

Number of units in new development

Proposed property name/s name, if applicable

3. Estimated Completion Date

Estimated date of first occupation, if different from above

4. Plans Required

See policy Appendix J, for requirements, reproduced below.

1. Where available the plans should be supplied in **CAD (.dwg) format** and can be sent by email.
2. An overall location plan at 1:1250 to clearly identify the new scheme in relation to any existing streets and means of access and surroundings.
3. A detailed plan of the development at 1:500 to clearly show the items listed below.
 - New building outlines, clearly showing the main entrance point
 - New roads, pavements/footpaths including access paths and parking areas (not parking bays)
 - Plot numbers
 - Fence/wall boundaries for each address
 - North point
 - Development site boundary
 - Surrounding OS detail including existing OS layout detail on separate plan

Separate layers required on the **CAD (.dwg)** plan supplied to us.

- Surrounding OS detail and north point
 - New building outlines, clearly showing the main entrance point
 - New roads, pavements/footpaths including access paths and parking areas (not parking bays)
 - Plot numbers
 - Development site boundary
 - Pre development site detail
4. An internal layout plan, if appropriate, for developments that are subdivided at unit or floor level e.g. a block of flats/multi-occupancy building. The main entrance to the block shall be clearly marked, as well as access points to each address and plot numbers.

5. Charges

First unit at £105

_____ number of units at £10.30 per unit

Total fee payable

A unit is an individual dwelling or flat or industrial/business unit.

Please make payment via our website by visiting the following link

<https://www.southsomerset.gov.uk/forms/make-a-payment/pay-a-street-naming-and-numbering-fee/>

Alternatively, please make payment by contacting our Customer Connect team on 01935 462462.

6. Declaration

By signing the box below and submitting this application to the Council you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application.

Name	Signature	Date

7. Next Step

- You may submit this application by email to streetnaming@southsomerset.gov.uk
- Once the application and payment is received, a Case Services Officer will review the plans and application to determine a street naming and numbering scheme, as applicable.
- You will then be informed of the scheme and approval sought or further information required.

For advice and further information please see our Street Naming and Numbering policy on our website, with particular reference to Section 6.4 and Appendix F by copying and pasting the following link into your browser

<https://www.southsomerset.gov.uk/services/street-naming-and-numbering/street-naming-and-numbering/>

