

Street/House Naming & Numbering Pro-forma   
**(Mae'r ddogfen hon hefyd ar gael yn Cymraeg)**

**Before completing this form, applicants should read the relevant sections of the Council’s Street Naming & Numbering (SNN) Guidance notes. Copies are available on request or online at** [**https://www.npt.gov.uk/2109**](https://www.npt.gov.uk/2109)

**When completing the form, please follow the instructions carefully to ensure that you provide all the information required. Failure to do so could delay the processing of your application.**

**If you require assistance in completing the form or would like it sent to you please contact the Street Naming and Numbering Officer on 01639 686741 or Email:** [**snn@npt.gov.uk**](mailto:snn@npt.gov.uk)

## 1. Applicant Details

| Required Information | Details |
| --- | --- |
| Name: |  |
| Address & Postcode: |  |
| Telephone Number: |  |
| Email Address: |  |

## 2. Location of New Build/Development/Current Address

| Plot(s) Number / Marketing Name (where applicable): | Address: |
| --- | --- |
|  |  |

### Planning Information

| Planning application reference number(s) - if known | Building Regulations reference number(s) – if known | Completion date |
| --- | --- | --- |
|  |  |  |

Please include a location plan or site layout plan (where appropriate)

## 3. House Numbering

| Please state the number of dwellings to be numbered: | Please state (if applicable) the preferred property name: |
| --- | --- |
|  |  |

## 4. Street Naming

If applicable, please state here any proposed name(s) you wish to be considered for a road name.

| 1st Choice | 2nd Choice | 3rd Choice | 4th Choice |
| --- | --- | --- | --- |
|  |  |  |  |

## 5. Payment

Please tick the relevant application and charge you are applying for

| Application Type | Charge | Please tick √ | Total Cost £ |
| --- | --- | --- | --- |
| Naming/numbering of one plot | £58.70 |  |  |
| Naming/numbering up to five plots | £58.70 fee plus £29.35 per plot |  |  |
| Naming/numbering of six plots and over | £86.91 fee plus £29.35 per plot |  |  |
| Property conversions from / to flats | £58.70 fee plus £29.35 flat |  |  |
| Re-numbering of development (after notification) | £112.88 plus £29.35 per plot |  |  |
| Solicitors letter to confirm address | £45.15 |  |  |
| Request to change or add name/number to existing address | £45.15 |  |  |
| Request to remove address from records | £45.15 |  |  |

The above charges are not subject to VAT.

Multiple costs are based on the size of the finished development and is irrelevant to the completion date of individual properties.

## 6. Applicants Declaration

I declare that the information I have provided is correct and true to the best of my knowledge.

| Signed | Dated |
| --- | --- |
|  |  |

Please make your cheque payable to Neath Port Talbot County Borough Council/SNN (NPTCBC/SNN) and send to:-

Street Naming & Numbering Officer, Neath Port Talbot Council, The Quays, Brunel Way, Neath. SA11 2GG

## Office Use Only

| SNN Ref: | Date of Application: | Date Sent to LLPG/LSG Custodian |
| --- | --- | --- |
|  |  |  |