

Numbering and naming of property

Once your planning application and building regulations have been approved and initial work has commenced on the site, you should contact the Gazetteer Officer to apply for the property address.

If the application is for a larger site or development or requires road name allocation please read the information on [naming of streets](#).

If the application is for an individual property or where no new road name is required, we will allocate a number to the new property relating to its location in the road, which may incorporate 'a' or 'b' where appropriate. Property names can be given in addition to the number, but the number will be the primary address.

It is not always possible to allocate numbers to properties, for example, where the surrounding properties have names only. If this is the case we will ask you to submit a name proposal for the property. Care should be taken when proposing a name to ensure that there are no similar names in the vicinity. The use of property names such as 'New House', 'The Bungalow' and 'The Cottage' is not advised as these names can cause confusion. Follow this link for [guidance on naming and numbering](#).

Applications can be made using our [online form](#). We need to know:

- Your current contact address and telephone number.
- The planning application reference number.
- The building regulations reference number.
- If you want to submit a name for the property.
- If so, what name do you propose?

Once numbers or names have been agreed, we will send you formal confirmation of the address. We will also send details to the emergency and delivery services and public utilities for their records. The information will be circulated to the relevant departments within the Council so they can update their data. A list of all the organisations we have advised will be sent with the address confirmation.

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.

Renaming an existing property/addition of house name

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](#).

Naming and numbering enquiries

For any enquiries relating to addresses - such as addressing confirmation, problems with addresses you should [contact the Gazetteer Officer](#), giving full details of your query and a contact telephone number or email address. There is a £75 charge per enquiry.