The timescale for dealing with Street Naming and Numbering can vary depending on the consultations required, timing of Parish/Town Council meetings and acceptance of suggested street names. Where street names are required a guideline of 12 weeks should be considered from receipt of your application to final confirmation. Where there are no new street names required a guideline of 6 weeks should be considered from receipt of your application to final confirmation. These timescales should be considered to ensure suitable marketing of the properties and that buyers have a postal address when they move in.

The process is explained below:

1. Applicant completes our online application form – the form asks for the following: Your full contact details. The relevant planning application reference. Site Address. Marketing name if applicable. Site location plan. Flat layout plan(s). Your unique street name suggestions (with reasoning) if there are new streets on your development. Your suggestions are not compulsory at this stage.

2. We will review your application and email you a quotation confirming the amount you will need to pay. An online payment link will be provided in the email. Our guide to our charges is available here.

3. Once the payment has been received we will then create the Street Naming plan. This plan shows your site plan superimposed onto the existing Ordnance Survey map. The SN plan is used throughout the naming and numbering process. If there are no new street names please refer to section 7 onwards.

4. Where there is a new street to be named, we will consult with the relevant Parish/Town Council and the District Members. In the case of Parish/Town Councils, the frequency of meetings will dictate the turnaround time at this stage of the process.
5. If the Parish/Town Council or the District Members are not in agreement with your suggested name, they will suggest alternative names for your consideration. If an agreement cannot be reached on the name, this Council will make the final decision.

6. A notice is erected on site (under Section 18 of the Public Health Act) which states the new street name(s). A copy of the notice is sent to you, the Parish/Town Council and the District Members. If the decision is not to your satisfaction, there is an appeals procedure. (Further guidance will be provided should this matter arise)

7. Royal Mail is consulted to ensure there will be no apparent confusion over similar addresses and when satisfied, they will supply us with postcodes for each property.

8. Once the Section 18 notice has expired (1 month from date of erection of notice) you will be provided with confirmation of the postal addresses including postcodes and a final version of the Street Naming plan which will show the properties and their postal numbers.

9. The following public bodies, agencies and companies are informed of the new addresses:


**Contact**

Street Naming & Numbering Officer
Aylesbury Vale District Council
The Gateway, Gatehouse Road, Aylesbury, HP19 8FF
Email: streetnaming@aylesburyvaledc.gov.uk