

# Application for Property and Road Naming



Civic Government (Scotland) Act 1982 Section 97

## Applicant Details

Mr / Mrs / Miss / Other:	
Forename:	Surname:
Address:	
Telephone:	Email:

## Application Site Details

Site Location/Address:
Planning Application Reference Number:
Building Warrant Reference Number:

## Option 1: Naming/Re-Naming of Street(s)/Development

Number of streets within Application.		
Choice.	Proposed Street Name. (Please try to supply 1 alternative).	Origin/Relevance to area/Reason for choice.
First.		
Second.		
First.		
Second.		
First.		
Second.		
First.		
Second.		

## Option 2: Naming / Numbering of New Property

Choice.	Proposed Property Name. (Please try to supply 1 alternative).	Origin/Reason for choice.
First.		
Second.		
<p>Is the property complete and occupied i.e. received temporary occupation / completion certificate? (Please circle) Yes or No.</p> <p>If the answer to the above is no and your property is still in the building phase, the address will be reserved with Royal Mail.</p>		

## Option 3: Re-naming an Existing Property

Choice.	Proposed Property Name. (Please try to supply 1 alternative).	Origin/Reason for choice.		
Is the property a Listed Building? (please circle).		Yes.	No.	Unsure.
First.				
Second.				

## Ownership

Are you the legal owner of the property? (please circle).	Yes.	No.
<p>If you have selected 'Yes' then please supply a copy of your land ownership certificate.</p> <p>If you have selected 'No' then please supply written consent from the legal owner of the property for the intended name/re-name.</p>		

## Declaration

I, the applicant, certify that all of the details given on this form are correct and accurate:

Signed:
Date:

Please note that we do not charge VAT for Street/Property Naming and Numbering.

See below the fees payable for this service. Payment can be made by credit card or debit card by telephoning the council offices on 01856 873535, or by including a cheque with this form made payable to 'Orkney Islands Council'.

## Fees Payable

Activity	Fee Payable
Naming and/or numbering of one plot/property	£59.50
Naming and/or numbering multiple plots/properties	£90.00
Street Naming (fee per street, including any properties associated with that street at the time of submission)	£119.00
Please indicate your payment method	
I wish to pay by cheque. I enclose a cheque made payable to ORKNEY ISLANDS COUNCIL	
I wish to pay by Credit/Debit card	

The Address Development within Royal Mail will not allocate postcodes until they receive official notification of new developments from the Council.

Names will be considered in consultation with the Royal Mail. If the name is a duplicate or similar to any house within the same postcode, it will be rejected and your second name will be considered.

Where a property already has a number, a name will not replace it and can only be used in conjunction with the number. Both name **and** number must be displayed.

Note that a name will only be made official once you own the property and the property is complete.

Please include one copy of your proof of ownership and a location/site plan showing the site in relation to neighbouring properties at a scale no less than 1:1250 (e.g. a copy of your location plan from your planning or building warrant approval would suffice). Please return completed form along with payment and any other requested documentation to:

## Development Management

Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

Email: [planning@orkney.gov.uk](mailto:planning@orkney.gov.uk)

**Please note we aim to confirm your registered address within 21 days of receipt of your request. However this is just an estimate and some cases may take slightly longer. An application will only be processed once a valid payment is received.**