

# street naming and property numbering fees and charges

with effect from 1 July 2011



## Fees and charges

street naming and property numbering request type	base rate	cost per plot/unit
new development of two or more plots.	£100	£30
conversion of a property into flats.	£100	£30
infill property (new dwelling built between existing properties)	not applicable	£45
renaming a property	not applicable	£45
renumbering a property (for reasons of public safety)	not applicable	£45
change to address due to development changing	not applicable	£45
ad-hoc enquiries	not applicable	£50

## Ways to pay

- by cheque, made payable to North Somerset District Council
- by invoice, please give us a contact name and the address of where to send the invoice

North Somerset Council, Street Naming and Property Numbering, Somerset House, Weston-super-Mare, BS23 1TG.

## What we update

We will inform these organisations of new or changed postal addresses:

- emergency services
- national land and property gazetteer hub
- other council departments
- other Government departments
- public utilities
- Royal Mail

## Terms and conditions

1. All street naming and property numbering requests can be submitted via the eForm at [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk) or in writing if you do not have access to a computer.
2. A plan must be included when submitting street naming and property numbering requests.
3. All applications for street naming and property numbering requests will be payable in full, regardless of whether the development is subsequently aborted.
4. Payment can be made by cheque (payable to North Somerset District Council) or by invoice. If you would like to receive an invoice for the service please include a contact name and address where the invoice is to be sent.
5. If invoiced, payment of each invoice will be required in full within 30 days from the date of the invoice and postal addresses released once payment has been received.
6. The prices show in this document are exclusive of VAT.

7. If the requester only wishes to be issued with the new house number(s)/road name(s), the service will be provided free of charge and the council will not notify external and internal parties. The requester will be responsible for notifying external and internal parties of postal address(es).
8. Postal codes are the responsibility of the Royal Mail. The Royal Mail will not allocate a postcode unless they have received formal notification from the council.
9. Street naming and property numbering requests are issued in accordance with the North Somerset Council street naming and property numbering policy.
10. North Somerset Council only provides postal addresses within the district boundary.
11. Any queries or complaints should be directed to North Somerset Council, Land Charges, Somerset House, Weston-super-Mare, BS23 1TG.