



Naming & Numbering of a building or street Application form

Street Naming & Numbering

222 Upper Street

London N1 1XR

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E address.management@islington.gov.uk

W www.islington.gov.uk

Applicant	
Name:	
Address:	
Post code:	
Telephone no:	Mobile no:
Email:	
Site address details	<i>if known, otherwise state assumed address or site location</i>
Former use:	
Former number of existing units:	<i>ie house, flats, commercial units</i>
Proposed address/addresses	<i>you may submit several named suggestions</i>
Name or number of building	
Use of building - residential <input type="checkbox"/> commercial <input type="checkbox"/> livework <input type="checkbox"/>	
Levels	<i>ie flat 1=ground floor, flat 2=first floor etc</i>
Wheelchair accessibility & no of bedrooms:	<i>ie Flat 1, 3 bed = fully wheelchair accessible</i>
Reason/local or historic connection (if any):	
Is this site/building Existing <input type="checkbox"/> New Development <input type="checkbox"/> Vacant <input type="checkbox"/> Occupied <input type="checkbox"/>	
Are you the - Freeholder <input type="checkbox"/> Leaseholder <input type="checkbox"/> Tenant <input type="checkbox"/>	
<i>If you are the leaseholder or tenant, please provide contact details of the freeholder/landlord:-</i>	
Planning application reference no:	
Date when works commenced/will commence:	
Date when works will be completed:	



Additional requirements *to be submitted with application form*

- A site plan must be included in all applications with the locations, names and/or numbers of all units and the position of their entrances, including any residential units that are fully wheelchair accessible.
Please indicate the number of bedrooms in any wheelchair accessible unit.
- If the application pertains to a new development please provide drawings with the proposed entrances to the building and a schedule of accommodation.
- Please provide details of delivery arrangements for each unit – i.e. letter banks, concierge etc

Charges – Street Naming & Numbering fees *to be submitted with application form*

SN&N Application for 1-9 units	SN&N Application for 10 - 20 units	SN&N for each additional unit over 20	Street renaming	Naming or re-naming of an existing property
£190	£250	£36	£400	£230

Please note - fees are not subject to VAT

PAYMENT OPTIONS

- **By Cheque** – make payable to Islington Council and enclose with your application form/plans.
- **By Credit/Debit Card** (excluding American Express) – if you wish to pay by credit/debit card, please state your name and telephone number below and we will contact you to enter your payment directly into a secure financial system

Name: Telephone no:

Declaration

- I am the person authorized to make this application
- I have permission from the owner to make this application

I understand that all naming and numbering needs to be confirmed before a post code can be allocated or Local Land Charge searches accepted.

Signature Date

Print name

Fair Processing Notice Any personal information you give us is held securely and will be used only for council purposes. Information that was collected for one purpose may be used for another council purpose, unless there are legal restrictions preventing this. We are required under Part 2A of the Audit commission Act 1998, to participate in the National Fraud Initiative data matching exercise and the information held by the council will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

Data Protection Act 1998 please note that the information on this form will be stored on computer; it will not be shared with other organisations, unless authorised under the Data Protection Act 1998. Islington Council will process information provided by you for the purpose of processing your application. The information you provide will/may be disclosed to: other departments within Islington council; the Police; other Local Authorities and other Government Agencies only when and where necessary for the purpose(s) of Prevention and/or detection of crime and to check for any anomalies and/or inconsistencies.