Numbering Officer, Economic and Housing Growth Directorate, PO Box 290, Brighton Street, Wallasey, CH27 9FQ	
6. Declaration	
<i>I confirm that I am the legal registered owner of the property/ies and I hereby request Wirral Council to undertake the Street Naming and Numbering process to assign/change official registered address(es) to the property/ies described, in accordance with Sections 17-19 of the Public Health Act 1925 and/or Sections 64 & 65 of the Town Improvement Clauses Act 1847 (as applicable).</i>	
Signed: _____ Date: _____	
NAME (Block Capitals): _____	