

(For internal use only)

Date Received:

SNN Application No.

London Borough of

Redbridge



Street Naming and Numbering
Regeneration, Property & Planning
Lynton House – 5th Floor (Front)
255-259, High Road, Ilford
IG1 1NY

Email: snn@redbridge.gov.uk

Telephone: 0208 708 2913

Application for Street Naming and Numbering

Please complete all sections of this form and return with a site plan and internal layout plans (with unit/plot numbers).

1. APPLICANT DETAILS

Name and address:

Daytime Telephone Number:

Mobile Number:

Email Address:

If you have provided an email address, would you like us to use this as the primary contact method?

Yes

No

Please indicate which of the following applies to you in relation to the building or buildings affected:

Freeholder of the whole property

Freeholder of part of the property

Leaseholder of the whole property

Leaseholder of part of the property

If you are not the freeholder of the whole property, please attach a separate document giving the freeholder's contact details and their written consent for you to apply for a new or a change to the postal address(es).

2. AGENT DETAILS (If applicable)

Name and address:

Daytime Telephone Number:

Mobile Number:

Email Address:

3. DEVELOPMENT DETAILS	
Site location or current address:	
Planning Application Number: (If applicable)	
Building Control Application Number: (If applicable)	
Brief description of works:	

Has the development commenced? Yes No

If yes, date of commencement:
If no, when are works expected to start:

Is the development complete? Yes No

If yes, date of completion:
If no, when is expected date of completion:

4. STREET NAMING AND NUMBERING DETAILS	
Type of Street Naming and Numbering requirement: e.g. New Build, Conversion/Subdivision or Re-naming/Re-numbering	
Please state proposed use of site/development: e.g. Residential/Commercial/Mixed Use	

5. SUGGESTED PROPERTY NAME(S)/NUMBER(S) (in order of preference)	Please state which level each unit is on e.g. Ground Floor

For larger schemes or if you require more space than provided above, please attach an additional sheet with an accommodation schedule or a list of preferred names/numbers.

6. FEES	FEES DUE
	<p data-bbox="635 185 735 219">TOTAL:</p> <p data-bbox="1235 185 1257 219">£</p> <input data-bbox="1273 163 1465 212" type="text"/> <p data-bbox="635 313 1426 403">If you are unsure of the fee, please provide us with a breakdown of the quantity of roads, units and/or dwellings you are creating, and we will calculate it for you:</p> <p data-bbox="635 470 890 504">Number of new roads:</p> <input data-bbox="1268 463 1460 512" type="text"/> <p data-bbox="635 577 1018 611">Number of block/building names:</p> <input data-bbox="1273 575 1469 624" type="text"/> <p data-bbox="635 698 1177 732">Number of flats (including maisonettes/duplex):</p> <input data-bbox="1273 692 1469 741" type="text"/> <p data-bbox="635 813 853 846">Number of houses:</p> <input data-bbox="1273 806 1469 855" type="text"/> <p data-bbox="635 958 1225 992">Number of commercial/retail (non-residential) units:</p> <input data-bbox="1273 952 1469 1001" type="text"/> <p data-bbox="635 1072 1248 1106">Re-numbering, re-naming or regularisation of existing:</p> <input data-bbox="1273 1066 1469 1115" type="text"/> <p data-bbox="635 1189 1241 1223">Name/house name to an existing residential dwelling:</p> <input data-bbox="1273 1182 1469 1232" type="text"/>

Checklist for Street Naming and Numbering Applications

In order for your SNN application to be logged and processed we require the below as a minimum with your submission:

- Proposed addresses in order of preference.
- Floor plans for all levels with access routes, units/plots, mailboxes (if applicable) and entrances clearly marked.
- Site location plan.
- Correct fee.

For developments creating 4 or more new dwellings please include the following additional information:

- Site layout plan to include plot numbers showing proposed buildings/dwellings.
- Floor plans/layouts indicating plot numbers and floor levels.
- A schedule of accommodation (including tenure and type).

Once submitted, the application will be logged and checked, and you will be contacted by telephone in order for us to take payment. For help with the form, or for advice on fees you can contact us on 020 8708 2913.

Declaration:

By signing you confirm that all information provided on this application form is accurate and that you accept the appropriate fees and agree to provide the relevant information to assess the application and make payment before the application is processed.

Signed:

Date:

Forms can be completed and emailed directly to SNN@redbridge.gov.uk

The information supplied on this form will not be published online nor sold to external third-party companies and will only be retained for the purposes of the Street Naming and Numbering application process. Refer to the [Council's Privacy Notice](#) for more information.