

Schedule of Street Naming and Numbering Charges

Existing Addresses

Service	From 1st April 2021
Individual House Name / Individual House re-name or re-number including notification	£97.50
Development re-number due to change in plot numbers, or plot positions including notification	£97.50 per plot requiring re-numbering
Rename of Street where requested by residents including notification	£300 plus £97.50 per property

New Addresses

Service	From 1st April 2021
Assign Number/Name of new properties	No charge
Notification Number/Name of new properties (up to 5 properties)	£52.50 per plot
Notification Number/Name of new properties (6 or more properties)	£52.50 per plot for the first 5 then £22.50 for each additional plot thereafter
Additional charge, where this includes naming of a street	£172.50 per street
Additional charge where this includes the naming of a building (e.g. block of flats)	£172.50 per block

Organisations the Council inform of new or changed addresses (only when the notification service is requested)

Externally:

Royal Mail Address Development Team
Nottinghamshire Police
Nottinghamshire Fire and Rescue
East Midlands Ambulance Service
Nottinghamshire County Council LSG
Valuation Office Agency
Land Registry Nottingham Office
Central Networks
Severn Trent
British Telecom
NLPG Hub

Internally:

LLPG Custodian
Land Charges Section
Council Tax Billing
Development Control
Building Control
Elections Officer
Waste Management
Highways Services
Legal Section
Environmental Health
Customer Services

No charge will be levied against these bodies for receiving the postal address information.

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available via email request or the ADC website.
2. All fees must be paid prior to notification being sent.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Ashfield District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with the ADC street naming and numbering policy.
7. Any queries or complaints should be directed to:

Corporate Information Analyst
Ashfield District Council
Council Offices
Urban Road
Kirkby in Ashfield
Nottinghamshire
NG17 8DA

Tel 01623 457134