



Oadby & Wigston Borough Council
 Building Control
 Council Offices
 Station Road
 Wigston
 Leicestershire
 LE18 2DR

Tel: 0116 2572657

Email: buildingcontrol@oadby-wigston.gov.uk

Street Naming and Numbering Application

FOR OFFICE USE ONLY			
Fee Tendered:	Date:	Fee required:	Application Number:
Receipt No.		£	
Description of site location:			Validation
			Area

This form is to be filled in by the owner, developer or the agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above.

1

Applicant's details: (see note 1)

Full Name:
 Address:
 Postcode: Tel: email:

2

Agent's details: (see note 2)

Full Name:
 Address:
 Postcode: Tel: email:

3

Description of site location: (see note 3 regarding a site location plan)

.....

4

Description of your request: (see note 4)

.....

5

Application Reference Numbers for: (see note 5)

Planning Permission:
 Building Control:

Continued overleaf.....

6

Section A - Change of house name

Current address and postcode:

Proposed property address:.....

The reason for the change:

7

Section B – Street Naming

Number of street names required:

Proposed street names together with a reason for the name:

.....
.....
.....
.....
.....
.....

8

Section C – Numbering of New properties

How many new properties require numbering:

How many new flats require numbering:

Proposed name for the new buildings containing flats if applicable:

.....

9

Section D – Changes to Development after notification

Description of changes:

.....

Number of plots affected:

10

Section E – Street re-naming at residents request

Current name of street:

Proposed name of street:

Reason for requesting the change:

Section F – Charges

Service	Charge
Renaming/renumbering of existing property	£40.00 per plot
Naming/Numbering of 1-5 plots	£40.00 per plot
Naming/ Numbering for more than 5 plots	£20.00 for each additional plot over 5
Naming of a street	£150 per street
Change to a development after notification to the Authority	£50 admin fee plus £15 per plot
Street re-naming at residents request	£250 plus all compensation
Written confirmation of postal address details	£25.00 per address
Numbering of new flat complex*	£25 per flat

I confirm that the above information is accurate to the best of my knowledge at the time of my application.

Fee Tendered: £..... Receipt No.

Name: Signed: Date:



Notes

1. The applicant is the building owner or developer.
2. The agent is the person or company representing the owner of the development. All correspondence will be sent to the contact details provided.
3. Please include a lay out plan with the plot of land outlined in red and indicating the main points of access to each plot.
4. Please indicate what you are applying for and provide as much information as possible so that we can process your application without delay.
5. Where a planning permission number is asked for this should relate to the permission relevant to how the site will be developed. The Building Control Application reference must be current. In order for the street numbering to be carried out the work must have commenced on site.
6. House names are not given without a number.
7. Please include any names of streets you wish to be considered.
8. Property numbering will be carried out in accordance with the Street naming and numbering policy available at www.oadby-wigston.gov.uk

Please include any names of new buildings you wish to be considered.

9. Notification means after the Authority has numbered the street.

10. If you wish to re-name an existing street, please be aware that the Authority will consult all residents of the street in question and will only authorise a change if there is a two thirds majority in favour of the change by ballot. Any compensation to residents or occupants will be met by the applicant.

Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.

*A flat complex is defined as a building or group of buildings containing multiple flats. Please note that this cannot be used when a single flat requires numbering.

Charges:

Cheques are to be made payable to Oadby and Wigston Borough Council.

The Street naming and numbering charge is a single payment fee, payable at the time of submitting an application and covers the administrative costs and all appropriate site inspections.

VAT is not payable on this type of charge.

Data Protection statement

The Council will process and store your data in accordance with the Data Protection Act 2018 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: www.oadby-wigston.gov.uk/pages/privacy