

For SNN Dept Use Only – Official Number: _____

Application for New Property Addresses

(This form is to be used for applications to create new addresses without new access roads)

Application Notes (Please ensure you have read the Street Naming & Numbering Guidance before submitting your application)

Applications are only processed on sites that have Approved Planning Permissions and only if building work is due to commence no longer than two months from the date of the SNN Application. This is to ensure that addresses are not generated on sites that have had permission granted but are then not built.

Developments without new access roads are normally numbered within the existing numbering scheme on the road the builds are on. If there are a number of properties being built, a sub name may be required. This is usually in the form of a building name for blocks of flats or a terrace name for houses. Please note, terrace names are only considered if there are no logical or appropriate numbers available within the existing scheme and it is not appropriate to use suffix letters.

All suggested names are checked by the Address Management & GIS Officer with the Emergency Services & Royal Mail to ensure that there are no names the same or too similar within the same postcode sector. This is done to minimise any postal confusion or in case of emergency, so the Emergency Services are sent to the correct address.

Appropriate street numbers will be allocated by the Address Management & GIS Officer in accordance to the SNN Guidance. A Plot to Postal number schedule will be provided with confirmation of the official addresses.

Once completed, please return the signed form along with a site plan showing plot numbers and all internal layout plans also with plot numbers to the Property Information Team, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR or by email to propertyinformation@dartford.gov.uk

Applicant Details

Contact Name _____
Company Name _____
Contact Address _____
(inc Postcode) _____
Telephone Number _____
Email Address* _____

*Email address is optional. However, by including it we can help save the Environment by emailing all official paperwork to you

Site Details

Site Address _____
Marketing Name _____ (if applicable)
I am the (please tick) Freeholder of Site Leaseholder of Site* Agent for the Freeholder*
Planning Reference _____
Building Control Ref. _____ (if applicable)
Commencement Date _____
Completion Date _____ (estimated date will suffice)
Is the build (please tick) New Build Conversion
Number of Builds Houses Flats Offices Retail Units Other Commercial
Sub Name(s) required? Yes No How many? (This is per terrace or block not per property)

*Please provide a letter from the Freeholder with their contact details giving their permission for you to apply for postal addresses

Proposed Sub Names *(please give reasons for each suggestion)*

Proposed Name _____
Reason for Choice _____

Proposed Name _____
Reason for Choice _____

Proposed Name _____
Reason for Choice _____

Other Information

If you have any other information about the application you feel may be relevant, please detail it below

Council Proposed Address *(SNN Dept to complete)*

Declaration

I have read the guidance relating to Street Naming & Numbering.

I have included up to date plans and, if applicable, a letter from the Freeholder of the site giving permission for me to work on their behalf with this application.

I confirm that the information given in this application is correct and give my permission to Dartford Borough Council to make an Order assigning addresses to the properties within the development detailed above.

Signed _____

Date _____

Print Name _____