STREET NAMING AND NUMBERING APPLICATION FORM

APPLICANT DETAILS	
Applicant Name	
Applicant Address	
Applicant Tel. Number	
Applicant Email Address	

PROPERTY / DEVELOPMENT DETAILS	
Number of Plots to be addressed	
Expected Date of Occupancy	
Planning Permission Number	
Building Regulations Number	
Details of Properties Requiring Addressing, **(i.e. provide details of proposals, including details of properties to be demolished if relevant).**	
Suggested name for Apartment Block Name(s) (if relevant). **These will be checked for suitability by SMBC.**	
Proposed New Road Names **(requires approval by Parish Council/Ward Members)**	

SUPPORTING INFORMATION

CHECKLIST	PLEASE TICK	FORMAT
Location Plan		
Site Layout Plan		
Apartment Floor Plans		
Location of letterboxes		
Parish Council / Ward Member approval (new road names)		

PLEASE NOTE: PLANS ARE PREFERRED IN ELECTRONIC FORMAT. SITE LAYOUT PLANS AND FLOOR LAYOUT PLANS WILL NEED TO CLEARLY SHOW PLOT NUMBERS AND ALSO THE MAIN ENTRANCES TO ALL BUILDINGS.

APPLICATION FEE: £413 (non-refundable) plus £96 per additional /unit/plot

Application Fee Enclosed (Online Receipt Number)	

Please note:

Applications will not be validated until the application Fee is received. On receipt of the completed application the fee will be checked alongside the application form and we will advise you of additional fees appropriate to the development. Details of current fees and further Street Naming and Numbering information can be found at:

http://www.solihull.gov.uk/Resident/housing/houseroadrenaming

OFFICE USE ONLY

Date Received		Date Approved		Ref	

Please return completed applications to: Street Naming & Numbering Council House, Manor Square, Solihull, B91 3QB. Or via email at: streetnaming&numbering@solihull.gov.uk