





# Guidance - Single plot Street Naming and Numbering application form

Public Health Act 1925, sections 17 to 19

## Applicant details

-  Please complete all sections as fully as possible.
-  Please note that email is our preferred method of communication.
-  Please ensure that the contact details you provide (e.g. phone / email) are those of the person we should contact if we have any queries relating to your application.
-  **Planning application reference number:** please include this as your planning application can provide us with valuable information.

**Monmouthshire County Council has the right to refuse applications if insufficient information or an unsuitable name has been provided.**

## Location details

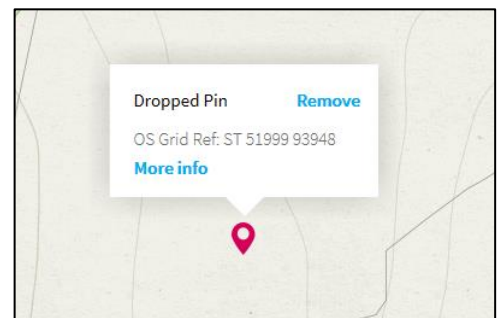
**Information about the location of and access to your property is of paramount importance and if we do not have sufficient information, we will not be able to process your application. It is, therefore, essential that you provide a location plan. We will not be able to process your application without one.**

If you are building or converting a property within the boundary of an existing property, and the new development shares an access with the existing property, then please provide the address of this property. This, together with a location plan, will give us sufficient information about the location.

If this does not apply, then please provide the following:

- **Road name:** we need to know which road your development is accessed from. If access is from an unnamed road, please ensure that both the access and the road are clearly marked on your accompanying plan.
- **Locality or village** e.g. Magor (if relevant): If your property is, for example, in the middle of Monmouth or Chepstow (or other town), this will not be relevant.
- **Postcode:** if you know it, please provide the postcode to the nearest neighbouring property. If you don't know what it is, you can get it from the Royal Mail's postcode finder service (see over for details) or alternatively, ensure that you provide a grid reference.
- **Grid reference:** you can find this via <https://osmaps.ordnancesurvey.co.uk> or <https://gridreferencefinder.com/>

Zoom in to the location of your new build then right click for details.



## Property status

- a) Royal Mail will add your new address to its **Not Yet Built (NYB)** file; this file is used to create official addresses for properties under construction. This protects Royal Mail postal delivery workers from the risk of injury caused by entering a building site and provides protection against fraud by ensuring that buildings which don't yet have a secure mailbox don't receive any mail.

If your build is complete, has a secure mailbox and is ready to move into (or you are already living there), you can ask for your address to be added to **PAF (the Postcode Address File)** straight away by ticking the box which says: *I have attached evidence that the property is completed; please add the address to PAF.*

A photograph of the completed property will usually suffice as evidence that the property is ready to move into.

**Please note the following:**

- Addresses held on the NYB file are official; you will still be able to get services such as water, electricity and broadband installed.
- If you ask for the property to be added to PAF prematurely, (i.e. before it's complete) and the postal delivery worker is unable to deliver mail, Royal Mail will remove it and put it onto NYB.

**Please note that, where addresses are added to NYB, it is the responsibility of the applicant to ensure that they contact Royal Mail to inform them when a property becomes occupied so that Royal Mail can move the details from the NYB file to PAF.**

To activate your new address once the build is complete (i.e. to move the address from NYB to PAF), please use Royal Mail's new [online contact form](#). The form requests all the relevant information in the correct format to allow them to deal with your request quickly and efficiently.

- b) If your property is a commercial one, Royal Mail will not add your address to their Postcode Address File unless it meets these criteria:
- It is a bone fide business address with clear signage displaying the business name;
  - The building is occupied during business hours;
  - The delivery point is secure and easily accessible for the delivery of mail.

Therefore, if the property is commercial, you may wish to satisfy yourself that it meets, or will meet these criteria.

### Proposed property names

**Please note that if your new property is on a numbered street, it will be given a number; you can, if you would like to, choose a name in addition to the number.**

**Please ensure that you read the guidance on naming carefully before you complete this section.**

An original name is essential to ensure that properties can be located quickly and easily (refer to our *Street Naming and Numbering Policy* for further detail, if required). This is of crucial importance if your property is identified only by its name (i.e. it doesn't have a number).

