

STREET NAMING AND NUMBERING APPLICATION

Applicant or Owner	
Name of Applicant:	
Address:	
Post Code:	
Tel:	
Mobile Tel:	
E-mail Address:	

Ownership	Please indicated ownership in one of the boxes below
Owner/Occupier:	
Prospective Purchaser:	
Site/Property Developer:	
Other:	

Permission	Please indicate application numbers in the boxes below
Planning Application No.	
Building Control Application No.	
N/A	

STREET NAMING AND NUMBERING APPLICATION

Type of Application	Please complete the relevant boxes		Please complete the relevant boxes
New Property Addresses on an Existing Street		Number of New Properties:	
Change to a New Development after Notification		Number of Affected Properties* :	
New Property Addresses on Developments Requiring a New Street Name/New Street Names		Number of New Properties:	
Re-Addressing of Properties on an Existing Street as a Result of a New Development *		Number of Affected Properties:	

* Estimated number of properties/plots altered – actual number to be determined by Sunderland City Council which may alter the overall fee paid.

Existing Address Details (where applicable)	Proposed Address Details (where applicable)

Property Details (please tick all which are applicable)			
Residential		Detached	
Commercial		Semi-detached	
Student accommodation		Terraced	
Flats		Other (specify).....	

STREET NAMING AND NUMBERING APPLICATION

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Please refer to the 'How to apply' section on the reverse of this form. Ensure that you attach a location plan and any other plans necessary for the Council to be able to deal with your request.

Your application should be accompanied by the appropriate fee. Current charges can be found at www.sunderland.gov.uk. Cheques should be made payable to 'Sunderland City Council'. We will contact applicants who submit their application by email to give details of charges and arrange payment.

Declaration

I/We hereby apply for Street Naming and Numbering services as detailed in this application and declare that the information given on this form is correct and true to the best of my/our knowledge. I also confirm that I/we are the legal owner(s) of the property.

Name:	
Signature:	
Date:	

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GUIDANCE NOTES AND CHARGES

Street Naming and Numbering (SNN)

Sunderland City Council provides SNN under the Public Health Act 1925 S.17-19.

SNN is essential for the efficient functioning of postal and emergency services as well as for the convenience and safety of the general public. If a property is not allocated an address by the Council it will not appear on the National Address Gazetteer causing the occupier of the property to experience difficulties in obtaining goods and services. This data base is used by the Council, Royal Mail, statutory undertakers, emergency services, credit agencies and many private companies

Requests for New Postal Addresses

Who should apply?

Individuals or developers constructing a new property, undertaking a conversion resulting in the creation of new property or reconsolidation of multiple properties into one property.

When should you apply?

You should allow two month for completion of the SNN process. Please note that if objections to the use of a particular street name are received or the proposals involve the renaming of an existing street the process will take longer.

It is advisable to submit your request for postal addressing at the early stages of any new build development as utility companies are reluctant to install a service where an official postal address has not been allocated. However, please note that if you subsequently request an amendment to an existing SNN request, further charges will be incurred.

How to apply:

The SNN application form should be completed and sent by either:

- E-mail to snn@sunderland.gov.uk
- Post to the address at the bottom of this form

The application should be accompanied by:

- A scaled location plan (not less than 1:1250) and, in the case of a new development, a layout plan indicating the position of the new property/properties in relation to the geographical surrounding and clearly showing all relevant primary entrances to building(s).
- For new developments an pdf version of the location plan can be emailed.
- Where the development includes flats / apartments or similar, internal layout plans clearly showing door and access provision will also be necessary.
- The application should be accompanied by the appropriate fee made payable to 'Sunderland City Council'. You can find our current charges at www.Sunderland.gov.uk.
- If depositing your application by email we will contact you for payment of the charge.
- Requests for New Street Names

STREET NAMING AND NUMBERING APPLICATION

Where new roads are to be constructed developers will be able to propose suitable names for adoption by the Highway Authority.

Street naming is subject to the following criteria:

1. Names cannot be duplicated within the same locality.
2. Names for consideration need to be sufficiently unique so as to avoid confusion.
3. Names of persons (living or dead) are not permissible.
4. Where possible, names should reflect the history of the site or acknowledge the geography of the area.
5. Names that endorse commercial marketing are not acceptable.
6. Names should not be capable of being misconstrued into inappropriate meanings.

Requests for new street names can be made in the same way as for postal addresses.

Houses with postal numbers and a name:

If you have a postal number for your property but also wish to assign it with a name, the name will only be used on an informal basis and will not be registered by the Council. The reason for this is because omitting postal numbers in place of a name causes complications for deliveries as well as for the emergency services. You can erect a name plaque on your property and quote the name, along with the postal number in the address. However for official purposes the property will always be known by number. You do not need to complete this application form.

Allocation of New Postal Addresses and New Streets:

Once the Council has allocated a new postal address and/or new street name, all relevant and statutory authorities and emergency organisations will be notified; along with the Royal Mail who are responsible for the allocation of postcodes. Royal Mail will allocate a postcode when they receive notification from the Council of a new address or street designation.

For further information:

Telephone: 0191 561 1550 (Office hours 8:30 am to 5.00pm Monday - Friday)

Email : snn@sunderland.gov.uk

Post : Sunderland City Council, City Development Directorate, Regulatory Services , Building Control Section, Plater Way, Sunderland, SR1 3AA

STREET NAMING AND NUMBERING APPLICATION

Charges from 1st March 2023

(a) Postal numbering for a new development on an existing street or renumbering on an existing street or Sub-dividing an existing property to create new postal addresses	£157.50 for 1st plot + £10.50 per additional plot thereafter
(b) Assignment of name to a new street and postal numbers for a new development	£210.00 - plus postal numbers + £10.50 per additional plot thereafter
(c) Alteration at the request of the developer / applicant in either street name or property numbers to new development after initial SNN has been undertaken	£210.00 - plus charges (a) and / or (b) where relevant to the addition of extra plots
(d) Renaming or the assignment of a name to an existing street at developers / occupiers request	£1575.00 - plus £42.00 per property affected
(e) Changing the assigned postal numbering / street of an existing single property at the developers / occupiers request, which does not involve the creation or renaming of a street	£157.50 for 1 st plot and £10.50 per additional plot thereafter
(f) Confirmation of postal addresses to property occupiers / owners / solicitors / conveyancers and other selected 3rd parties	£52.50 per address enquiry