

STREET NAMING & NUMBERING

Application to name and number a site

Application Reference Number:
(Office use only)

Kettering Borough Council is committed to protecting your privacy when using our services. Before completing this form, please read our Privacy Notice at www.kettering.gov.uk/privacynoticebuildingcontrol which tells you how we use your information, who we may share it with and why. It also details what you can do if you have any concerns and how to request the information we hold about you.

For all applications, please submit;

- 1) Detailed site plans showing all access points, plot numbers, floor layouts for all floors.
- 2) A location plan

Payment is not required at this stage – fees will be calculated and requested upon receipt of the application.

Your details

Name:

Address:

Postcode:

Tel:

Email:

What would you like to do (type of application)

Name a building	Number a building	Name a street	Number a street

Site details – Please complete all sections that apply

Address of site:

Planning Application Reference Number

Building Control Reference Number

Total number of new roads

Total number of dwellings

Total number of blocks

Total number of commercial units

Charges for 2019/20

Service	Charge
Renaming / renumbering of an existing property	£40.00
Property naming / numbering (no more than 5 plots)	£60.00 plus £25 per plot
Property naming / numbering (6 or more plots)	£150.00 plus £10.00 per plot
Street naming	£160.00 per street
Written confirmation of address	£25.00 per address
Change to a street naming / property numbering scheme after notification (1)	£50.00 plus £15.00 per plot
Renaming of a street at residents request (2&3)	£200.00 plus £20.00 per property plus all compensation met by applicant

- 1) After notification means after the Council has issued the street naming or numbering scheme.
- 2) Requires a minimum written consent of two thirds of owners/occupiers of the street.
- 3) This charge relates to every property with an address on a street to be renamed.

Notes

When you have completed the application, please submit it with your supporting documents to the email or postal address below. Your application will be acknowledged and details of the required fee given.

When a new street needs naming, the Street Naming and Numbering officer will normally ask the developer for suggestions and then seek the views of the local Parish/Town Council. Where the developer declines to suggest names, we will either ask the local Parish/Town Council (where there is one) or carry out research to come up with suitable street names.

All applications will require consultation with the statutory bodies. If no objections are received the owner/developer is notified of the new address.

This process can take up to 8 weeks.

For assistance please call the Street Naming and Numbering team direct on 01536 534250

Building Control, Municipal Offices, Bowling Green Road, Kettering
NN15 7QX

Email: SNN@kettering.gov.uk

www.kettering.gov.uk/buildingcontrol

Kettering
Borough Council