



Borough Planner
PO Box 16
52 Derby Street
Ormskirk
Lancashire L39 2DF

FOR OFFICIAL USE ONLY:
Fee Due: £
Fee Paid: £
Receipt No:
Date Paid:

Application for street name and/or postal number for new property

1. Applicant

Name

Address

Contact name

Telephone

E-mail address

Date of application

2. Type of Application (please tick)

2.1 New development inc. new roads
(street names and postal numbers)

2.2 New development on existing roads
(postal numbers only) - go to Section 4

2.3 Change of house name - go to Section 5

3. Suggested street names

1.

2.

3.

4.

5.

Reasons for suggested names

4. Development

Location of development

Name of development/new building

Type of development

New build

Conversion

Planning permission approval number

5. Change of House Name (Plans are not required)

Current House Name

Proposed House Name

6. Plans

We will need the following working drawings:

- (a) One copy of a site layout plan, not smaller than 1/500 scale. This site layout plan should clearly indicate the plot numbers of each separate dwelling, office or business unit. The main point for etc. deliveries should also be shown.*
- (b) One copy of a site location plan, which shows the location of the development site in relation to at least two other named streets where possible. (Including for rural properties a national grid reference).*

Maps submitted electronically should be preferably in DXF format or pdf, tiff or jpg format. The Council will consider your suggestion in consultation with the Royal Mail and Parish/Town Council. You should allow at least 28 working days for this procedure. If no objection is raised and the suggestions comply with the Council's policy on street naming and numbering, the name will be officially allocated and all relevant bodies will be automatically notified.

7. Fee (see Schedule of Fees)

This form can be returned by post or e-mailed with the appropriate plans to the address below.

Street Naming & Numbering
Heritage and Environment Section
West Lancashire Borough Council
52 Derby Street
Ormskirk
L39 2DF

Telephone: 01695 585273

E-Mail : sylvia.mason@westlancs.gov.uk