

## Householder

Task	Fee	Reason
Add or amend a building name on an existing property.	£30	Covers the cost of consultation with Royal Mail and notification to internal & external organisations, officer time and resources.

## Developer

Task	Fee	Reason
New development, including conversions (per phase).	£150 + £15 per plot	Covers the cost of building name consultations where required and notification to internal & external organisations, officer time and resources.
Street naming for new developments.	£150 per street	Covers the cost of consultations Royal Mail, West Sussex Fire & Rescue Service, local councils and notification to internal & external organisations, officer time and resources.
Amendments to previously issued schedule of addresses.	£15 per plot effected	Covers the cost of officer time and notification to internal & external organisations, officer time and resources.

## Other matters

Task	Fee	Reason
Change of street name where requested by residents.	£200 + £20 per property	Covers the cost of consultations Royal Mail, West Sussex Fire & Rescue Service, local councils and notification to internal & external organisations, officer time and resources.
Resolving problems with addresses for local residents and businesses.	No fee	

Anyone requiring a new address, new street name or plot amendment should first contact the Street Naming and Numbering Officer on 01444 477175 for a payment reference number and a quote for the full fee before making an application.

### Payment:

#### Householder

Payment can be made online. [www.midsussex.gov.uk/streetnaming](http://www.midsussex.gov.uk/streetnaming)

Alternatively a cheque can be sent in with the request form.

#### Developer

Payment can be made by cheque, BACS or phone.