

**Department of Place**

**Planning, Transportation and Highways  
Development Services**

Local Land and Property Gazetteer  
Britannia House, Hall Ings  
Bradford, BD1 1HX

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Ward: Craven (ward 09)

**Reference Number:** 23/00012/S3

17 January 2023

Dear Sir/Madam

**ALLOCATION OF OFFICIAL POSTAL ADDRESSES  
ADDRESSING IS ISSUED UNDER THE TOWN IMPROVEMENT CLAUSES ACT 1847 –  
SECTIONS 64 & 65**

**LOCATION: High Hall Kitchen Garden High Hall St Stephens Road Steeton With  
Eastburn West Yorkshire**

Construction Of Dwelling

You are in receipt of this letter because you have either requested new addressing, requested a change to existing addressing, or it has been brought to our attention that a development is already underway which requires new addressing.

The Council has a statutory duty by Law to ensure that all properties are numbered, and streets named under the Town Improvement Clauses Act 1847 Sections 64 and 65, and as such, I now attach a site plan on which the official street name/s and new door number/s or property name/s have been entered.

Royal Mail, the emergency services, Nottingham Land Registry and a number of other Government and Council Departments have also been informed of this new or changed addressing.

Please Note that it is the developer or the owner that is responsible for ensuring that the postal number/s and/or property/business name/s are clearly displayed to avoid delivery problems and difficulties for emergency services. If your new addressing contains a block of property name in addition to the street name, this will require clear signage, and where a new street is created, the developer will need to provide clear street name plates. Please contact our Highways Department on 01274 437423 for these details where required.

**POSTCODE INFORMATION:** PLEASE NOTE that the Council do not issue postcodes. Royal Mail have been provided with a copy of this scheme. They will decide on the postcode/s and reserve on their 'not yet built' system.

Royal Mail will not display this addressing on their web site, or provide to other companies until the property is occupied or there is a mailbox ready to receive mail deliveries at the new address/es. The Council does not contact Royal Mail on your behalf because this department is not in a position to know when the above has taken place. You will need to do this by contacting Royal Mail as per the paragraph below.

**ROYAL MAIL CONTACT DETAILS:**

Any issues with the postcode call Royal Mail Address Development Centre on 08456 011110 and select option 3, then option 1. Once through to the agent, ask them to check their not yet built system, and if you are told that they have not received the necessary information from the Council, before ringing us, ensure you make them aware that you are in receipt of a letter from the Council, and quote our reference number (eg 16/99999/S3) found towards the top right hand side of this letter.

**"Small Print":**

**Disclaimer:**

The allocation of this postal address (or addresses) does not serve as confirmation that any building or structure is authorised under Planning, Building Regulations or any other Legislation, and owners/occupiers risk enforcement action if any necessary approvals have not been obtained.

Failure to implement the official numbering scheme as issued by the Council could result in a fine and will result in mail and services disruption because all address databases carry the addresses as notified in this letter (unless later re-issued by the Council) once activated at Royal Mail.

Yours faithfully

A handwritten signature in black ink, reading "A. Gornall". The signature is written in a cursive style with a large, stylized initial 'A'.

**Andrew Gornall**  
**Gazetteer Custodian**

For and on Behalf of Chris Eaton Interim Assistant Director (Planning, Transportation and Highways)  
Department of Regeneration and Culture

**Postal Numbering Schedule**

**Date: 17 January 2023**

**Address: High Hall Kitchen Garden High Hall St Stephens Road Steeton With Eastburn  
West Yorkshire**

**Application Number: 23/00012/S3**

| Plot Number/Formal Site                         | Postal Number   | Street Name      | Postcode |
|-------------------------------------------------|-----------------|------------------|----------|
| New Dwelling At, Land At Grid Ref 403350 444622 | The Garden Shed | St Stephens Road | BD20 6SB |