



ADUR & WORTHING  
COUNCILS

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

*These charges are reviewed annually and apply from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019*

Task	Fee	Reason
House name or number Change.	£75.00	Covers the cost of investigations consultation with Royal Mail and notification to internal and external organisations, officer time and resources.
Building Name Change	£100.00 + £32.50 per flat	Covers the cost of investigations, consultation with Royal Mail and notification to internal and external organisations, officer time and resources.
Change of street name where requested by residents.	£200 + £32.50 per property	Covers the cost of investigations, consultations Royal Mail, West Sussex Fire & Rescue Service, local councils and notification to internal and external organisations, officer time and resources.
New developments including conversions of residential and commercial premises  <b>RETROSPECTIVE ADDRESSING:</b>	£200.00 per phase + £32.50 per plot/unit. £100.00 per additional building name  <b>£250.00 per phase</b> <b>£55.00 per plot</b> <b>£100.00 per additional building name</b>	Covers the cost of investigations, building name consultations where required and notification to internal and external organisations, officer time and resources.
Street naming for new developments.	£205.00 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.
Amending schedule of development already issued following plot changes by developer.	£75.00 per plot affected	Covers the cost of notification to internal and external organisations, officer time and resources.

Street numbering request for existing street where previously only named houses.	No fee	It is in the interests of the Council to have all roads numbered.
Issuing of amended address information following an error on database or Royal Mail PAF.	No fee	Where an error has occurred it is not reasonable to charge to resolve the problem. If the issue arises because SNN has not been requested, then new development charges will apply.
Where a property owner requires a letter confirming their official property address to present to services such as mobile phone contract providers, solicitors, banks and other service providers.	£25.00	Covers the cost of the time, investigation and resources for the service required.

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](mailto:llpg@adur-worthing.gov.uk)

Telephone: 01903 221479