



# East Cambridgeshire District Council

The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE

## Street Naming & Numbering Charges



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## Street Naming and Numbering Charges from 1st April 2010

The naming and numbering of streets and buildings within East Cambridgeshire is the responsibility of East Cambridgeshire District Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within East Cambridgeshire.

The purpose of Street Naming and Numbering is to ensure that any new or amended street, building name and /or property numbers are allocated in a logical and consistent manner.

The address of a property is becoming a very important issue. Organisations such as the Royal Mail, emergency services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will not allocate a postcode until they receive official notification of new or amended addresses from the Council.

From 1st April 2010, East Cambridgeshire District Council will charge for the provision of Street Naming and Numbering.

There are 6 types of charges that apply for the Street Naming and Numbering services;

- Addition/Amendment/Removal of property names (both for residential and commercial properties)
- New development on existing street (numbering of properties only required);
- New development to include naming of new streets (naming of streets and numbering of properties);
- Renumbering of scheme following developers replan of site layout (after the notification of numbering issued);
- Confirmation of official address allocated by East Cambridgeshire District Council
- Challenge/request/revision to existing street naming and numbering schemes.

Item	Charge
Property Name Additions/Amendments/Removals	£50.00
Naming of New Streets	£150.00
Numbering of New Properties	
1 Property	£50.00
2 – 5 Properties	£75.00
6 – 10 Properties	£100.00
11 – 25 Properties	£150.00
26 – 50 Properties	£200.00
51 – 100 Properties	£400.00
101+ Properties	£750.00
Division of Properties – same as numbering of new properties (and based on number of properties created including the original)	See numbering of New Properties
Confirmation of address to solicitors/conveyancers/occupiers or owners	£25.00
Renumbering of scheme following development replan (after notification of numbering scheme issued)	£100 + £10 per property
Address issued/confirmed when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address	£50.00 per property
1st Set of Nameplates erected for each new Street	For each street: £225.00 if one nameplate required £325.00 if two nameplates required
For each additional nameplate that is required to be erected at other junctions and entrances onto the new street	£100.00
Challenges/requests/revisions to existing street naming and numbering schemes	£28.00 per hour

These charges are not subject to VAT.

Applications and payment can be made on line at [www.eastcamborough.gov.uk](http://www.eastcamborough.gov.uk) or cheques can be forwarded with the appropriate application form made payable to East Cambridgeshire District Council. If preferred, an invoice can be raised, and payment can then be made via the methods indicated on the invoice and application form.

Where a Local Authority wishes to charge for discretionary services, Section 93 of the Local Government Act 2003 allows charging on a "not for profit" basis, that is, the Council can only aim to recover cost incurred. This is to encourage improvements to existing services and develop new services, with the aim of improving overall services to the customer.

There is a considerable amount of resource, both in staff time and associated costs that are incurred in the Street Naming and Numbering process. As the Council has a statutory obligation to provide such a service, it is a service that cannot be ignored.

All new development within East Cambridgeshire will require the use of the Street Naming and Numbering function, as all new development needs address data, be they residential or business. The Street Naming and Numbering function also plays a vital role in the ongoing maintenance of the LLPG.

### Refunds

Where an application form and fee has been submitted and a scheme has already been issued, no refund of fee will be available. No refund of street naming fee can be made once a name has been submitted for the consultation process. Where a scheme has not been issued due lack of relative permissions or no commencement on site, then 50% of the street numbering and street nameplate fee will be refunded on request.

Where a property name addition or amendment application and fee has been submitted and the requested property name is not acceptable, a further name will be requested. If no other property name is suitable and the existing address is to be retained, then 50% of the fee paid will be refunded.