



ADUR & WORTHING
COUNCILS

Schedule of charges for Adur and Worthing Street Naming and Numbering Service

These charges will apply from 1st April 2023 to 31st March 2024.

Task	Fee	Reason
House name or number Change.	£90.00	Covers the cost of investigations, consultation with Royal Mail and notification to internal and external organisations, officer time and resources.
Building Name Change (Commercial Unit/s or Residential Block of Flats)	£150.00 + £45.00 per flat/unit	As highlighted above.
Change of street name where requested by residents.	£250.00 + £90.00 per property	Covers the cost of investigations and consultations with Royal Mail, local councils and internal and external organisations, officer time and resources for all amendments.
New developments including conversions of residential and commercial premises (No Phase Fee to be applied for 1 to 5 properties not requiring a new street name)	£250.00 per phase + £45.00 per plot/unit. £150.00 per additional building name	Covers the cost of investigations, building name consultations where required and notification to internal and external organisations, officer time and resources.
RETROSPECTIVE ADDRESSING:	£350.00 per phase £70.00 per plot	
Street naming for new developments.	£300.00 per street	Covers the cost of investigations and consultations Royal Mail, West Sussex County Council, West Sussex Fire & Rescue Service, local councils and notification to internal and external organisations, officer time and resources.
Request for letter requiring confirmation of official address by property owner, or service provider. Examples include solicitors, banks, mortgage and utility companies.	£90.00	Covers the cost of officer time, investigation and resources.

Anyone requiring a new address, new street name or plot amendment should first:

- Complete a Street Naming and Numbering application form online or download and post to the address below. The application form can be found by visiting:
<https://www.adur-worthing.gov.uk/naming-and-numbering/>
- The Street Naming and Numbering Officer will acknowledge your application, confirm total costs allocating a SNN reference number to quote when making payment.
- Once the Street Naming and Numbering application has been accepted, payment of fees can be made online using the same secure online form at:
<https://www.adur-worthing.gov.uk/naming-and-numbering/>
- Payment can be made by credit card, debit card, or over the phone. We accept all cards except American Express and Diners Club. Please ring 01903 221479 with your card and reference number Monday to Friday 9:00 to 4:00pm.
- By cheque - via post or by visiting the offices in person.
Please make cheques payable to: **Adur District Council**
- Payment by BACS:
Council Account No: 11766960
Sort Code: 30-80-12
Please ensure you quote: SNN Reference number

Contact details:

LLPG Custodian
Street Naming & Numbering Department
Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex
BN11 1HS

Email: llpg@adur-worthing.gov.uk

Telephone: 01903 221479