



Application for Street Naming, Property Numbering or Property Naming.

Office use only
Date:
Payment:
Ref.:

Civic Government (Scotland) Act 1982 Chapter 45 Section 97.

1. Applicant's Details

Title:	Forename:	Surname:
Company Name:		Building No./Name:
Address:		Postcode:
Telephone:	Ext:	Mobile:
Fax:	e-mail:	

2. Agent's Details (NB if completed all correspondence will be through named Agent)

Company Name:		
Title:	Forename:	Surname:
Building No.:	Building Name:	
Address:		Postcode:
Telephone:	Ext.	Mobile:
Fax:	e-mail:	

3. Addressing Requested

New street names and postal numbering of new property

(Go to Section 4)

Naming and postal numbering of new property

(Go to Section 5)

Postal numbering of new property

(Go to Section 6)

Naming only of new property (ie when numbering is not possible)

(Go to Section 7)

Change of existing house/building name

(Go to Section 8)

4. Street Naming and Postal Numbering of New Property

Planning Application No:	Number of plots/units to be addressed:	
Suggested street names:	1	2
	3	4
	5	6

(refer to No. 1 of the accompanying notes for additional information).

5. Naming and Postal Numbering of New Property

Planning Application No:	Number of Plots/Units:
1st Choice Proposed House/Building name:	
2nd Choice Proposed House/Building name:	

(refer to No. 2 of the accompanying notes for additional information).

6. Postal Numbering of New Property

Planning Application No:	Number of Plots/Units:
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(refer to No. 3 of the accompanying notes for additional information).

7. Naming Only of New Property (when numbering is not possible)

Planning Application No:	Number of Plots/Units:
1st Choice Proposed House/Building name:	
2nd Choice Proposed House/Building name:	

(refer to No. 4 of the accompanying notes for additional information).

8. Change of Existing House or Building Name

Current House/Building name:	
1st Choice Proposed Name:	
2nd Choice Proposed Name:	

(refer to No. 5 of the accompanying notes for additional information).

Additional Information

1. Requests for new street names.

Where new roads are to be constructed, developers are welcome to suggest suitable names for approval by the Council.

The following guidelines apply:

- i. It is desirable that street names should have some historical or other meaningful connection with the area.
- ii. New street names should try to avoid duplicating any similar name already in use in a town, village or postcode area.
- iii. New street names should be distinctive. The practice of using the same name for more than one street, differentiated by suffixes such as 'street', 'road' or 'lane' etc. will not be accepted, as this can lead to difficulties for the emergency and other services in locating a street within a group of like names.
- iv. The Council will not adopt any unofficial 'marketing' names used by developers in the sale of properties unless deemed suitable and having undergone the normal consultation process.
- v. The use of a name relating to persons either living or alive during living memory should be avoided if possible. Only exceptional circumstances will be given genuine consideration and these will require justification.
- vi. The use of politician's names in general is discouraged.

NB: The local Community Council and Councillors are always consulted on a new street name prior to any approval.

2. Houses with a name and postal numbers.

If your property has a given number there is no requirement to register any proposed name with the Council, however it is recommended that you contact us to ensure that there is no duplication of house names in the local area. You can then display the name on your property, and use the name as part of your address, but the allocated number will always take priority and should always be included in your address to avoid any potential problems with the emergency services, deliveries, etc.

3. Allocation of new postal addresses and new streets.

Once a new postal address or street name is allocated, we will inform The Royal Mail who are responsible for allocating postcodes (The Royal Mail will only allocate a postcode on receipt of formal notification from us). We then inform the statutory authorities and the emergency services of the new addressing.

NB subsequent alterations to layouts previously addressed where the number of properties increases, will be charged as per new properties, ie a fee will be payable for each additional address allocated.

4. New house or other building to be named only (only where numbering is not possible).

If the new house/building cannot be numbered then an agreed name will be registered with The Royal Mail. Any proposed name considered to be obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.

5. Change of existing house or other building name.

If your property has a name but no postal number, and you wish to change the name of the property, you will need the approval of the Council, as it would almost certainly lead to confusion if more than one property in the same locality was using the same name, principally to the emergency services.

If your property can be given, or already has a number, there is no requirement to register any proposed name with the Council, however it is recommended that you contact us so to ensure that there is no duplication of house names in the local area. You can then display the name on your property, and use the name as part of your address, but the allocated number will always take priority and should always be included in your address to avoid any potential problems with the emergency services, deliveries, etc.

As this process doesn't require planning permission, there are no plans readily available, so applications to change the name of a property must be accompanied by a location plan as well as the correct fee.

When it is necessary that a new apartment block needs a name as well as postal numbering, the above rules for street names can also be applied.

6. Cost.

Carrying out these requests involves a significant amount of staff time, and charging for this service is seen as a way of recovering these costs, see table below for current charges.

This charge relates to requests for a change of house name, naming of new houses or new numbering (ie new build properties or existing property sub-divisions). Payment can be made by including a cheque (made payable to Stirling Council) along with your application, or by 'phoning (01786) 233660.

(NB payment can only be made by 'phone if the application form has been received and registered by Stirling Council.)

7. Fees for Addressing (per plot/unit).

Application fees as of April 1st 2017. This includes new build, re-addressing of properties (eg alteration to previously agreed layout), units created as a result of existing building sub-division and re-naming of existing properties.

NB: There is no charge for the naming of new streets.

Naming of New Street/Streets	£0
Naming/Numbering of New Properties	
1 Property	£81
2-5 Properties	£117
6-10 Properties	£161
11-25 Properties	£321
26-50 Properties	£536
51-100 Properties	£804
101+ Properties	£1,072
Subsequent re-numbering of previously addressed scheme (or part thereof)	As above, dependent on No. of units involved.

8. Any other relevant information.

9. Please return completed application forms to :

Street Naming & Addressing, Planning, Corporate Operations, Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA.