



# Application for Street Naming Property Numbering or Property Naming.

Office use only

Ref.:

Date:

Payment:

## Civic Government (Scotland) Act 1982 Section 97

### 1. Owner's Details (If you are not the owner please complete Section 2)

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

Please confirm you are the owner of the land/building by ticking this box

☐

### 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:	Email:	Mobile:

Name and Address of the Owner of the Land/Building:

Please confirm you hold authority to act on behalf of the owner and they are aware of this application by ticking this box

☐

### 3. Addressing Requested

(please enter x in relevant box)

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/properties (including property/properties being built in an existing street.

Planning Application No:		Building Warrant Application No:	
Number of Plots/Units within the development:		Number of Streets proposed in the development:	
Existing Street(s):	YES*	NO	*Please enter street names already allocated below
Existing Street Name(s):			

**Note:** The fee payable is per street and the decision in relation to what comprises a street lies solely with Midlothian Council. The initial assessment is only provisional and the decision on the actual number of streets and numbering may incur a further charge which is payable by the applicant prior to the addresses being registered. Please also note that with effect from 1 September 2018 the fee charged by the Council for the provision of refuse bins will be added to the application fee and this fee will be determined by Commercial Operations whose decision is final.

#### 5. Postal Numbering/Naming of property where the property already exists

Planning Application No:	Building Warrant Application No:
Existing requested address including post code:	
(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 Name:	
2 <sup>nd</sup> Choice Proposed Name:	
Reason for change of name:	

#### 6. Documentation required

Please provide copies of the following documentation with your application:

- a Please provide proof of ownerships of the property/properties or land the application refers to.
- b 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
- c 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)

The completed application form should be sent to: (once received you will be notified of relevant fee)

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

Tel: 0131 271 6697  
Email: [Democratic.Services@midlothian.gov.uk](mailto:Democratic.Services@midlothian.gov.uk)

**Please note electronic submission of all documents is preferred. However for large new build developments printed site plans should also be submitted**