

1st April 2024

STEP 1 – APPLICATION TYPE – Please choose the application type. For detailed information relating to the types of applications and application process, please refer to our website

CATEGORY 1 – Changes to an existing postal address

- Renaming of an existing single residential dwelling or industrial unit or adding a name to a numbered property.

CATEGORY 1A – Address confirmation required by owner

- Providing a letter/schedule of certification of a single address and issuing to external official bodies.

CATEGORY 2 – New developments not involving street naming

- Naming or numbering of new single/multiple build(s) residential dwelling(s) or industrial unit(s) not involving new street naming
- **OR** naming or numbering of more than one apartments/flats (2+ properties), not involving new street naming

CATEGORY 3 – Developments requiring new street naming and numbering

- Developments for residential or industrial units requiring new street naming and numbering

CATEGORY 4 – Renaming an existing street

- For existing streets where at least two thirds of the residents have requested a street name change.

STEP 2 – CHARGE TABLES - Please refer to the table that applies to your application

STEP 3 – COMPLETE AND SUBMIT YOUR APPLICATION

Payment can be made Online at: [Street naming & numbering](#)

FURTHER INFORMATION

ONLINE SUBMISSION – THIS OPTION IS CURRENTLY ONLY AVAILABLE FOR CATEGORY 1 APPLICATIONS – CHANGES TO EXISTING POSTAL ADDRESS

Please visit: https://www.cheltenham.gov.uk/forms/form/211/changes_to_an_existing_postal_address

VAT – VAT is not applicable for this service

CHANGES TO AN ADDRESS OR NEW ADDRESSES WITHOUT MAKING A PRIOR APPLICATION – For any addresses that have been implemented without formal registration will be required to submit a Regularisation Application.

For new developments, it is the responsibility of the developer to supply and install any new street name plates to Cheltenham Borough Council and Department of Transport specification before they leave site, and for maintenance in the 12 months thereafter. After 12 months, Cheltenham Borough Council then takes on responsibility for maintenance of street nameplates for adopted streets.

Please do not use your desired address or print any letterheads or stationery until you have received a formal notification from us to confirm your new address has been approved.

FOR FURTHER INFORMATION AND ASSISTANCE ON SUBMITTING AN APPLICATION

Please contact Street Naming and Numbering: Tel (01242) 264329 or visit https://www.cheltenham.gov.uk/a_to_z/service/82/street_names_and_numbering

Category 1 – Changes to an existing postal address

Description	NET £	VAT £	TOTAL £
• Change a property name	53.50	n/a	53.50
• Allocating a name or number to an existing address	53.50	n/a	53.50
• Change of a commercial address	53.50	n/a	53.50
• Merging of multiple plots to one address	53.50	n/a	53.50

Category 1A – Address confirmation required by owner

Description	NET £	VAT £	TOTAL £
Providing a letter/schedule of certification of a single address	27.00	n/a	27.00
Issuing of a single address confirmation to external official bodies	37.50	n/a	37.50

Category 2 – New developments not involving new street naming

Description	NET £	VAT £	TOTAL £
Numbering of new plots on an existing street	53.50 per plot	n/a	53.50 per plot
Numbering of block of flats on an existing street – up to 10 plots	53.50 per plot	n/a	53.50 per plot
Numbering of block of flats on an existing street - 11+ plots	640.00	n/a	640.00

Category 3 – Developments requiring new street naming and numbering

Both Section A and Section B will be required - select option from section A for your full application and then the relevant options from section B for each new street

Description		No. of streets	NET £	VAT £	TOTAL £
Section A – Number of streets	New street name required	1	107.00	n/a	107.00
	New street names required	2-5	214.00	n/a	214.00
	New street names required	6-10	427.00	n/a	427.00
	New street names required	11+	534.00	n/a	534.00
Description		No. of plots per street	NET £	VAT £	TOTAL £
Section B – Number of plots per street	Naming and numbering of new properties including commercial buildings	1-5	53.50 per plot	n/a	53.50 per plot
	Naming and numbering of new properties including commercial buildings	6-15	427.00	n/a	427.00
	Naming and numbering of new properties including commercial buildings	16-25	640.00	n/a	640.00
	Naming and numbering of new properties including commercial buildings	26-75	855.00	n/a	855.00
	Naming and numbering of new properties including commercial buildings	76-150	1068.00	n/a	1068.00
	Naming and numbering of new properties including commercial buildings	151-250	1335.00	n/a	1335.00
	Naming and numbering of new properties including commercial buildings	251-350	1602.00	n/a	1602.00
	Naming and numbering of new properties including commercial buildings	351-500	1869.00	n/a	1869.00
	Naming and numbering of new properties including commercial buildings	501+	2136.00	n/a	2136.00

Description	NET £	VAT £	TOTAL £
Charge for developer amending plans after naming and numbering application has commenced	214.00	n/a	214.00

Category 4 – Renaming an existing street

Description	NET £	VAT £	TOTAL £
Change of existing street name at residents request	320.00	n/a	320.00
Additional charge per property/unit	37.50 per unit	n/a	37.50 per unit

Retrospective Applications / Non-compliance

Description	NET £	VAT £	TOTAL £
Failure to register a correct address via street naming and numbering may result in the need for a retrospective application	Fee charge will be based on 120% of the original application fee charge		
Enforcement action may be taken for the use of an incorrect or unregistered address	Where enforcement action is required when an owner/occupier fails to comply, expenses may be recovered through the Magistrates Court		

Please note that a registered address does constitute or form part of any planning permission, therefore in your own interest please ensure that you have the correct permissions in place before activating and/or using your desired address. For planning enquiries please or visit www.cheltenham.gov.uk/planning_and_development