

Street Naming and Numbering 2022/23

Public Health Act 1925

Complete and return, **together with payment and plan**, to:
Street Naming and Numbering, Planning and Development, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, TN23 1PL.
Email: snn@ashford.gov.uk. Direct Line: 01233 330626

Applicants Details:

Name:

Address:

Telephone:

Email:

Are you the owner of the property/site?

N.B In line with our Street Naming and Numbering Policy, **we are only able to accept applications from property owners**. Where properties are being purchased, we will require evidence contracts have been exchanged before processing the application. Alternatively, please attach supplementary evidence to support your case.

Application Type: Please tick as appropriate:

Application for Naming/Re-naming of Street(s)	(Complete Section 1 overleaf)	<input type="checkbox"/>
Application for Registration of New Property/Properties	(Complete Section 2 overleaf)	<input type="checkbox"/>
Application for Renaming an existing Property/Properties	(Complete Section 3 overleaf)	<input type="checkbox"/>

Application Site Details:

Site Location/Address:

A site location plan is required with every application.

Please provide background information for site i.e.

New Development?

Vacant Land?

Conversion of existing property?

Planning Reference (where applicable):

Building Control Reference (where applicable):

Is the property a Listed Building? (please circle)

YES

NO

Section 1: Naming/Re-Naming of Street(s).

Fee £140 creation of new street; £298 naming/re-naming existing street.

Number of Streets within application:

Proposed Road Name(s):	Origin/Relevance to area:

Section 2: Registration of New Property/Properties.

Fee per unit: One plot/unit £59.00; 2-10 plots/units £47.00; Over 10 plots/units £43.00.

Number of properties within application:

Houses		<input type="text"/>
Flats		<input type="text"/>
Commercial Units		<input type="text"/>
Total:		<input type="text"/>

Proposed Property Name(s): (Please provide at least 2 suggestions in order of preference)

Option 1.
Option 2.
Option 3.

Section 3: Renaming an Existing Property/Properties.

Fee £59.00 per unit.

Proposed Property Name(s): (Please provide at least 2 suggestions in order of preference)

Option 1.
Option 2.
Option 3.

Additional Information:

Fees are exempt from VAT. Cheques should be made payable to Ashford Borough Council. **A site location plan is required with every application.** Plans for new properties should include details regarding street entrances and floor levels (where appropriate i.e. flats). Full details regarding our Policy can be found at www.ashford.gov.uk.

Ashford Borough Council (ABC) is the data controller for the personal information you provide in this form. ABC's Data Protection Officer can be contacted at FOI@ashford.gov.uk. Your information will be used to process the street naming and numbering application and processing is being conducted relying upon the public interest legal basis under the Public Health Act 1925. No personal information you provide will be published. Your information will be retained as a permanent record. Your information may be shared with third parties (including internal departments) if we are required or permitted to do so by law for example to prevent fraud or the misuse of public funds. For more information on your rights please see the council's privacy statement <https://www.ashford.gov.uk/>.

Applicants Signature: _____

Date: _____