Island Roads

APPLICATION FOR PROPERTY / STREET NAMING AND NUMBERING

Please complete and return this form if the proposed building works will require a property address (planning permission must have been granted)

Historical existing properties which do not appear on Royal Mails website (irrespective of the age of the property) must also apply to have their property officially addressed

Smallholdings / parcels of land which are not bona fide businesses will NOT be addressed by this office. You are advised to contact Island Roads prior to applying otherwise you risk your application being declined.

PROPERTY NUMBERING AND STREET NAMING MUST BE DECIDED OR APPROVED BY ISLAND ROADS BEFORE BEING PUT IN PLACE OR QUOTED IN RELATION TO MARKETING OF A DEVELOPMENT

The process takes approx. 10 working days to register a new address. To name a road / development takes approximately 6 weeks to register which includes liaising with Royal Mail and the local Parish Council.

***** A PLAN MUST BE ATTACHED DETAILING THE PLOT AND POINT OF ENTRY *****
(If a plan is not supplied you risk the application be delayed or declined)

THE FEE IS NON-REFUNDABLE SHOULD THE APPLICATION BE WITHDRAWN OR REFUSED

PAYMENT MUST BE ATTACHED WITH YOUR APPLICATION

If you are unsure on any point please contact us **before** you submit your application.
Advice Notes can be found at www.islandroads.com

Are you registering a new / existing property(s)? How many properties do you wish to register? Example: A flat or house counts as one plot. One house and a block of ten flats would therefore count as 11 plots.

Prices inclusive of VAT (These prices were revised 1st June 2021)

1- 5 plots (£45 per plot up to £225 for 5 plots)		Qty of plots (1-5) Specify number		Total £	
6 -10 plots	£275.00	Number of Plots		Total £	
11- 20 plots	£300.00	Number of Plots		Total £	
21 - 30 plots	£350.00	Number of Plots		Total £	
31 - 50 plots	£400.00	Number of Plots		Total £	
51 - 100 plots	£600.00	Number of Plots		Total £	
Over 100 plots	Price on application				

Naming of a New Street / Access Road	**No charge for this service**	Please Tick	

Please only select the options below if the plot(s) have previously been addressed by this office but need to be amended as a result of the site layout being revised - New development sites only.

Renumbering a new development by the Developer	**Please liaise with Island Roads regarding this service and fees**
Renaming of a New Street / Access Road	**Please liaise with Island Roads regarding this service.**

PROPERTY DETAILS

Planning application number (i.e. P/01760/06 or TCP/13130/B)					
Current location or address of development (i.e. plot adjacent to number 16 High Street, Town, Postcode)					
Description of development (i.e. demolition of house, construction of detached / terraced / semi-detached bungalow / house / flats, barn conversion etc.					
How many storeys in the building(s) (i.e. Ground floor & 1st floor = 2 storey)					
Applicable to flats only	**Does each flat have an individual letter or mailbox?**	Yes		No	
Applicable to flats only	**If flats do have individual mailboxes are these sited inside or outside the building?**	Internal		External	
Applicable to flats only **If the block of flats has a secure entry system & mailboxes are sited internally, what arrangements are in place for Royal Mail to be able to deliver mail?**					
Is the development completed / ready for occupation?	**Please tick ……**	Yes		No	
If No, please give <u>estimated</u> completion date:					
Does the development include an access road that requires a street name?	**Please tick**	Yes		No	
If Yes, please supply a <u>minimum</u> of TWO suggestions: Any names will be sent to local town/parish council for approval which can take several weeks. An advice sheet is available on request or online at www.islandroads.com. Two names the same i.e. Smith Lane & Smith Avenue do NOT qualify as two suggestions. The names MUST be different.	**1.** **2.** **3.**				
Do you wish to register a property name? To be officially addressed solely by a name the property **<u>must</u>** be located on a street with no house numbers. A name may be allocated as an alias (does not form part of the official address) for properties primarily addressed by a number.	Please tick	Yes		No	
If yes, please supply one or more suggestions:					

APPLICANTS DETAILS

Title	**Please tick**	Mr		Mrs		Other:	
Forename							
Middle name / initials							
Surname							
Building/house name/number							
Street address							
Town name							
Post code							
Tel number (inc area code)							
E-mail Address: **Please check your spam folder for our correspondence.** **We will email you to confirm we have received your application form & will email a copy of our confirmation letter once the process is complete.**							
Extent / character of the interest of such person. Please provide a copy of your Title Deed as evidence of ownership. Alternatively, if this is not available, please have your solicitor email us directly, confirming you are the legal owner. If you are acting as an Agent, then the owner must sign the application and provide proof of ownership. **Without this, we will NOT be able to process the application.**	**Please tick**	Owner		Agent		Other	
If other, please supply details							

Additional information

Please supply any information you feel may be useful regarding the completion of your application.

DECLARATION

I / we declare that I have checked the information given on this application form and to the best of my knowledge and believe it is correct.

I understand that a false or misleading statement or that withholding relevant information may result in the refusal or revocation of the application or may render me liable to prosecution.

I/we hereby apply for Street / House Naming and Numbering as described in the following application and on the **attached plan***

Signed: ……

Name: … …… Date……

If an Agent / Third party is processing the application on **your** behalf, please sign below giving them authority to do so and provide written evidence as requested on Page 3.

Signed: ……
Legal Owner of Site / Development

Print Name: …… Date……

Proof of Ownership Attached: … Yes / No… **OR** **Solicitor Providing Information:** ….Yes / No….

* **I confirm that I have attached a plan which clearly outlines the boundary of the property and marks the main point of entry to the property.** **(If a clear plan is NOT provided by the Applicant, please be aware that your application may be delayed or declined by Island Roads)**	**Please tick Box ➔**	

VAT Receipt Required (Please circle appropriate box) **This is strictly for business purposes only and is NOT a personal receipt.**	**Yes**	**No**

	Worldpay	**Cheque**	**BACS**
Please confirm method of payment i.e. cheque attached to application form or via Worldpay or BACS (Please tick).			

Please make cheques payable to: **Ringway Island Roads**

Send the completed form and plan to:
Development Control
Island Roads Ltd
St. Christopher House
42 Daish Way
NEWPORT
PO30 5XJ

Worldpay - Payment can be taken over the phone with a debit or credit card. A member of the Development Control team will contact you to take payment once your form / paperwork has been received and logged.

BACS - If you wish to pay via BACS, we will provide our bank details and a unique reference number once your application / relevant documents and been received and logged.

Enquiries can be directed to Development Control team: -
Tel: (01983) 822440 / 828500. Email enquiries to: developmentcontrol@islandroads.com