


**APPLICATION FOR RENAMING AN EXISTING STREET OR
RENUMBERING ALL EXISTING PROPERTIES ON AN EXISTING STREET**

THE PUBLIC HEALTH ACT 1925 : SECTIONS 17 & 18

THIS FORM CAN ONLY BE COMPLETED IF ALL THE AFFECTED RESIDENTS ARE IN AGREEMENT

Application No: <i>(To be filled in by SDDC)</i>	
Name of Representative:	
Please state if you are a resident, Parish / Town Council etc requesting this change:	
Address for correspondence: <i>(inc. postcode)</i>	
Tel No/Mobile:	
Email: <i>(NB: If e-mail address is provided all correspondence will be sent via e-mail)</i>	
Existing Street Name:	
Suggested Street Name(s):	Please state the historical reference to your choices
1 _____	_____
2 _____	_____
3 _____	_____
No of Street Nameplates required:	<input type="checkbox"/>
Sometimes the Royal Mail will allocate a new postcode. Are all residents aware of this and happy if this is the case?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
 The personal information that you provide to us (South Derbyshire District Council) will be used for the purpose it was given. Your personal details will not be shared with any other Council department or third-party organisation. Further information on how we process your personal information can be found on our website	
Signed _____	Date _____
Please ensure you include the following: <ul style="list-style-type: none"> ▪ Completed Application Form ▪ Correct fee <i>(see separate document entitled 'Guidance Notes')</i> ▪ Signed consent from all the affected residents indicating: <ul style="list-style-type: none"> - no objections to the proposed change or if a new postcode is allocated to their property - the current address of their property as they know it - a contact telephone number ▪ Site location plan <i>(all affected properties are to be clearly indicated)</i> 	
Please return completed application to: Street Naming & Numbering, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote DE11 0AH or by email addresses@southderbyshire.gov.uk	

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GUIDANCE NOTES

Step 1

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

- Completed Application Form
- Correct fee (see separate website document entitled “Street Naming & Numbering Fees”)
- Signed consent form from all the affected residents indicating no objections and the address of their property as it is currently known (please ensure all residents include a contact telephone number and email address)

Step 2

Following receipt of the application:

- If the street name change is compliant with the Street Naming & Numbering Policy, we will place a Notice on site advising of the street name change
- If no objections are received, we will consult with the Royal Mail, Ward Members and Parish Council to obtain their views

If they are all in agreement, the District Council will then:

- Update our address database
- Notify all relevant parties
- Send a letter of confirmation of Postal Address(es) to all owners/residents

Notes

- *This process would only be undertaken as a last resort when there is confusion over a street name, a group of residents are unhappy with their street name, or new properties are built in a street and there is a need to renumber to accommodate the new properties*
- *All associated costs must be met by the applicant(s) / residents*