

APPLICATION FOR A DEVELOPMENT WITH NEW STREETS

For all new developments where at least 1 new street will be created. All fields must be completed. Please refer to the enclosed guidance for more information. By signing this form you agree to the terms.

Applicant details	1	Full name	
		Address	
		Postcode	
		Email	
		Telephone	
Site details	2	Site address	
		UPRN (if known)	
		Coordinates	
		Planning application number(s)	
		Marketing name	
		Construction start date	
		Expected completion date	
		Planning permission is required. Please include your permission letter.	
Type of development (choose one)	3	<input type="checkbox"/> Residential development Total new residential units to be created: Of which, number of flats: <input type="checkbox"/> Commercial development New non-residential units to be created: <input type="checkbox"/> Mixed residential and commercial development New residential units to be created: Of which, number of flats: New non-residential units to be created: Total new units to be created: <input type="checkbox"/> Other development type: Total new units to be created:	
Land details (select all that apply)	4	<input type="checkbox"/> New build on vacant land <input type="checkbox"/> New build on previously developed land <input type="checkbox"/> Conversion of existing units <input type="checkbox"/> Other:	

Further information	5	Number of new streets:					
		Number of existing streets:					
		Subject to revision by Street Naming Officer pending review of plans.					
Plans	6	<input type="checkbox"/> Location plan not smaller than 1/500 scale					
		<input type="checkbox"/> Site plan which must include:		Site plan must not include:			
		<input type="checkbox"/> Access points (front door)		<input type="checkbox"/> Coloured mark-up			
		<input type="checkbox"/> Letter box locations		<input type="checkbox"/> Annotations other than doors, letterboxes, and plot numbers			
<input type="checkbox"/> Plot numbers		<input type="checkbox"/> Symbols or icons on plots					
<input type="checkbox"/> The entire site							
<input type="checkbox"/> Floor plans (for flats and maisonettes)							
		All plans must be .pdf format and less than 10MB.					
Street name suggestions (provide three per street)	7	Street	1st choice	2nd choice	3rd choice		
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					
		10					
		11					
		12					
		13					
		14					
		15					
		16					
		17					
		18					
		19					
		20					
				For more than 20 new streets, please include additional name choices on a separate sheet.			
				Please review guidance for choosing street names before completing this section.			
				Requested suffixes may be changed at the discretion of the Street Naming Officer.			
		We strongly recommend liaising with the relevant parish council to discuss potential names. Please confirm if you have done this:					
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure					
		Have you liaised with any other party for name suggestions?					
		<input type="checkbox"/> Yes: <input type="checkbox"/> No					

Administration fees	8	<input type="checkbox"/> Online <input type="checkbox"/> Phone	Fee: £
		<input type="checkbox"/> Cheque <input type="checkbox"/> BACS	Receipt number:
		Fee may be subject to revision pending review of plans.	
Declaration	9	I am the: <input type="checkbox"/> property owner <input type="checkbox"/> agent	
		If you are not the property owner, we will require a letter of consent from the owner agreeing to the addressing.	
		<input type="checkbox"/> I have enclosed all required files.	
		Signed:	Date:
By signing you agree to the terms.			

