**SNN3 Form: Pembrokeshire County Council**

**Street Naming and Numbering Service**

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# **Naming of new street and numbering of new developments**

Please complete this form to request a new street name for a new development and the allocation of house numbers. Please return your completed application to Street Naming & Numbering, Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP.

When completing this form, please ensure that you provide all of the information required. Failure to do so could delay the processing of your application.

**Note:** This form is to be used for the naming and numbering of large development sites where new roads are to be constructed. Official naming will therefore be required. New street names must be approved by this Authority.

**The charges for new developments are £300.00 per new street plus:-**

* **£25.00 per plot up to 19 plots**
* **£20.00 per plot 20 – 49 plots**
* **£15.00 per plot over 50 plots**

This form is also available in Welsh

## **Section A: Applicant details**

### **Please specify your name and contact details below:**

| **Details** | **Please write in** |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Daytime tel no: |  |
| e-mail: |  |

## **Section B: Naming and numbering new development**

### **Please specify the following details**

| **Details** | **Please write in** |
| --- | --- |
| The development name or marketing name (if any): |  |
| Site location: |  |
| Number of plots: |  |
| Number of phases: |  |
| Planning application number: |  |
| Building regulations application no: |  |

### **Are new apartment block names required?**

**Yes/No**

If Yes, please specify the proposed apartment block name(s) (please write in)

### **New Road Names: (please write in)**

Reason(s) for choice (optional):

**Please note:** our policy is to preclude streets’ being named after people as a general principle. Should there ever be a commendable reason for so doing (exceptional circumstances) it will be referred to the Director of Housing, Transportation & Environment or the appointed person.

Should you revise the housing layout after a numbering schedule is produced by this Authority you would then incur a further charge for an amended schedule of £205.00 plus £51.00 per plot.

### **Please ensure that a block plan showing the proposed development is provided. (All plot numbers must be shown)**

## **Section C: Ownership details**

1. **Are you the property owner?**

**Yes/No**

(If No, we will need written conﬁrmation from the property owner)

## **Checklist**

### **Please read (and tick) the following checklists to make sure you have sent all the information for your application.**

| **Information** | **Please tick** |
| --- | --- |
| Completed application form, signed and dated |  |
| Please ensure that a block plan showing the proposed development. (All plot numbers must be shown) |  |
| Correct Fee (made payable to Pembrokeshire County Council) |  |
| Enclosed the required ownership details if you are not the landowner |  |

## **Applicants declaration**

All information that we hold concerning you as an individual will be retained and processed by the Street Naming and Numbering Service strictly in accordance with the provisions of The United Kingdom General Data Protection Regulation, as set out in our [Privacy Notice](https://www.pembrokeshire.gov.uk/privacy-promise/privacy-statement-departmental-privacy-notices), alternatively a paper copy can be provided on request.

I understand that you will use the information I have provided to introduce a new postal address(s) and that this information may be checked with other sources within the council e.g. council tax, business rates, planning, building regulations, electoral registration sections.

Signature: Date:

If you require any further assistance in completing this form please contact Pembrokeshire County Council Contact Centre Tel: 01437 764551, e-mail [snn@pembrokeshire.gov.uk](mailto:snn@pembrokeshire.gov.uk)