# STREET NAMING & NUMBERING DATA INFORMATION

Tel:

E:Mail:

**DEVELOPERS NAME &ADRRESS** **PLANNING REF. No.**

**DEVELOPMENT NAME & ADDRESS:** **TYPE OF DEVELOPMENT:** (INDICATE)

 CONVERSION / DEMOLITION / NEW BUILD

 RE-ISSUE / RE-NAMING OR NUMBERING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLOT NOS:** |  |  |  |  |  |  |
| **BUILDING No./ NAME:** (if applicable) |  |  |  |  |  |  |
| **PROPERTY TYPE:** (SEE OVER) |  |  |  |  |  |  |
| **PROPERTY STATE:** (SEE OVER) |  |  |  |  |  |  |
| **FLOOR LEVEL:** (SEE OVER) |  |  |  |  |  |  |
| **POSTAL/NON POSTAL:** (SEE OVER) |  |  |  |  |  |  |
| **BUSINESS NAME**:(COMMERCIAL PREMISES ONLY - SEE OVER) |  |  |  |  |  |  |

OFFICE USE:

**SNN REF: DATE OF APPLICATION: DATE REF TO LLPG CUSTODIAN**

## STREET NAMING & NUMBERING PROCEDURES

1. The Developer is responsible for submitting a layout plan to the Council for Street Naming & Numbering (c/o Business Support Communities), for any new build or conversion of a property into two or more units to allow the property to be formally addressed.
2. Where a new street name is required, the Developer is able to suggest a suitable name that will be considered during the consultation process. New names must be related to the historical, geographical or natural features of the site. Adoption of Welsh names will be promoted.
3. Once the consultation with the Town/Community Council and Royal Mail is complete, the name will be circulated to Councillors under the Council’s Delegated Powers.
4. The Council will normally only number properties once 50% of the layout is under construction.
5. The official address will be notified to developer and homeowners. Where properties are not yet habited, the letters will be issued to the developer for distribution with the purchase documents.
6. Upon completion of the numbering schedule, the details will be forwarded to Royal Mail, who are responsible for the distribution of post codes
7. Where street signs are required, the dimensions of signs must comply with a recognised national standard.

**PROPERTY TYPE**: classifications are listed below: -

 C Commercial

 R Residential

 P Parent Shell (refers to property of multiple occupancy, where the name of the holding company must be incl.)

 Z Places of Worship or others

**PROPERTY STATE**: classification is listed below: -

Under Construction 1

In Use 2

Unoccupied 3

**FLOOR LEVEL:** classification refers to levels within property. In the case of flats or multiple units, indicate level of entry point to each unit

 Ground Floor 0

 First Floor 1

 Second Floor 2

 Third Floor 3

i.e. For a two floor house – enter 2 For entry to a second floor flat – enter 2 For a Ground floor unit – enter 1

**POSTAL/NON-POSTAL**: refers to whether a postal address is required for the property/units

**BUSINESS NAME**: refers to commercial premises where the name of the business is unlikely to change for a long period of time

### Any queries in relation to Street Naming & Numbering should be addressed to: -

**Business Support Communities (Street Naming & Numbering), Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend CF31 4WB**

 **Tel: 01656 643622 e:mail:** **streetnamingandnumbering@bridgend.gov.uk**