<p>Introduction</p>		<p>North Yorkshire Council has the legal responsibility for Street Naming and Numbering of properties within the County.</p> <p>Street Naming and Numbering is a statutory registration function by which the Council must formally approve all proposals for new street names, changes to existing street names, ensuring properties are numbered, or named where no numbering scheme exists.</p> <p>All new and existing properties must be registered. If a property is not officially registered, it may not appear in official address databases, which can cause issues with services and compliance.</p> <p>An officially registered address ensures access to essential services:</p> <ul style="list-style-type: none"> • Emergency services can locate the property quickly. • Postal and courier services deliver to the correct property. • Utility providers (gas, water, electricity) can connect the property without delays. <p>Mortgage lenders, solicitors, and insurers rely on official addresses. Without registration, delays or complications may be faced when:</p> <ul style="list-style-type: none"> • Selling or buying property. • Applying for a mortgage or insurance. <p>This application form is only for developments involving new streets. All fields are required unless otherwise indicated.</p>
<p>Applicant details</p>	<p>1</p>	<p>Please complete the full contact information of the applicant. This must be the owner of the property – otherwise, written consent from the owner must be included with the form.</p> <p>The address must be a valid official geographical or postal address for waste collection invoicing purposes.</p>
<p>Site details</p>	<p>2</p>	<p>The site address can be found on the planning permission letter.</p> <p>UPRN: Unique Property Reference Number, issued to every addressable location and can be found online at https://www.findmyaddress.co.uk/.</p> <p>Please provide coordinates (eastings and northings) for the centre of the development.</p> <p>Applications will not be considered without granted planning permission. You must provide the planning reference number.</p>
<p>Type of development</p>	<p>3</p>	<p>Please clarify the type and size of the development by selecting one of the boxes and typing the number of units/plots.</p>
<p>Land details</p>	<p>4</p>	<p>Please clarify the land type by selecting all boxes that apply. Provide further details using the Other option if required.</p>
<p>Further information</p>	<p>5</p>	<p>Please provide your best estimate of the number of streets (new and existing) in this development. The number of streets is subject to revision by the Case Officer and we will advise the final number of streets.</p>

<p>Plans</p>	<p>6 Please provide a location plan and a site plan not smaller than 1/500 scale. The location plan must show the location of the development site in relation to at least two other named streets where possible and must include easting and northings for rural developments.</p> <p>The site plan must include access points, letter box locations (for flats) and plot numbers, and show the entire application site. Please ensure the site plan has <u>no coloured mark-up</u> (such as shading in the plots or on the streets), and <u>no annotations</u> other than doors, letterboxes, and plot numbers (such as EV charging points and bin locations). Internal walls, doors, and staircases are not required on the site plan for a large development. If you have generated the site plan in a CAD software, please select only relevant layers to export as a .pdf. This allows us to make a clear Street Naming plan.</p> <p>Separate floor plans for flats and maisonettes are also required.</p> <p>All plans must be .pdf files and less than 10MB to allow for mailbox restrictions.</p>
<p>Street name suggestions</p>	<p>7 Please provide three unique name suggestions for each street this scheme is creating. This means that the <u>first word(s) of the name must be different</u> (ABC Street, DEF Street, GHI Street); names where the first word is the same and the suffix is different (ABC Street, ABC Close, ABC Drive) are not considered different.</p> <p>Criteria for new street names:</p> <p>All proposed names will be checked against existing Local Land and Property Gazetteer entries. <u>We will not approve a new street name where:</u></p> <ul style="list-style-type: none"> • It is in use in the same locality. • It is in use in the same town. • It is in use in the same post town. • It is in use in the same town or post town within a neighbouring Street Naming and Numbering Authority’s administrative area. <p>Historical link: while it is encouraged for street names to have a historical link to an area, there are instances where all the relevant historical names are already in use. For this reason, we allow developers to suggest their own themes. We recommend liaising with the relevant parish council to discuss potential names.</p> <p>Street duplication: streets in close proximity must not be assigned the same name with a different suffix, for example “Birch Road”, “Birch Avenue”, “Birch Park” and “Birch Crescent”. A common request is to repeat existing names in a new road (for example a request for “St Marys Close” off an existing “St Marys Street”). This is not allowed as it can have a detrimental effect in an emergency.</p> <p>Punctuation: must only be included within the street name if the punctuation is part of the official street name, for example “Forget-Me-Not Way”.</p> <p>Full stops: must only be used as part of the official approved street name if the full stop is part of the official address. They should not be entered to make text grammatically correct. For example, “St. Stephens Road” should only be recorded as “St.” if the full stop is part of the official address. Ampersands must be replaced with the word “and”.</p>

