

# APPLICATION FOR NAMING OF NEW STREETS AND NUMBERING PROPERTIES ON THAT STREET

The Public Health Act 1925: Sections 17 & 18  
Towns Improvement Clauses Act 1847: Sections 64 & 65

*Please complete this form if a new street(s) is required for the development*

APPLICANT DETAILS	
Name	
Address (inc. postcode)	
Tel No.	
Mobile	
Email (NB: If email address is provided all correspondence will be sent via email)	

Development Site Address			
No of new dwellings to be created		No of streets to be created	
Suggested Street Name(s)			
1		6	
2		7	
3		8	
4		9	
5		10	

Planning Application No.	
Building Regulation No.	

Sign _____	Date _____
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**Please ensure you include the following:**

- Completed application form
  - Form A (Authorisation from Town/Parish Council)
  - Form B (Consent : Living Person(s)) (if relevant)
  - Form C (Consent : Deceased Person(s)) (if relevant)
  - Correct fee (see separate website document entitled "Information on Fees")
  - Site location plan
  - Site layout plan (including house types and access details)
- } To be completed by the Town / Parish Council

**Please return completed applications to:**

Address Information Team, Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Tel: 01225 770508 / 770504 / 770517

Email: [streetnaming@wiltshire.gov.uk](mailto:streetnaming@wiltshire.gov.uk)

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## GUIDANCE NOTES

### Step 1

Complete the application form and submit to the Council with the following documents:

- Form A (Authorisation from Town / Parish Council)
- Form B (Consent : Living Person(s)) *(if relevant)*
- Form C (Consent : Deceased Person(s)) *(if relevant)*
- Correct fee (Cheque to be made payable to Wiltshire Council)
- Site location plan
- Site layout plan (including house types and access details)

### Step 2

The Address Information Team will, on receipt of the application:

- Allocate addresses to plot numbers and create draft numbered plan and schedule.
- Send draft numbered plan and schedule to developer for approval.
- On receipt of approval, request postcodes from Royal Mail.
- On receipt of postcodes update our address database
- Notify all interested parties
- Issue Certificate of Postal Address to developer

### Notes

- *New street names should not be difficult to pronounce or awkward to spell.*
- *Names which could give offence should not be used nor should names which encourage defacing nameplates.*
- *We will not adopt any unofficial "marketing" titles used by developers in the sale of new properties.*
- *All new streets should ideally end with one of the following suffixes:*

*Street (for any thoroughfare)*

*Road (for any thoroughfare)*

*Way (for major roads)*

*Avenue (for residential roads)*

*Drive (for residential roads)*

*Grove (for residential roads)*

*Lane (for residential roads)*

*Gardens (for residential roads) subject to there being no confusion with any local open space*

*Place (for residential roads)*

*Crescent (for a crescent shaped road)*

*Court/Close (for a cul-de-sac only)*

*Square (for a square only)*

*Hill (for a hillside road only)*

*Circus (for a large roundabout)*

*Vale (for residential roads)*

*Rise (for residential roads)*

*Row (for residential roads)*

*Wharf (for residential roads)*

*Mews (for residential roads)*

*All new pedestrian ways should end with one of the following suffixes:*

*Walk*

*Path*

*Way*

- *New street names should not duplicate any similar name already in use in a town or village or in the same postcode area. A variation of the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.*
- *If amendments are received to an application once the Street Naming & Numbering process has commenced, the Address Information Team will request a resubmission of the full scheme and this will incur a new full application cost.*