

Numbering and naming of streets

Once planning permission has been granted for a new development, the developer should submit a site layout plan for the allocation of property addresses.

If new streets require naming, we will ask the developer to submit street name proposals. When considering the new street names we will ensure that the proposed names will not cause confusion, cannot be mis-spelt, are unique to the vicinity and are unlikely to offend anyone. Follow this link for [guidance on naming and numbering](#).

We also consult the relevant parish or town council for their comments on the proposed names.

Once agreement for the names has been reached, we will allocate numbers to the properties and a draft naming and numbering schedule is sent to the developer for comment.

On occasions the developer is happy for the parish or town council to propose suitable street names. On these occasions we will consult with the parish or town council and send the developer a draft naming and numbering schedule for comment when names have been agreed.

Postcodes

The Council is not responsible for the allocation of postcodes, this is the responsibility of Royal Mail. However, Royal Mail will not issue a postcode for a new street or property until we advise it that the property address has been agreed.

Renumbering of existing schemes

If, due to a change in the layout of a development site, a superseded numbering scheme needs to be issued after the approved naming and numbering scheme has been formally issued, there will be a charge of £75 for each plot or property that requires re-addressing. Payment can be made by telephone.

Renaming an existing property or adding a name to a numbered property

There is a charge of £37.50 per property for renaming and name addition requests. Follow this link for more about [renaming or adding a name to an existing property](#).

Additional and relocation of street nameplates

For any enquiries relating to requests for additional signage or the relocation of existing signage you should [contact the Gazetteer Officer](#), giving full details of your query and a contact telephone number or email address. There is a charge of £420 for a set of two nameplates and £145 for relocating a nameplate, but please contact us for full details.