



Street naming and numbering

*Application for address allocation
for a new development*

This form should be used by anyone who wants to name a new street or obtain addresses for a new development or property conversion. Please complete the information below and return to the address at the bottom with the full fee and appropriate supporting information before work starts on site.

Sections marked * must be completed.

*Planning application number	
*Address or location of development	
Proposed start date	
Expected completion date	
Developer	
*Contact name	
*Address	
Email	
*Phone	

If you have name that you would like to be considered for a new street, block of flats or house please indicate in the box below.

Fees due for this development total: £ (a breakdown of this fee is provided overleaf)

The Council's full policy on street naming and numbering can be found on our website:
<http://www.midsussex.gov.uk/streetnaming>

Please return this form with any supporting information to:

Street Naming & Numbering Officer, Digital & Customer Services Division, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS.

Phone: 01444 477175
 Email: addressqueries@midsussex.gov.uk

For office use only
Ref :
Fee :
Rtn Date :
Chq No :

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.

Payment:

Payment is generally made by cheque payable to Mid Sussex District Council. We can also take payment by credit card or debit card over the phone. Alternatively we can send you our bank details so that you can pay by BACS.

Fee breakdown for this development:

Phase fee:	
Plot fee:	
New street fee:	
Total fee due:	