

Date:

Payment:

Ref:

Application for Street Naming, Property Numbering or Property Naming

Civic Government (Scotland) Act 1982 Chapter 45 Sect 97

1. Applicants Details

Title:	Forname:	Surname:
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Company Name:	Building No/Name:
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Address:

Postcode:

Telephone:

Mobile:

Fax:

Email:

2. Agents Details (NB if completed all correspondance will be through named agent)

Company Name:		
Title:	Forname:	Surname:
Building No:		Building Name:
Address:		
Postcode:		
Telephone:		
Mobile:		
Email:		

3. Addressing Requested

New street names and postal numbering of new property (Go to Sect 4)

Naming and postal numbering of new property (Go to Sect 5)

Postal numbering of new property (Go to Sect 6)

Naming only of new property (ie when numbering is not possible) (Go to Sect 7)

Change of existing house/building name (Go to Sect 8)

4. Street Naming & Postal Numbering of New Property

Planning Application No:	Number of plots to be addressed:
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Suggested Street Names:

1.	2.	3.
4.	5.	6.

(Refer to No. 1 of the accompanying notes for additional information)

5. Naming & Postal Numbering of New Property

Planning Application No:	Number of Plots/Units:
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1st Choice Proposed House/Building Name:	
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2 nd Choice Proposed House/Building Name:	
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(Refer to No.2 of the accompanying notes for additional information)

6. Postal Numbering of New Property

Planning Application No:	Number of Plots/Units:
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(Refer to No.3 of the accompanying notes for additional information)

7. Naming of New Property (when numbering is not possible)

Planning Application No:	Number of Plots/Units:
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1 st Choice Proposed House/Building Name:	
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2 nd Choice Proposed House/Building Name:	
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(Refer to No.4 of the accompanying notes for additional information)

8. Change of Existing House or Building Name

Current House/Building Name:	
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1 st Choice Proposed Name:	
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2 nd Choice Proposed Name	
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(Refer to No.5 of the accompanying notes for additional information)

Additional Information

1. Request New Street Names

Where new roads are to be constructed, developers are welcome to suggest suitable names for approval by the Council.

The following guidelines apply:

1. It is desirable that street names should have some historical or other meaningful connection with the area.
2. New street names should try to avoid duplicating any similar name already in use in a town, village or postcode area.
3. New street names should be distinctive. The practice of using the same name for more than one street, differentiated by suffixes such as 'street', 'road' or 'lane' etc will not be accepted, as this can lead to difficulties for the emergency and other services in locating a street within a group of like names.
4. The Council will not adopt any unofficial 'marketing' names used by developers in the sale of properties unless deemed suitable & having undergone the normal consultation process.
5. The use of a name relating to persons either living or alive during living memory should be avoided if possible. Only exceptional circumstances will be given genuine consideration & these will require justification.
6. The use of politician's names in general is discouraged.

NB: The local Community Council and Councillors are always consulted on a new street name prior to any approval.

2. Houses with a name & postal numbers

If your property has a given number there is no requirement to register a proposed name with the Council, however, it is recommended that you contact us to ensure that there is no duplication of house names in the local area. You can then display the name on your property, and use the name as part of your address, but the allocated number will always take priority and should always be included in your address to avoid any potential problems with the emergency services, deliveries etc.

3. Allocation of new postal addresses and new streets

Once a new postal address or street name is allocated, we will inform The Royal Mail who are responsible for allocating Postcodes (The Royal Mail will only allocate a postcode on the receipt of formal notification from us). We then inform the statutory authorities and the emergency services of new addressing.

NB Subsequent alterations to layouts previously addressed where the number of properties increases, will be charged as per new properties, ie a fee will be payable for each additional address allocated.

4. New house or other building to be named only (only where numbering is not possible).

If the new house/building cannot be numbered then an agreed name will be registered with the Royal Mail. Any proposed name considered to be obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.

5. Change of existing house or other building

If your property has a name but no postal number, and you wish to change the name of the property, you will need the approval of the Council, as it would almost certainly lead to confusion if more than one property in the same locality was using the same name, principally to the emergency services.

If your property can be given, or already has a number, there is no requirement to register any proposed name with the Council, however it is recommended that you contact us so to ensure that there is no duplication of house names in the local area. You can then display the name on your property, and use the name as part of your address, but the allocated number will always take priority and should always be included in your address to avoid any potential problems with the emergency services, deliveries etc.

As this process does not require planning permission, there are no plans readily available, so applications to change the name of a property must be accompanied by a location plan as well as the correct fee.

When it is necessary that a new apartment block needs a name as well as postal numbering, the above rules for street names can also be applied.

6. Cost

Carrying out these requests involves a significant amount of staff time, and charging for this service is seen as a way of recovering these costs.

As of the 1st April 2014, East Dunbartonshire Council will now charge applicants for the naming of new streets and numbering of plots. Payment can be made by including a cheque (made payable to East Dunbartonshire Council) along with your application, by phoning 0300 123 4510.

Fees

Application fees as of the 1st April 2014.

Naming of New Streets	£100
Numbering 1 Plot	£80
Numbering 2-5 plots	£120
Numbering 6-10 plots	£200
Numbering 11-20 plots	£300
Numbering 21-50 plots	£500
Numbering 50+ plots	£1000

7. Any other relevant information

8. Please return completed application forms to:

Street Naming and Numbering, Land Planning and Development Dept,
East Dunbartonshire Council, Broomhill Industrial Estate, 73 Kilsyth Road,
Kirkintilloch, East Dunbartonshire, G66 1TF or email
Streetnamingrequests@eastdunbarton.gov.uk.