

JONES
BOOTMAKER

WATL

Retail Premises

ARE YOU DISPLAYING YOUR STREET NUMBER?



Did you know?

All properties have a legal obligation to display the correct street number.

Why is this necessary?

This is to ensure that buildings are clearly identified, for the convenience of:

- The Public – can your customers find you?
- Emergency Services – any delay in locating a property could lose valuable minutes in responding to a call.
- Other services – mail delivery, taxis and utilities all need to be able to locate properties quickly and easily.

What's my correct address?

If you are unsure of the correct address of your property please contact the councils AMT, Street Naming and Numbering Officer who will be happy to confirm the relevant details. Contact details are on the back of this leaflet.

What should I do now?

Ensure that your number is clearly displayed adjacent to the entrance, or upon the building structure. It should be of an appropriate size and of a contrasting colour with the background, and should be at a convenient height. For examples of good practice, see overleaf...

Good practice in the Borough



Design and colour contrasts clearly with the background



Numerals or letters of a sufficient size so they are clearly visible from the street



Positioned adjacent to the entrance, or on the building structure (not more than 2.5m above ground)

**This document applies to
New Units and
Business / Retail Parks**



Listed Buildings – If the building is listed then the proposed display may affect the special character of the building, or require advertisement consent. If you are unsure whether this may affect your property, please contact the Planning Department who will be happy to provide advice.

How to contact the Address Management Team

Telephone: 01553 616200

Visit the Borough Council's main office in King's Lynn.

Send a fax to: 01553 616652

Email us at snn@west-norfolk.gov.uk

Write to us at:

Address Management Team

Borough Council of King's Lynn and West Norfolk

King's Court

Chapel Street

King's Lynn

Norfolk

PE30 1E

Planning Guidance

Further information relating to Planning Permissions and Listed Buildings can be obtained from the Planning Department

A property name or number may be displayed without express consent from the local planning authority provided it is at ground level and not illuminated.

Royal Mail

Further information relating to postcodes and Postally Addressable File (PAF) listings can be found on Royal Mail's website www.royalmail.com

Please note all postcode queries must be directed to Royal Mail as it has sole responsibility for allocating postcodes.