		<p>Abbreviations: must only be used where they form part of the official street name. The only exception is “St” for “Saint”.</p> <p>New street names should not end in “s” if this can be construed as either possessive or plural.</p> <p>Potential confusion: if it is considered that a suggested name would cause confusion for any reason it will be officially refused on this basis and alternative suggestions will be requested.</p> <p>Restrictions: there may be restrictions where the proposed name has a legal covenant stating that the name is only allowed to be used in a certain area or situation. For example, consent of the Lord Chamberlain’s Office must be obtained by the applicant or person suggesting names with any reference to the Royal family or the use of the word “Royal”. This written consent must accompany the application.</p> <p>Individual names: the use of a name which relates to people either living or those alive during living memory will be refused.</p> <p>Other issues: names that could be construed as obscene, racist or which would contravene any aspect of the Council’s Equal Opportunities policies or encourage defacing of nameplates will not be acceptable. For example, “Monks End”. Names are unacceptable if they would give rise to spelling difficulties, or which could be considered excessively fashionable.</p> <p>Suffixes: street name suffixes are essential and should be descriptive of the road e.g. “Road”, “Street” or “Drive” to indicate a thoroughfare and “Court” or “Close” to indicate a cul-de-sac. Although Developers can suggest a street name suffix, the suffix to the street name will be determined by the Street Naming and Numbering Officer. The following list of possible suffixes is not exhaustive and sometimes other description words are more appropriate: Avenue, Chase, Circle, Close, Court, Crescent, Drive, End, Grove, Hill, Lane, Mews, Paddock, Park, Path, Place, Ridge, Rise, Road, Row, Square, Street, Terrace, View, Walk, Way, and Yard.</p>
<p>Administration fees</p>	<p>8</p>	<p>To view the administration fees and pay online, visit: https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&showSingleProduct=True&recurringOnly=False</p> <p>Phone payments can be made by calling 01609 534811.</p> <p>These charges are not subject to VAT at the current rate.</p> <p>Fee may be subject to revision pending review of plans. If, on review of the plans, the Case Officer decides that the number of requested streets must be changed, further payment may be required.</p>
<p>Declaration</p>	<p>9</p>	<p><u>Tenants cannot submit an addressing request without written consent from the property owner.</u></p> <p>By signing you agree to the terms and confirm that the information provided is accurate and complete to the best of your knowledge.</p>
<p>Process</p>		<p>Applications should be submitted to the Street Naming and Numbering team at the earliest opportunity, as utilities connections cannot be put in until a new address is allocated. North Yorkshire Council will consider your suggestions and run checks on the appropriateness of the addresses. For new street</p>

	<p>names this is done in consultation with Royal Mail and Parish/Town Councils – this consultation process runs for 21 working days. The process for Street Naming can take up to 6 months to complete as great care is taken to ensure that all comments are considered and that the process is as fair as possible to all those involved. Once the name is agreed it will be officially allocated and all relevant bodies will be automatically notified, and Royal Mail will issue the postcodes.</p>
<p>Completed forms</p>	<p>Please send this completed form with plans, planning permission letter, and any other required documents to streetnaming@northyorks.gov.uk, or post to:</p> <p style="padding-left: 40px;">Street Naming and Numbering Planning Operations North Yorkshire Council Civic Centre St Luke’s Avenue Harrogate HG1 2AE</p>
<p>Terms</p>	<p>Data Protection: your details will be held securely and in accordance with the rules on data protection. We will treat your personal details as private and confidential and safeguard them. We will not disclose these details to anyone unconnected with the council unless you have consented to their release, or when:</p> <ul style="list-style-type: none"> • we are legally obliged to do so. • disclosure is necessary for the proper discharge of our statutory functions. • disclosure is necessary to enable us to provide you with a requested service, or deal with your enquiry. • we are under a duty to protect public funds. <p>We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.</p> <p>For more information on privacy and how we use your data please take a look at our privacy notice at https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices</p>