



Street Naming and Numbering Guidance Notes

Street naming and numbering is a legal function of the council to allocate house numbers and road names to new developments and property conversions. Individuals and developers should not allocate their own house numbers, building or street names. We also maintain the definitive record (Local Land and Property Gazetteer) of all street names and property addresses.

Why street naming and numbering is important

The address of a property is increasingly becoming a very important issue. More organisations, postal and emergency services and the general public need an efficient means of locating and referencing properties.

If a property is not “registered” through the street naming and numbering process it will not appear on the main address database and the owner/occupier will encounter difficulties in obtaining mail, goods and services from a variety of sources, for example applying for a credit card or obtaining goods by mail order.

The main address database is used by the council, Royal Mail, all statutory undertakers, emergency services, credit agencies, satellite navigation system suppliers and many private companies.

All new addresses are allocated in line with British Standard 7666.

When should you apply?

Once you have received planning permission you should apply for a postal address in the early stages of any new build or conversion. You should definitely apply before any new build or conversion is substantially complete. Utility companies will not install services without an official postal address and postcode.

How to apply

You will need to complete one of the relevant forms available on the website and provide the correct fee.

How long will it take?

Applications will be processed with 28 days of the receipt of a valid application. We anticipate that the process will be quicker than this but this is not guaranteed due to consultations with external bodies as part of the process.

Payment is to be made by cheque. Cheques should be made payable to Selby District Council and sent along with the application form.

Fees Table (effective from 01/04/2019)

Adding/changing the name of an existing house	£39
Registration of small developments (10 or less)	£64 per property up to a maximum of £328
Registration of large developments (Over 10)	£328 plus additional plot fee as required: <u>Example</u> Plot of 20 houses would be: £328 plus £270 (10 x £27) = £598
Additional Plots	£27

Further information

Where a Local Authority wishes to charge for discretionary services, Section 92 of the Local Government Act 2003 allows charging on a “not for profit” basis, that is, the Council can only aim to recover cost incurred. This is to encourage improvements to existing services and develop new services, with the aim of improving overall services to the customer.

There is a considerable amount of resources, both in staff time and associated costs that are incurred in the Street Naming and Numbering process. As the Council has a statutory obligation to provide such a service, it is a service that cannot be ignored.