



APPENDIX II

# Application for Street Naming Property Numbering or Property Naming.

Office use only

Date:

Payment:

Ref.:

## Civic Government (Scotland) Act 1982 Section 97

### 1. Applicant's Details

Title:	Forename:	Surname:
Company Name:	Building no./Name	
Address:		Post Code:
Telephone:	Ext:	Mobile:
Fax:	Email:	

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

Title:	Forename:	Surname:
Company Name:	Building no./Name	
Address:		Post Code:
Telephone:	Ext:	Mobile:
Fax:	Email:	

### 3. Addressing Requested

- New street names and postal numbering of new property  (Go to Section 4)
- Postal numbering of new property where Street name already allocated  (Go to Section 4)
- Naming only of new property (where Property numbering is not possible)  (Go to Section 5)
- Adding a Name to an existing property  (Go to Section 5)

#### 4. Street Naming and Postal Numbering of New Property

Planning Application No:		Building Warrant Application No:	
Number of Streets to be addressed:		Number of Plots/Units:	
Existing Street(s):	YES*	NO	*Please enter street names already allocated below
Existing Street Name(s):			

#### 5. Postal Numbering/Naming of Property

Planning Application No:		Building Warrant Application No:	
Number of Plots/Units:		Existing Property:	YES NO
Existing House No (if applicable)		Existing Street Name:	

(Where Property numbering is not possible a name will be allocated to the property please indicate below any preference)

1 <sup>st</sup> Choice Proposed House/Building Name:	
2 <sup>nd</sup> Choice Proposed House/Building Name:	

#### 6. Documentation required

Please provide copies of the following documentation with your application

- a One copy of the location plan showing the site in relation to surroundings at a scale of not less than 1:1250 outlining the development clearly
- b One copy of the site plan showing the layout and position of accesses to individual units with PLOT numbers (including stair details for flatted and multi-storey developments)

Completed application forms should be sent to:

**Democratic Services Team  
Resources,  
Midlothian Council,  
Midlothian House,  
Buccleuch Street,  
Dalkeith,  
EH22 1DN**

**Tel: 0131 270 7500**  
**Email: [DemocraticServices@midlothian.gov.uk](mailto:DemocraticServices@midlothian.gov.uk)**