Royal Mail and the Local Land and Property Gazetteer Team are consulted on all new property names; **they will reject names which don't meet the following rules:**

**Do:**

- ✓ Choose a name that is original.
- ✓ Bear in mind that names involving trees, shrubs and the like tend to be extremely popular, e.g. Rose, Orchard, Oak Tree, etc.
- ✓ Check your name on the Royal Mail Postcode Finder for originality (see over for details).
- ✓ Provide at least three suggestions for the renaming or naming of your property.

**Do not:**

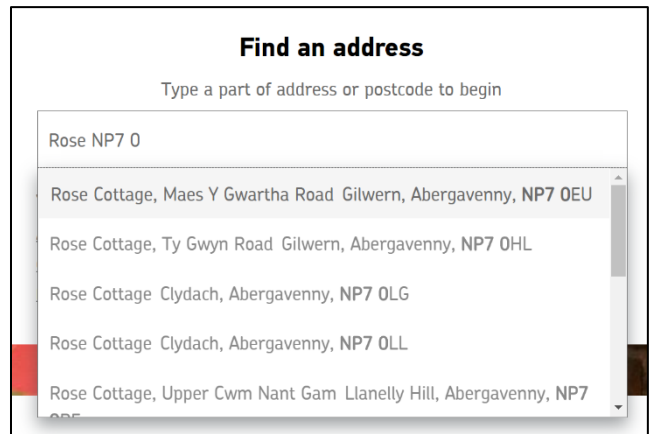
- ✗ Choose a name which is in use by any other property **or sounds too similar** to another property in the postcode area, e.g. NP7 5.., NP16 6.., NP26 3..
- ✗ Choose a name that sounds racist, sexist, obscene or open to misinterpretation.
- ✗ Choose three suggestions that are merely variations on a theme, e.g. Rose Cottage, Rose Lodge and Rose Court.
- ✗ Pick a name that is overly long.
- ✗ Choose a name containing "at", e.g., *The Lodge at Willow House*.
- ✗ Select a name which is too generic, e.g. *The Lodge, The Barn, The Cottage*, etc.

Some people take inspiration for a name from their favourite film, book or poem. Sometimes, family history can provide ideas. Remember – originality is crucial.

*Please note that if the main identifier of your property is a number, these rules are a little less strict.*

### *Check your chosen name on Royal Mail's postcode finder service:*

You can check your chosen name for originality by going to: <https://www.royalmail.com/find-a-postcode>  
If you type in your chosen name and the first part of the postcode, you will see if there are any other properties with this name in your area (see illustration).



**Find an address**  
Type a part of address or postcode to begin

Rose NP7 0

- Rose Cottage, Maes Y Gwartha Road Gilwern, Abergavenny, NP7 0EU
- Rose Cottage, Ty Gwyn Road Gilwern, Abergavenny, NP7 0HL
- Rose Cottage Clydach, Abergavenny, NP7 0LG
- Rose Cottage Clydach, Abergavenny, NP7 0LL
- Rose Cottage, Upper Cwm Nant Gam Llanelly Hill, Abergavenny, NP7 0DE

### **Declaration of ownership**

Please confirm that you are either the owner of the property or you are acting on behalf of the owner.

### **Applicant's declaration and payment information**

Please confirm that you have paid the fee and read the guidance notes.

#### **You can pay for your street naming and numbering application either:**

- By card via the Cashier's Office on 01633 644355; please inform them that it's for a Street Naming and Numbering application and quote your surname and first line of your address as reference. Please enter your receipt number into the space provided so that we can tie your payment to the correct application.
- By BACS; please email [developmentcontrol@monmouthshire.gov.uk](mailto:developmentcontrol@monmouthshire.gov.uk) for bank details and a payment reference code.
- By cheque made payable to Monmouthshire County Council and posted to the address below together with your application form.
- The amount owed is £137.00.

#### **Please note that we will not begin work on your application until your fee has been paid in full.**

If you have completed a hard copy application form, please send it to:

FAO Street Naming and Numbering  
Monmouthshire County Council  
PO Box 106  
Caldicot  
NP26 9AN

Or email it as a PDF to [developmentcontrol@monmouthshire.gov.uk](mailto:developmentcontrol@monmouthshire.gov.uk)

*Please contact Monmouthshire County Council's Street Naming and Numbering service for further information: telephone 01633 644644 or email [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)*