



**Mansfield District Council**

*Creating a District where  
People can Succeed*

**MANSFIELD DISTRICT COUNCIL**

**STREET NAMING & NUMBERING**

**Application for Postal Addressing**

<b><u>Office use only</u></b>
Application Ref. No. _____
Date received _____
Fee received _____
Receipt No. _____

**1. Applicant Details**

Name: \_\_\_\_\_

Company name: (If applicable) \_\_\_\_\_

Contact address \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

**2. Application Details**

Approved Planning Application Reference No.
Development Address/Location

**3. Type of Application (please tick)**

New Street Names and Postal Numbers (Go to Section 4)	
New Postal Numbers on an existing street (Go to Section 5)	
Amendments to previously addressed properties (Go to Section 5)	

Please include a copy of the approved plan of the development site showing plot layouts with the correct plot numbers clearly marked **with all applications**. This should be at a scale that shows the whole development. Please note that once a street has been named and/or numbered in accordance with the submitted plans, if any changes are required, further charges will be incurred.

#### 4. New Street Names (if applicable)

Please provide the name of the street(s) that you would prefer. The Local Authority will suggest names if you do not have any preference. No proper names or no duplicate names within the District are allowed.

Preferred Street Name(s)
Alternative Names

#### New Postal Numbers on new streets

Total number of properties requiring addressing

#### 5. New Postal Numbers on an Existing Street

Please complete this section for smaller developments on existing named roads and/or where a new street name is not required.

Name of existing street
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Total number of properties requiring addressing

#### 6. Total Fee required (see attached schedule) - Payment should be made by debit or credit card by calling 01623 463063

Total Number of New Streets	
Total Number of New Properties on either new or existing streets	
<b>Total Fee Payable</b>	£

#### 7. Declaration

By signing the box below and submitting this application to the Council you are confirming that you are the legal owner of the property/development and as such have the right to make the application.

Name	Signature	Date
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Please return form to – Development Services, Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH or by email to [psc@mansfield.gov.uk](mailto:psc@mansfield.gov.uk) and call to make your payment on 01623 463063

## **STREET NAMING & NUMBERING – FEES AND CHARGES**

	<b><u>FEE – VAT Exempt</u></b>
<b>New numbering for single unit on a named road</b>	<b>£52.00</b>
<b>New numbering for 2 – 5 units</b>	<b>£98.00</b>
<b>New numbering for 6 – 10 units</b>	<b>£130.00</b>
<b>New numbering for 11 – 20 units</b>	<b>£323.00</b>
<b>New numbering for 21 – 50 units</b>	<b>£646.00</b>
<b>New number for 50+ dwellings/units</b>	<b>£646.00 + £11.00 per unit</b>
<b>New Street Name (charge in addition to numbering of units above)</b>	<b>£162.00</b>
<b>Rename or renumber an existing unit</b>	<b>£52.00</b>
<b>Register an existing unit</b>	<b>£52.00</b>
<b>Rename an existing street</b>	<b>£162.00 + £27.00 per unit</b>
<b>Change in Plot numbers or plot positions</b>	<b>£92.90 + £27.00 per unit</b>

### **General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**

Under the GDPR and DPA, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH is a Data Controller for the information it holds about you. The Council will hold the contact details provided by you for processing this request. The lawful basis under which the Council uses personal data for this purpose is Public Tasks.

Your data will be held in perpetuity. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy)

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to [dpo@mansfield.gov.uk](mailto:dpo@mansfield.gov.uk) . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.