

APPLICATION FOR PROPERTY / STREET NAMING AND NUMBERING

Please complete and return this form if the proposed building works will require a property address.

Only building works that have received planning permission will be allocated an address.

**PROPERTY NUMBERING AND STREET NAMING MUST BE DECIDED OR APPROVED BY
ISLAND ROADS BEFORE BEING PUT IN PLACE OR QUOTED IN RELATION TO MARKETING
OF A DEVELOPMENT**

The process takes approximately 10 working days to register a new property(s). To name a road / development takes approximately 6 weeks to register which includes liaising with Royal Mail and the local Parish Council.

THE FEE IS NON REFUNDABLE SHOULD THE APPLICATION BE WITHDRAWN OR REFUSED

If you are unsure on any point please contact us before you submit your application.

**A SITE PLAN OF THE PLOT(S) DETAILING PLOT BOUNDARIES AND POINTS OF ENTRY MUST BE
SUBMITTED WITH YOUR APPLICATION OTHERWISE YOU RISK YOUR APPLICATION BEING
DELAYED OR REFUSED**

Advice Notes can be found at www.islandroads.com

Are you registering new properties? How many properties do you wish to register?

Example: A flat or house counts as one plot. One house and a block of ten flats would therefore count as 11 plots.

Prices inclusive of VAT (These prices were revised 1st April 2013)

1- 5 plots (£37.34 per plot up to £186.70 for 5)	Qty (1-5)		Total =	£
---	-----------	--	---------	---

6 -10 plots	£222.00	Please tick		Qty
11- 20 plots	£258.82	Please tick		
21 - 30 plots	£296.67	Please tick		
31 - 50 plots	£306.90	Please tick		
51 - 100 plots	£431.71	Please tick		
Over 100 plots	Price on application			

Naming of a New Street / Access Road	No charge for this service	Please tick	
---	-----------------------------------	-------------	--

Please only select the options below if any plots have previously been registered but need to be amended as a result of a revised development site layout.

Renaming of new development by the Developer	£36.32 per plot	Please tick		Qty	Total =	£
Renaming of a New Street / Access Road	£245.52 plus £36.32 per plot	Please tick		Qty	Total =	£

A full list of charges and the option to complete this form and make payment online can be found at www.islandroads.com

Cont ...

Planning application number (i.e. P/01760/06 or TCP/13130/B)					
Current location or address of development (i.e. plot adjacent to number 16 High Street)					
Description of development (i.e. demolition of house, construction of detached bungalow / house / flats etc)					
How many storeys is the building(s) (i.e. Ground floor & 1 st floor = 2 storey)					
What arrangements are in place for the delivery of mail to blocks of flats? i.e. One central point for the delivery of mail, individual letter / mail boxes situated externally or internally?					
Is the development completed / ready for occupation?	Please tick	Yes		No	
If No, please give estimated completion date:					
Does the development include an access road that requires a street name?	Please tick	Yes		No	
If Yes, please supply at least two suggestions: (Any names will be sent to local town/parish council for approval which can take several weeks. An advice sheet is available on request or on line at www.islandroads.com)	1. 2. 3.				
Do you wish to register a property name? This only applies to properties located in a street with no house numbers or a blocks of flats.	Please tick	Yes		No	
If yes please supply one or more suggestions:					

APPLICANTS DETAILS

Title	Please tick	Mr		Mrs		Other:	
Forename							
Middle name / initials							
Surname							
Building/house name/number							
Street address							
Town name							
County							
Post code							
Tel number (inc area code)							
E-mail Address:							
Extent and character of the interest of such person	Please tick	Owner		Agent		Other	
If other, please supply details							

Additional information

Please supply any information you feel may be useful regarding the completion of your application.

Declaration

I / we declare that I have checked the information given on this application form and to the best of my knowledge and believe it is correct.

I understand that a false or misleading statement or that withholding relevant information may result in the refusal or revocation of the application or may render me liable to prosecution.

I/we hereby apply for Street / House Naming and Numbering as described in the following application and on the attached plans.

Signed.....

Name..... Date.....

Please send the completed form and plans to:

Searches Officer
Development Control (Street Naming and Numbering)
Ringway Island Roads Ltd
St. Christopher House
42 Daish Way
NEWPORT
Isle of Wight
PO30 5XJ

Tel: 01983 822440

Email enquiries to: developmentcontrol@islandroads.com

Please make cheques payable to: Ringway Island Roads Limited