Application Form for :

If you do not fill in the form correctly and completely then your application form cannot be processed. Please use block capital letters and a black ball pen or type, to complete this form. Where parts of the form do not yet apply, please mark not applicable.

1. Applicants details

Company name and address:

Postcode:
Tel No:
Email address:
Contact name and position:

2. Road naming

Yes ☐ No ☐

If No please go to Section 3

Criteria: Road names should have a local connection, which is historically, geographically, or culturally relevant. Names of people living should not be used. Names cannot be duplicated within the same postcode district and should not serve any commercial interests.

Proposed road name(s)

Please give reasons for choice of road name(s):

3. Property(ies) to be addressed

Site development name, phase number and planning approval number:

Total number of plots to be addressed:

Details of access to plot(s) or property(ies):

Details of apartments or flats (Please provide floor lay-out plans, showing

Expected date of occupancy:

Please Note– Applications for property addressing should be submitted at least four months prior to occupation.

4. Plans

The following plans must be submitted as part of this application form.

Failure to do so will result in your application being delayed or returned.
Please ensure plots show plot numbers and access points to all properties. If there are flats on site then floor lay-out plans must be supplied.
a. 2 copies of the site development plans
b. 1 copy of the site location plan

5. Fees

Number of properties	Fee
Five properties or less in an existing road	**£105.00**
Between 6 and 25 properties in an existing road	**£262.00**
Between 26 and 75 properties in an existing road	**£420.00**
76 properties or more in an existing road	**£630.00**
Naming of new road (s) and allocation of numbers	**£367.00**

6. Checklist

a. 2 copies of the development plans (Please include plot numbers, access points and apartment floor lay-out plans).
b. A copy of the site location plan
C. A cheque made payable to Birmingham City Council for the relevant fee (shown above), Payment code: SUBJ V4B0, ORDER XTG54, FUND A00.

7. Applicants signature

Please sign here: _____

Date: _____

8. Return address

Please return to:

Highways Information Section-
Transportation Development
Birmingham City Council
PO Box 14439
Birmingham
B2 2JE

If you have any queries please call Matthew Hind on: 0121 303 7687

For Office Use Only

Road naming criteria: Checked by: Date:	Road names. Checked by: Recommended road names by: Date:
Information checked by: Date:	Authorised by: Date: