

Guidance - Multiple plot Street Naming and Numbering application form

Public Health Act 1925, sections 17 to 19

Due to the statutory legal process involved, the Street Naming and Numbering procedure can be lengthy; we therefore advise developers to submit an application as early in the process as possible to avoid delays.

We also advise you to read this guidance carefully before submission as applications which do not adhere to the policy will be rejected.

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 unsuitable names have been provided.

Site and location details

Site:

Number of plots: This is the number of new addresses needed. For example, if you are splitting a large house into a number of flats, the number of plots will be the number of flats you're creating.

Name of development: please tell us the marketing name or unofficial name you use to refer to the development.

Does the development include new roads? If yes, please see our separate guidance on choosing new road names. If you would like the Street Naming and Numbering authority to choose names for the new road(s), please indicate this.

Location:

Information about the location of and access to your development is essential and if we do not have sufficient information, we will not be able to process your application. It is, therefore, essential that you provide the following plans:

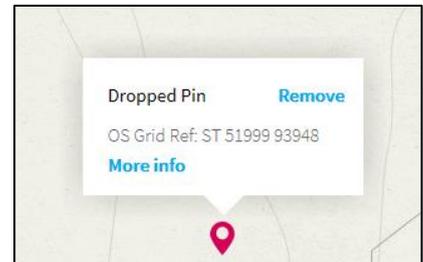
- A location plan, to a scale of not less than 1:1250, indicating the position of the properties in relation to their geographical surroundings;
- A layout plan clearly indicating the location of the new builds / conversions within the development, showing any new roads, plots numbers and orientation within the site.

If you are building or converting properties within the boundary of an existing property, then please provide the address of this property. If the new development shares an access with the existing property, please let us know.

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

- **Road name:** we need to know the road from which your development is accessed. 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 development 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, please 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 and right click for details.



Property status

Residential or commercial?

If your property is a commercial one, Royal Mail will not add your address to their Postcode Address File (PAF) unless it meets these criteria:

- It has to be a bone fide business address with clear signage displaying the business name;
- The building should be occupied during business hours;
- The delivery point should be 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. If it does not, Royal Mail will remove the address from PAF.

Royal Mail address files

Royal Mail will add your new addresses to its **Not Yet Built (NYB)** file; this file is used to create official addresses for properties which are 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 the new buildings/conversions are complete, have a secure mailbox and are ready to move into, you can ask for the addresses to be added to **PAF (the Postcode Address File)** straight away. Royal Mail do, however, ask that you provide evidence for this. A photograph of the completed properties will usually suffice.

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 addresses to be added to PAF prematurely, (i.e. before they're complete) and the postal delivery worker is unable to deliver mail, Royal Mail will remove them and add them back to the NYB file.

It is the responsibility of the developer 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 the Postcode Address File (PAF).

To activate your new address once the build is complete (i.e. to move the address from NYB to the 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.

Proposed property and / or road names

Numbers or names?

Numbers will always be favoured over names where new developments are concerned. If a new street is being built, all new properties on the street will be given numbers.

If the new builds are on a street where all existing properties are numbered, the new build/s will also be allocated numbers. You can choose a name *in addition to* the number if you would like to.

Houses in rural locations where a numbering scheme is not in place can be given names. However, if you want your new properties to have individual names, please read the following guidance carefully as you will be required to provide **at least three original names** for each of your new properties.

If you would like to discuss this before putting in your application, please call 01633 644644 and ask for Street Naming and Numbering queries or email contact@monmouthshire.gov.uk

Property names

The rules governing the naming of individual properties are strict; a unique name is essential to ensure that properties can be located quickly and easily.

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.**

Please ensure that you read the following guidance on naming CAREFULLY before you complete this section.

Dos and Don'ts of choosing property names

Do:

- ✓ Choose a name that is as original as possible.
- ✓ 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 below for details).
- ✓ Provide **at least three** suggestions for the naming of each new property.

Do not:

- ✗ Choose a name which is in use by any other property or **sounds too similar** to another property in the area, e.g. NP7 5.., NP16 4.., NP26 3...
- ✗ Choose three suggestions that are merely variations on a theme, e.g. Rose Cottage, Rose Lodge and Rose Court.
- ✗ Choose a name that sounds racist, sexist, obscene or open to misinterpretation.
- ✗ 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.

Check your chosen name(s) on Royal Mail's postcode finder service:

You can check your chosen names 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 0PF

Road names

The process of naming a new road is lengthy and complex. We have, therefore, produced specific guidance which you will need to read if you wish to choose new road names.

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.

- BACS; if you would like to pay by BACS, please email developmentcontrol@monmouthshire.gov.uk and we will provide you with the bank account details and a payment reference number.
- By cheque made payable to Monmouthshire County Council and posted to the address below together with your application form.

Fee owed:

The fee for two plots is £227; for more than two plots, it is £167.10 plus £59.58 per plot.

For example, if you are applying for 5 plots, the calculation will be:

$$59.58 \times 5 = 297.90 + 167.10 = \text{£}465$$

Use the online calculator and type in the number of plots to calculate the amount owed

Calculator for multiple new plots

Enter number of plots here:

5	£465.00
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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

To discuss your application, please call 01633 644644 and ask for Street Naming and Numbering queries or email developmentcontrol@monmouthshire.gov.uk