Street Naming and Numbering

Street Naming and Numbering Officer
Economic and Housing Growth Directorate
PO Box 290, Brighton Street, Wallasey, CH27 9FQ

<table>
<thead>
<tr>
<th>1. Details</th>
<th>Applicant contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
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<tr>
<td>Email Address</td>
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2. Details of enquiry

Please indicate type of application required.

- ☐ Addressing of a new development/conversion (SNN1) (Proceed to section 3)
- ☐ Change to a development after initial notification given (SNN2) (Proceed to section 4)
- ☐ Renaming/renumbering existing individual property (SNN3) (Proceed to section 4)
- ☐ Renaming/renumbering whole of existing street (SNN4) (Proceed to section 4)
- ☐ Confirmation in writing of an individual property address (SNN5) (Proceed to section 4)

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?

- ☐ New Build
- ☐ Conversion

Number of Units (Houses/Flats/Commercial units)

New Streets

Proposed Street Names
(if applicable as a new street)

Suggestions are advised to preserve historic links to the area and local community.

Proposed name(s)
1. 
2. 
3. 
4. 
5. 

Reason(s) for choice
1. 
2. 
3. 
4. 

Proposed Property/Block Names

Property and/or block names can be issued to blocks of

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**
*(Please note the plot number clearly)*

**4. Change of an existing address(es)**

<table>
<thead>
<tr>
<th>Current full details of property(ies) name/address</th>
<th>Proposed name (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any previous SNN Ref No issued</td>
<td></td>
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</tbody>
</table>

**Proposed name changes**
*(in order of preference)*

<table>
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<tr>
<th>Proposed name (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

**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.

- [ ] Completed application form, signed and dated
- [ ] 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
- [ ] 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
- [ ] 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 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)._

Signed: ___________________________ Date: ___________________________

NAME *(Block Capitals)*: ___________________________