

Street Naming and Numbering Charging Schedule 2020/21

Street Name & Numbering	
New Builds	
New Postal Addresses: 1-5 addresses	£100 per address
New Postal Addresses: 6-10 addresses	£95 per address
New Postal Addresses: 11+ addresses*	£90 per address for the first 11 addresses plus £75 for each subsequent address
Change of development layout after notification	New application fee as above
Reinstating postal address following demolition of property and construction of new	£90
Conversions and Change of Use	
Conversion of existing property into dwellings:	£250 plus £65 per dwelling/address
Change of use – Residential / Commercial	£90
New Streets	
Naming of a street(s)	£275 per street
Residential Renaming and Numbering Existing Properties and Streets	
Renaming/number existing street (excl. street name plate – see below)	£450 plus £50 per dwelling/address
Renaming existing named property	£90
Adding an alias name to a numbered property	£90
Removal of alias name	£30
Change of address (where policy permits)	£90
Commercial Units	
New Postal Address for 4 or less units	£195 per unit
New Postal Address for 5 or more units	£175 per unit
Numbering / renumbering of a commercial unit	£100
Naming / renaming of a commercial unit	£100
Change of Business Name	£90
Unnamed Access Roads	
Naming an existing unnamed street or access road (excluding name plates – see below)	£500
Copies and Other Documents	
Land Registry Official Copies (Register and Plan)	£10
Re Issue of Notice of Official Address and Location Plan	£10
Street Name Plates	
Street Name Plates are made to the Council's specification with a special coat of arms Please contact Engineering Services engineering.services@hertsmere.gov.uk for a quote or speak to the Local Land and Address Management Team.	

*Developments requiring more than 100 postal addresses may be assessed on an individual basis.

Fees include:

Official creation of new addresses and streets in the Local Land and Property Gazetteer (LLPG) by a Council Officer; all checks and communication with Royal Mail (including storing of addresses and release of addresses); an official street naming and numbering schedule and plot to postal plan; email notification to all relevant bodies and services of new addresses (including emergency services and Royal Mail); and a Decision Notice on

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completion which should be kept with deeds. We will also initiate any discussions/consultations required with internal and external departments.