

Naming and/or Numbering: New Development (more than one dwelling)

Guidance for Applicants

The Council arranges for property numbers and street names to be added to a new residential, industrial or business development.

Adoption of Welsh names for streets and new development will be promoted by giving due consideration to geographical, historical, cultural, demographic and linguistic factors.

Depending on the size of the development, the following fees apply:

1. Naming and Numbering Developments – up to 5 plots £120
2. Naming and Numbering Developments – over 5 plots £250

Cheques should be made payable to “Carmarthenshire County Council”.

You should complete the form overleaf and return it to the address below. We also require a copy of a **site plan** and **location plan** showing your development.

If you have a suggestion for the name of the new development:

Following receipt of your application, and relevant fee, we will consult with the local Community/Town Council, local Councillor(s), Royal Mail and Emergency Services. This initial consultation expires after 14 days. In some cases, there may be a development in the near vicinity with the same or similar name. Should this occur, we will contact you to suggest that you make another choice to avoid future confusion. As a result, the process begins again.

If you do not have a suggestion for the name of the new development:

Following receipt of your application, and relevant fee, we will contact the local Community/Town Council, as well as the local Councillor(s) for suggested names. Once these have been received, we will consult with the Royal Mail and Emergency Services (expires after 14 days) regarding the proposed name, as in some cases there may be a development in the near vicinity with the same or similar name. In this case, we will contact you to suggest that you make another choice to avoid future confusion. As a result, the process begins again.

Following the expiry of the consultation with the Community/Town Council, local Councillor(s), Royal Mail and Emergency Services, there will be a public consultation period of 21 days, which is undertaken by posting a notice on-site to publicise the proposed name. If no adverse comments are received within this period, the name will be accepted and registered.

We will confirm the full address and postcode for your development within 20 working days of the expiry of the public consultation period, and will inform the following Statutory Authorities within 5 working days of sending your confirmation:

- British Gas
- BT
- Community/Town Council
- Council Tax
- Dyfed Powys Police Headquarters
- Electoral Registration
- Land Registry
- Mid and West Wales Fire Authority
- Ordnance Survey
- Royal Mail
- Welsh Ambulance Service NHS Trust (Central and West Region)
- Welsh Water
- Western Power Distribution

We aim to complete the naming process within 12 weeks of receipt of your initial application to name your development.

Street Nameplates

As developer, you are responsible for the provision of nameplates. For further details, please contact the Technical Services Department on telephone number 01267 225125.

Further Information

For further details regarding the naming and numbering process, please contact:

Planning Division
40 Spilman Street
Carmarthen
SA31 1LQ

Email: planning@carmarthenshire.gov.uk



APPLICATION FOR NAMING AND NUMBERING: NEW RESIDENTIAL DEVELOPMENTS

Existing Name of Development (eg Marketing name)

.....

Proposed Name.....

Number of plots.....

Fees:

	Fee
Naming & Numbering Developments - up to 5 plots	£120.00
Naming & Numbering Developments - more than 5 plots	£250.00

Payment Enclosed (please tick the box)

Cheques to be made payable to "Carmarthenshire County Council"

Site and Location Plans Enclosed (please tick the box)

I/We hereby apply for street naming and numbering described in the above application and on the attached plans.

Your Name (*print*)

Signature.....

On Behalf of.....

Address

.....

Telephone/Fax Number.....

Date.....

