



Cyngor **Abertawe**  
**Swansea** Council

## SWANSEA COUNCIL STREET NAMING & NUMBERING SERVICE

### APPLICATION FORM (SNN2) – Small Sites Naming & Numbering a New Development

Before completing this form, applicants should read the relevant sections of the Council's Street Naming & Numbering (SNN) Guidance & Procedure document. Copies are available on request or on-line at <http://www.swansea.gov.uk/streetnamingnumbering>

When completing the form, please follow the instructions carefully to ensure that you provide all of the information required. Failure to do so could delay the processing of your application.

If you require assistance in completing the form or would like it in an alternative format please contact the Council's SNN Officer on 01792 637127 or email [snn@swansea.gov.uk](mailto:snn@swansea.gov.uk)

#### **PLEASE NOTE:**

*This form is to be used for the naming and numbering of small development sites and where no new roads are to be constructed.*

*If a new road or roads are to be constructed at your development site then road naming proposals will have to be agreed by the Council. Use form SNN3.*

### Section A – Applicant Details

**A1 Please specify your name and contact details below.**

Name: .....

Address: .....

.....

..... Postcode: .....

Daytime tel. no: ..... Email: .....

### Section B – Naming & Numbering a New Development

**B1 Please specify the following details.**

The development name or marketing name (if any): .....

Site Location: .....

.....

Number of phases: ..... Number of plots: .....

**B2(a) Are new apartment block names required?**

Yes (*Answer B2(b)*)

No (*Go to B3*)

**B2(b) Please specify the following.**

The proposed name(s): .....

Reason(s) for choice: .....

**B3 Please specify any proposed individual property name(s).**

*Note: The authority has a duty to assign property numbers wherever possible.*

.....  
.....

**B4 Please specify which plots require numbering with this application and their expected completion dates.**

.....

**B5 Please enclose a block plan of the proposed development (showing plot numbers if there is more than one property on the site).**

**\*\* N.B. In order to avoid the need for renumbering in the future please only apply for plots that will be built.**

## Section C – Ownership Details

**C1 Are you the owner of the property/development?**

Yes

No\*

**\* If you are not the owner of the property/development affected, you must enclose with your application written permission from the owner and their contact details**

## Section D – Applicant's Declaration

**I declare that the information I have provided is correct and true to the best of my knowledge and I have enclosed a cheque for the appropriate fee or agree to be invoiced accordingly by the Council.**

**Signed: ..... Date.....**

### Checklist:

**Please post your completed application to:**

- Fully completed all relevant sections and signed the declaration
- Enclosed the required plan(s)
- Payment enclosed for the appropriate fee, or agree to be invoiced
- Enclosed the required ownership details if you are not the owner

**Street Naming & Numbering Officer,  
Research & Information Unit,  
Swansea Council,  
Room 1.3.7, Civic Centre, Swansea, SA1 3SN**