

GUIDANCE NOTES

1. The applicant is the buildings owner.
2. If the development is apartments or flats and located over different floor levels, please include floor plans to indicate which levels these refer to so that the allocated numbering will be logical. Alternatively, you may provide us with the planning or latest building control reference number in order that we may use the plans submitted.

The Council operates a policy of **not** omitting number 13 from the numbering sequence.

The use of letters for addressing purposes will only be considered where necessary for internal numbering and on existing streets where the development is infill e.g. Flat A or 14B.

3. Please indicate whether the property requires postcode allocation. Postcodes are allocated by the Royal Mail not the Council through this application process will only be allocated where there is a postal delivery point at the property and where the property is either a main permanent residence or a business which requires postal delivery service. The address will then be included in the Royal Mail Postcode Address File (PAF) for service delivery.

Holiday cottages and second homes are not postcoded by the Royal Mail and postcodes for this type of property are allocated by the Council to the nearest postcode for referencing and locating purposes. The Royal Mail will not include these addresses on the PAF as this is not a main permanent residence or commercial property which requires the delivery of mail.

4. Please include the latest planning or building control reference in order that we can view the most recent development plans, alternatively you can submit a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted along with this application.

Alteration in either street name or property numbering allocation to new developments after the initial street naming and numbering has been undertaken and confirmed to you due to plan or plot changes will incur costs. You should contact this department as soon as you have permission for these changes in order that we can either re-name or re-number the development to ensure that the allocated numbering sequence is logical and sequential. A developer does not have the authority to re-name or re-number a development.

Important Information

The Council allocates property and street names in accordance with the current Guidance/Policy Document which can be found on our website along with further information, you should refer to this document prior to completing and submitting any application.

www.cumberland.gov.uk/Residents/Planning-Building-Control/Building-Control/Street-Naming-Numbering

Property Number Allocation – Where there is a current numbering scheme the Council has an obligation to add the property into the numbering sequence, also where there are two or more properties a numbering scheme may be considered to be implemented.

Property Name Allocation – Where there is no numbering scheme in operation or the development is for one property only the property may be named.

Street Name Allocation – Where there is a new street or access road to development this street or access road must be named, this process may take some time, therefore you should apply for this before construction is commenced.