

TIMETABLE OF STREET NAMING PROCESS
(Revised 1/4/2012)

	SEQUENCE OF EVENTS	EXPECTED TIMES
1	Developer sent Street Naming Notification Form with Planning Approval requesting names be suggested as soon as possible after they have consulted the relevant Town / Parish Council or Community Panel.	8 WEEKS
2	On receipt of suggested names and relevant fee, e-mail sent to Royal Mail for comments.	2 DAYS
3	E-mail reply from Royal Mail.	2 DAYS
4	If objection received letter sent to Developer. No objection means a letter is sent to the relevant Town / Parish Council or Community Panel for comments.	3 DAYS
5	Letter received from Town / Parish Council, Community Panel or Developer.	5 WEEKS
6	If no objections received, prepare Statutory Notice to be posted on site.	3 DAYS
7	Statutory Notice posted on site giving chance to object.	1 MONTH
8	Ring Magistrates Court, if no objection then name official. Write to Developer, Highways, statutory authorities, relevant Town / Parish Council or Community Panel and Royal Mail informing them of the decision.	3 DAYS
9	If impasse between Developer and Town / Parish Council or Community Panel then Member Panel Hearing arranged.	2 WEEKS
10	Following Hearing prepare Cabinet Report with recommended street name and e-mail to Committee and Admin.	3 DAYS
11	Cabinet Report determined and implementation date published on Intranet.	6 WEEKS
12	Following implementation date prepare Statutory Notices to post on site (as Step 6).	3 DAYS
13	Statutory Notice posted on site giving chance to object.	1 MONTH
14	Ring Magistrates Court, if no objection then name becomes official. Write to Developer, Highways, statutory authorities, relevant Town / Parish Council or Community Panel and Royal Mail informing them of the decision.	3 DAYS