

# SNN 3 FORM

Pembrokeshire County Council

Street Naming & Numbering Service



## APPLICATION FORM (SNN 3)

# NAMING OF NEW STREET & NUMBERING OF NEW DEVELOPMENTS

Please complete this form to request a new street name for a new development and the allocation of house numbers. Please return your completed application to Street Naming & Numbering, Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP.

When completing this form, please ensure that you provide all of the information required. Failure to do so could delay the processing of your application. (This form is also available in Welsh).

**Note: This form is to be used for the naming and numbering of large development sites where new roads are to be constructed. Official naming will therefore be required. New street names must be approved by this Authority.**

The charges for new developments are £154.00 per new street plus:-  
£20.50 per plot up to 19 plots  
£15.00 per plot 20 – 49 plots  
£10.00 per plot over 50 plots

### SECTION A – APPLICANT DETAILS:

A1 Please specify your name and contact details below:

Name:

Address:

Postcode:

Daytime tel. no:

Email:

## SECTION B - NAMING & NUMBERING A NEW DEVELOPMENT:

### B1 Please specify the following details:

The development name or marketing name (if any):	
Site Location:	
Number of plots:	Number of phases:
Planning Application No:	Building Regs Application No:

<b>B2(a) Are new Apartment Block Names required?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B2(b) If Yes, please specify the proposed Apartment Block name(s):</b>

<b>B3 New Road Names:</b>
Reason(s) for choice (optional):
<b>Please note: our policy is to preclude streets' being named after people as a general principle. Should there ever be a commendable reason for so doing (exceptional circumstances) it will be referred to the Director of Housing, Transportation &amp; Environment or the appointed person.</b>
<b>Should you revise the housing layout after a numbering schedule is produced by this Authority you would then incur a further charge for an amended schedule of £205.00 plus £51.00 per plot.</b>

### B4 Please ensure that a block plan showing the proposed development. (All plot numbers must be shown).

## SECTION C - OWNERSHIP DETAILS

Are you the property owner?       Yes       No  
(If No, we will need written confirmation from the property owner)

***CHECKLIST: Please read (and tick) the following checklists to make sure you have sent all the information for your application.***

- |  |                          |
|--|--------------------------|
| Completed application form, signed and dated                         | <input type="checkbox"/> |
| Location/Layout Plan identifying the proposed development            | <input type="checkbox"/> |
| Correct Fee (made payable to Pembrokeshire County Council)           | <input type="checkbox"/> |
| Enclosed the required ownership details if you are not the landowner | <input type="checkbox"/> |

## APPLICANTS DECLARATION

All information that we hold concerning you as an individual will be retained and processed by the Street Naming and Numbering Service strictly in accordance with the provisions of the General Data Protection Regulation 2016, as set out in our Fair Processing Notice. A full version of this notice can be viewed [www.pembrokeshire.gov.uk/privacy-promise](http://www.pembrokeshire.gov.uk/privacy-promise), alternatively a paper copy can be provided on request.

I understand that you will use the information I have provided to introduce new postal addresses and that this information may be checked with other sources within the council e.g. council tax, business rates, planning, building regulations, and electoral registration sections.

Signature:

Date:

If you require any further assistance in completing this form please contact: Pembrokeshire County Council Contact Centre Tel: 01437 764551, email: [snn@pembrokeshire.gov.uk](mailto:snn@pembrokeshire.gov.uk)