

For SNN Dept Use Only – Official Number: \_\_\_\_\_

## Application for New Property Addresses

(This form is to be used for applications to create new street names and addresses)

### 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 four 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.

When applying for new street names it is essential your application is submitted at the very early stages of building commencement as allocating new street names can take at least three months.

All proposed street names are subject to consultation with interested parties and are objected to by the Council in the first instance under the Public Health Act 1925 (sections 17-19). This is a formality the Council has to undertake and does not give any indication to the Council Cabinet decision.

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.

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 marked location plan, site plan with 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](mailto: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 New Roads  Houses  Flats  Offices  Commercial   
Sub Name(s) required? Yes  No  If yes, how many?

\*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 Street 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

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**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 \_\_\_\_\_