



Street Naming and Numbering

Guidance for Developers



The timescale for dealing with Street Naming and Numbering can vary depending on the consultations required, timing of Parish Council meetings and acceptance of suggested names. A guideline of 8 weeks should be considered from receipt to final confirmation. This timescale should be considered to ensure suitable marketing of the properties and that buyers have a postal address when they move in.

The process is explained below:

1. Applicant requests a new property or properties to be addressed.
2. The application should include:
 - Covering letter with applicants name, telephone number and email address if applicable
 - Preferred names for new streets and any new buildings to be named (eg, if there is a block of flats)
 - Explanation of the origin of these names (eg, linked to the former use of the site)
 - Site location plan identifying properties to be addressed and the access to and from the properties. This should preferably be no larger than A3 but this may not be appropriate for larger sites. Alternatively, an electronic drawing can be accepted (dwg, tiff, pdf)
3. We will register the application and send an acknowledgment letter with an invoice for the charge payable within 5 working days of receipt of the application. (The charges are detailed in a separate sheet –please note that there is no charge for applicants on the LABC Partner Company Database)
4. Where there is a new street and/or building to be named, we will consult with the relevant Parish Council or the Ward Members within High Wycombe. (In the case of Parish Councils, the frequency of meetings will dictate the turnaround time at this stage of the process)
5. If the Parish Council or Ward Members are not in agreement with the suggested name, they will suggest alternative names for the applicant's consideration. If an agreement cannot be reached for the name, the matter is passed to the Head of Planning & Sustainability for a decision to be reached

6. If the decision is not to the satisfaction of the applicant, there is an appeals procedure. (Further guidance will be provided should this matter arise)
7. Royal Mail is consulted to ensure there will be no apparent confusion over similar addresses and when satisfied, they will supply us with postcodes for each property
8. We will then send a letter to the applicant confirming all addresses including postcodes and include a marked site location plan of the properties
9. The following public bodies, agencies and companies are informed of the new addresses:

Fire and Rescue Service, Ambulance Service, Thames Valley Police, Royal Mail, BT, Thames Water, British Gas, Land Registry, Land Charges, Electoral Registration, Environmental Services, Property Services, Planning, Research And Information, Parking Services, Valuation Office, A-Z Map Company

Contact:

Building Control
Wycombe District Council
Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Telephone: 01494 421 403
Fax: 01494 421 439
Email: streetnaming@wycombe.gov.uk

This document is available in large print upon request



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