



For Office Use Only
Reference Number:

Street Naming and Numbering Application Form

Please use this application form to register a property name change, add a property name, amend a postal address, register an existing unregistered property, register the conversion of a property into flats, apply to officially register a new build or officially register a new development.

We are only able to accept applications from the legal owner. If you are a tenant please ask the owner to complete this form. If you are in the process of purchasing a property please wait until completion of the sale before applying to change a property name.

Please complete the Application Form in CAPITAL LETTERS.

All applications must include a location plan of a scale no smaller than 1:1250 and no larger than a sheet of A3 paper with the boundary of the application site outlined red. For new developments and conversions, a layout plan and floor plans are also required with each unit/flat labelled with a unique plot number.

You can make your payment by cheque or credit/debit card. Please make your cheque payable to 'Maidstone Borough Council' and write 'Street Naming and Numbering' on the reverse of the cheque. Please email StreetNaming_MBC@maidstone.gov.uk for further information regarding card payments.

Please return all completed forms together with your plans and payment to:

Street Naming and Numbering Department, Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JQ

Applicants Details

Name	
Address	
Postcode	
Telephone Number	
Email	

Application Type		Please Tick
Application for Property Name Change, the Addition of a Property Name or the Amendment to an existing registered Postal Address	Complete Section 1 of the Form and the Declaration Only	
The Official Registration of an Individual New Build or an existing unregistered Property	Complete Section 2 of the Form and the Declaration Only	
The Official Registration of a New Development or Conversion of Property into flats	Complete Section 3 of the Form and the Declaration Only	

Section 1 Property Name Change/Addition of Property Name/Amendment to Postal Address
Fee: £25.00 for Each type of Application

Current Property Name (if applicable)	
Address	
Postcode	
Proposed Name (if applicable)	
Date this is to take effect from	
Amendment to Postal Address – Please provide details (if applicable)	

Section 2 Official Registration of an Individual New Build/Official Registration of existing unregistered Property
Fees: New Build £80.00 Official Registration of Existing Property £50.00 per property

Site Location (postcode if known)	
Planning Reference (if known)	
Marketing Name (if applicable)	
Commencement Date of Development	
Completion Date of Development	
Proposed Address (to be confirmed by the Street Naming & Numbering Officer)	

Section 3

Official Registration of a New Development/Conversion of Property into flats

Fees: £45.00 per unit/plot/flat Creation of a new Street (per street) £105.00

Site Location (postcode if known)			
Planning Reference (if known)			
Marketing Name (if applicable)			
Commencement Date of Development			
Completion Date of Development			
Is the site (pick tick)	New Development		
	Conversion		
Number of (if applicable)	Units (Houses/Flats/Plots)		
	New Streets		
Proposed Sub Names (if applicable) Sub names are normally issued to blocks of flats or a terrace of houses built within an existing street where there is not a logical numbering scheme available and suffix letters are not appropriate	Proposed Name(s)		
	Reason(s) for Choice		
Proposed Street Names (if applicable) Street Names should have a historical link to the application site and surrounding area All street names are subject to consultation with interested parties	Proposed Name(s)		
	Reason(s) for Choice		

Additional Information

Please use this section for any information you wish to include with your application

Declaration

I confirm that I am the legal owner and the information provided in this application is correct to the best of my knowledge.

I confirm that I authorise Maidstone Borough Council to register the postal addresses applied for in this application.

Applicants Signature _____ Date _____

Print Name _____