



Address Management Team.

Frequently Asked Questions for Street Naming and Numbering (SNN)

Can I name my property without contacting the Council?

If a property is already numbered, a property owner can add a name to their property without contacting the Borough Council. However, the new name should not conflict with any existing property names in the locality. For this reason we ask that you inform us so we can check our records. If you apply for an official document by application we will email the details to relevant bodies to ensure synergy between address datasets and so that the **emergency services** have the property name listed. Where a number already exists the property name will not form part of the official property address. However, the **property number must still be displayed** as this is a legal obligation and must be referred to in any correspondence; for example:

My Property Name (house Name)	(not part of official address)
1 My Road	(official address)
Town or Village	(official address)
Postcode	(Royal Mail - Postal)

You need to seek permission from the Council to change your house name if there is **no number scheme** in place. The **emergency services prefer number schemes over house names** because it is easier for them to locate a property quickly, for this reason there should be no exemption for the use of number 13.

How do I name my property?

In those cases where there is no number scheme in place, the allocated house name forms part of the official address. In these instances property owners wishing to change the property name need to complete an SNN application form. You can contact our Customer Information Centre on 01553 616200 who can provide assistance.

We request that you contact Royal Mail and / or the Parish Clerk to see if they have any knowledge of similarly named property in the locality. We will check our information systems on receipt of your application and, if the name is satisfactory, on payment of the required fee, we will process the new address and inform the relevant bodies. If there is an issue with your preferred name, we will request alternatives.

It is the responsibility of property owners to inform their own utility providers, business associates and personal contacts etc. This would include HM Land Registry. If you choose to do so.

Numbering a property or a small development?

If you are a developer of a new property (single plot or small development), you should contact the SNN representative at the address below as soon as you commence work on the site. A single or small development will usually be named or numbered into the existing street.

If the property is within a numbered road and there are no spare numbers, then often suffixes will be used within the existing numbering scheme e.g. 12A, 12B, 12C.... If the street has no numbering scheme, then the developer will be requested to propose two names for each property. See 'How do I name my house' above.

If the new owner subsequently wants to change their house name, on payment of the required fee, we will take their request and follow our standard process for Property Name Change. Notification will be sent to the owner so that they can place it with their deeds.

Documentation:

Our Notification and Verification letters are legal documents which officialise your geographic address.

Numbering a large development and creating new street names?

If you are a developer of a large estate, you should contact the Street Naming and Numbering representative at the address below as soon as you commence work on the site so that we can decide if any new street names are required, explain the procedure including fees and start the numbering of the properties without delay.

If a new street name is required, we will advise you to liaise with the Parish, Ward and/or Town councils before you propose any names. We also advise that you consult with Royal Mail before submitting the name. On receipt of the proposed name we will start the consultation process which will include the emergency services representative, Parish, Ward and/or Town councils and Royal Mail. A consultation period of 30 days is a statutory requirement before the name becomes legal.

Who gets notified of your new property addresses and street names?

- Emergency Services:
 - Norfolk Constabulary
 - East of England Ambulance NHS Trust
 - Norfolk Fire Service

- Royal Mail
- Ordnance Survey
- Valuation Office Agency **via** Revenues
- Norfolk County Council
- The Parish Clerk and or Ward Town Councillor
- The appropriate sections within the BCKLWN

Notification will include a site diagram and, where appropriate, a detailed numbering scheme. **We would advise you to place a copy with each set of the property deeds.**

There is an administration charge for SNN service?

The charge was introduced on Monday 2 July 2012. The charges will apply to residential and commercial property owners for new and existing to include re-naming and re-numbering.

No action will be taken until full payment is received.

Charging Schedule for Street Naming and Numbering

Service: Existing Addresses		Fee
Property name re-name or re-number including notification		£45.00
Re-number due to development changes	1 - 4	£45.00
	5 - 10	£90.00
	11 - 50	£135.00
	50+	£180.00
Street Re-Naming where requested by residents. Street Name Plates would be and additional cost, see below		£400
Service: New Addresses		Fee
Notification of new property addresses (including industrial units)	1 - 4	£45.00
	5 - 10	£90.00
	11 - 50	£135.00
	50+	£180.00
Service: Other		Fee
Installation of a new Street Name Plate		£150 each
Verification of an address or retrieval of archive material	1 - 4	£45.00
	5 - 10	£90.00
	11 - 50	£135.00
	50+	£180.00

How do I make a payment?

For credit card payments please contact us on 01553 616234 or 01553 616233 alternatively you can send a cheque made payable to Borough Council of Kings Lynn and West Norfolk to the address below.

Contact us

In writing or by email: Address Management Team, Environment and Planning, King's Court, Chapel Street, King's Lynn. PE30 1EX. Telephone. 01553 616312 - Fax. 01553 616652 e-mail: SNN@west-norfolk.gov.uk

Visit our website: www.west-norfolk.gov.uk/addressmanagement