

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 approx. 6-8 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THE FEE IS NON-REFUNDABLE SHOULD THE APPLICATION BE WITHDRAWN OR REFUSED **PAYMENT MUST BE ATTACHED WITH YOUR APPLICATION**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? 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 count as 11 plots.

Fees inclusive of VAT (these fees were revised 1st April 2025)

	Base fee	Per plot				
1 - 5 plots	-	£56.00	Number of Plots		Total £	
6 - 10 plots	£346.00 *	+£10.00	Number of Plots		Total £	
11 - 20 plots	£377.00 *	+£10.00	Number of Plots		Total £	
21 - 30 plots	£440.00 *	+£5.00	Number of Plots		Total £	
31 - 50 plots	£503.00 *	+£5.00	Number of Plots		Total £	
51 - 1000 plots	£755.00 *	+£5.00	Number of Plots		Total £	

* First plot included

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

** Development of 4 or more properties on a new street

Renaming/Renumbering

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 <u>new development</u> by the Developer		Please liaise with Island Roads regarding this service – a full list of charges can be found at: Island Roads Forms Fees and Charges
Renaming/numbering of a New Street / Access Road		

PROPERTY DETAILS

Planning application number (i.e. P/01760/06 or 25/01010/FUL)					
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 & 1 st 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?					
Applicable to flats only	Please provide internal floor plans indicating entry points.				
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 must 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							
Contact 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 / we 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 instruction along with 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.**

For flats, please also provide internal floor plans indicating all entry points.

(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

Please confirm method of payment i.e. cheque attached to application form or via BACS or credit/debit card (please tick).

Credit/debit

Cheque

BACS

Please make cheques payable to: [Ringway Island Roads Ltd](#)

Send the completed form and supporting documents by email or post. Postal address as follows:

Development Control
Ringway Island Roads Ltd
St. Christopher House
42 Daish Way
NEWPORT
PO30 5XJ

Credit/debit card – Once your application / documents have been received and logged, we shall issue a unique secure payment link for you to input your card details.

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

Enquiries can be directed to Development Control team: -

Tel: (01983) 822440 / 828500. Email applications and enquiries to: developmentcontrol@islandroads.com