

**Application for street name and / or postal number for new property**



**Building Control Partnership  
Civic Offices, Civic Way  
Fareham, Hampshire, PO16 7AZ  
Telephone: 01329 824823  
Fax: 01329 821770**

**Email: [bcpartnership@fareham.gov.uk](mailto:bcpartnership@fareham.gov.uk)  
[www.buildingcontrolpartnershipants.gov.uk](http://www.buildingcontrolpartnershipants.gov.uk)**

Office Use

**Use of Your Information** - Your information will be used to determine Building Regulation requirements and will not be given to any third party unless we are legally required to do so. Under the Data Protection Act 1988, Fareham and Gosport Borough Councils are Data controllers

1	<p><b>Applicants Details</b> <span style="float: right;"><i>Tick box if responsible for fees</i> <input type="checkbox"/></span></p> <p>Name: .....</p> <p>Address: ..... Post Code: .....</p> <p>Telephone No. .... Mobile ..... Email: .....</p>
2	<p><b>Type of Application</b></p> <p>New street names and postal numbers (Go to section 3) <input type="checkbox"/></p> <p>Postal Numbers or name on an existing street (Go To Section 4) <input type="checkbox"/></p> <p>Change of street name (Go To Section 5) <input type="checkbox"/></p>
3	<p><b>New street names- suggested names</b></p> <p>1. .... 4.....</p> <p>2. .... 5.....</p> <p>3. .... Please use space overleaf for additional suggestions.</p> <p>Site address.....</p> <p>Reasons for suggested names: .....</p> <p>.....</p>
4	<p><b>New postal numbers or name/name change on an existing street or house</b></p> <p>Location of Development.....</p> <p>Street name.....</p> <p>Town name.....</p> <p>Type of development (please tick) New build <input type="checkbox"/> Conversion <input type="checkbox"/> Existing <input type="checkbox"/></p> <p>Proposed new Building name (If applicable).....</p>
5	<p><b>Change of street name</b></p> <p>Current Street Name/house name.....</p> <p>Proposed Street Name/house name.....</p> <p>Reason for request: .....</p>
6	<p><b>Plans (please tick to confirm)</b></p> <p>Location Plan (1 copy) <input type="checkbox"/></p> <p>Site Layout plan (1 copy) <input type="checkbox"/></p> <p>(showing the road layout, plot layout, plot numbers and access points into individual properties)</p>
7	<p><b>Charges</b></p> <p>From 1st June 2012, there will be a charge for this service. The fees are shown overleaf</p>
11	<p><b>Signed</b> - This notice is given in relation to building work as described</p> <p>Name..... Signed..... Date.....</p>

**Explanatory notes**

This form can be used for making applications for postal naming and numbering of properties in both Fareham and Gosport Borough Council areas

**Application Type Charges**

Activity	Charge
New Development of 1 - 5 plots	£200
New Development/phases of 5-20 plots	£200 + £10 per property
New Development/phases of 21-100 plots	£400 + £5 per property
New Development/phases of 100+ plots	£950
Naming of new block of flats/building	£200 and £10 per property
New postal address for an individual property, annexe or change/addition of a house name.	£100
Change to new addresses due to the development changing after the schedule has been issued.	£15 per property
Research archive for address history	£100
Renaming an existing Street	£200+£5 per property

If you are uncertain as to the fee required, please contact us on the number overleaf at the top of this sheet.

Payment is due on application and can be made by the following methods. Please select your preferred method.

**By Cheque:** Cheques should be made payable to "Fareham Borough Council"

**Via Invoice:** We can raise an invoice if you prefer.

**By telephone:** with a credit/debit card.

Please ring 01329 824823 with your card and application/invoice details.

**Office hours:** Monday to Friday 8.45am to 5.00pm.

<p><b>New street names- Additional suggested names</b></p> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>6. ....</p>
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