Application for the naming of new streets and property numbering

Greater Manchester Act 1981 Section 22 and
The Public Health Act 1925 sections 17 and 18

This is a generalised form to gather information. Some of the sections may not be relevant to you. Please complete the sections relevant to your request and return the form together with an appropriate plan showing the information requested under Section 7 of this form to:

Street Naming & Numbering Officer, Address Management, Data Governance
Chief Executives Dept., Manchester City Council, PO BOX 532, Manchester, M60 2LA

If you need help filling in the form please ring 0161 234 1162 and speak to the Street Naming & Numbering Officer.

Postal addresses will be allocated in accordance with BS7666.
The correct fee - I/we request the you allocate postal numbers to the properties and understand that you will send an invoice for the sum of £__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ ___
The City Council requires all houses and buildings, in all or any streets, to be numbered. When the development of new properties or the subdivision of existing properties takes place, within the City, it is necessary for such properties to be allocated postal numbers as quickly as possible. This is to enable early identification by the statutory bodies, emergency services and visitors. To enable the City Council to allocate a suitable number to new/subdivided properties, it is essential that suitable drawings be submitted to Naming and Numbering Department within Data Governance, in accordance with the following procedure:

1. The developer or owner of any new properties shall submit to Data Governance the enclosed form, together with one copy of the relevant plan. The plan should be no bigger than A3 in size.
2. Following the submission of this information the Naming and Numbering Officer will allocate postal number(s) to the new property or properties concerned. If the new property or properties are within an existing numbered road, then often a, b, c etc. are suffixed to the appropriate postal number(s).
3. Where a development includes new streets, the developer is requested to submit proposed street names. If requested, a list of suitable names will be provided. The proposed street names will be forwarded to the Ward Councillors for approval.
4. There are a large number of interested parties, Statutory Undertakers etc, who wish to be made aware of the existence of these new properties. The City Council has resolved to make a charge for this aspect of the Street Naming and Numbering Service. For each new property created and allocated a number by us, there is a charge. The charges are as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbering of Property</td>
<td>£50 for 1-10 properties + £10.50 a property thereafter</td>
</tr>
<tr>
<td>Re-naming of a property or a street</td>
<td>Hourly rate charged at £30 (plus legal fees where appropriate)</td>
</tr>
<tr>
<td>Street Naming and Numbering enquiry</td>
<td>Hourly rate charged at £30</td>
</tr>
</tbody>
</table>

Please note that we do not charge VAT for Street Naming and Numbering.
You will be invoiced for the correct sum covering all the properties to be numbered. The City Council will then circulate copies of the reports and drawings to Statutory Undertakers and Public Bodies showing Street Names and Postal Numbers.
5. Please note that the Address Development within Royal Mail will not allocate postcodes until they receive official notification of new developments from the City Council.
6. Once official postal addresses have been allocated by Manchester City Council, developers must ensure that all buildings are clearly marked with the correct postal number. All buildings are postally numbered within the road they are accessed from and Manchester City Council no longer record building names, therefore any building names must be used in conjunction with the official numbering.

Please return the completed form and a relevant plan to;
Street Naming & Numbering Officer, Data Governance, Chief Executives Dept., Manchester City Council, PO Box 532, Manchester, M60 2LA
Enquiries
Telephone: 0161 234 1162
Email: address.management@manchester.gov.uk
Privacy Information

The Council uses the information you provide on this form, including any personal information you provide in order to record and process your application.

Once we have processed your application we create the official address(es). In order to comply with our statutory duties we need to notify all interested parties of this new address.

To do this, we send a notification of the new address(es), together with your name, address, telephone number and email address (if provided) to other Council services, including (but not limited to) council tax, business rates and electoral.

We also need to share your application with external statutory undertakings and public bodies to make them aware of the existence of any new address(es). When notifying external bodies, we will remove your personal information and contact details.

Your application form is stored electronically. We will keep a copy of your application form for a period of three years.

If you have any questions or concerns about how the Council uses your personal information, please contact the Council’s Data Protection Officer at m.seal@manchestester.gov.uk

If you have any concerns about the way the Council processes your personal information, you have the right to complain to the Information Commissioner’s Office. The contact details are:

0303 123 1113 (local rate) / casework@ico.org.uk

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF