Report of:	CHIEF PLANNING OFFICER	Derek McKenzie	
Report to:	PLANNING COMMITTEE	Date of M	eeting: 10 th April 2024
Subject:	DC/2024/00004 9 Chesterfield Road Crosby L23 9XL		
Proposal:	Change of use from a three-storey building comprising flats to a House in Multiple Occupation (HMO) (19 units - 19 persons) (Sui Generis), a single storey extension to the rear, alterations to elevations and roof including conversion of existing lean to roof to hip roof to match existing roof		
Applicant:	Miss K Lock	Agent:	Mr Nketia Novus Haus
Ward:	Manor Ward	Туре:	Full Application
Reason for Committee Determination: Petition endorsed by Cllr Carragher			

Summary

The proposal would convert the existing vacant building into a 19 Bed House in Multiple Occupation. The principle of the development is acceptable within the existing residential area.

The bedrooms and communal areas would offer sizeable accommodation in excess of the minimum standards set within Sefton's Conversion of Flats and Houses in Multiple Occupation Supplementary Planning Document. Adequate private amenity space would also be retained to the rear of the dwelling. The proposal would fall slightly below the Council's recommended standard in relation to the outlook of 5 of the bedrooms. However, given the range of communal space available, these minor shortcomings are not considered significant in the context of the overall scheme.

Satisfactory distance would be retained between this and existing development to preserve the privacy and outlook of the surrounding residential properties and the development would not raise any highway safety concerns.

On balance the development is considered acceptable and can be recommended for approval.

Recommendation:

Approve with conditions.

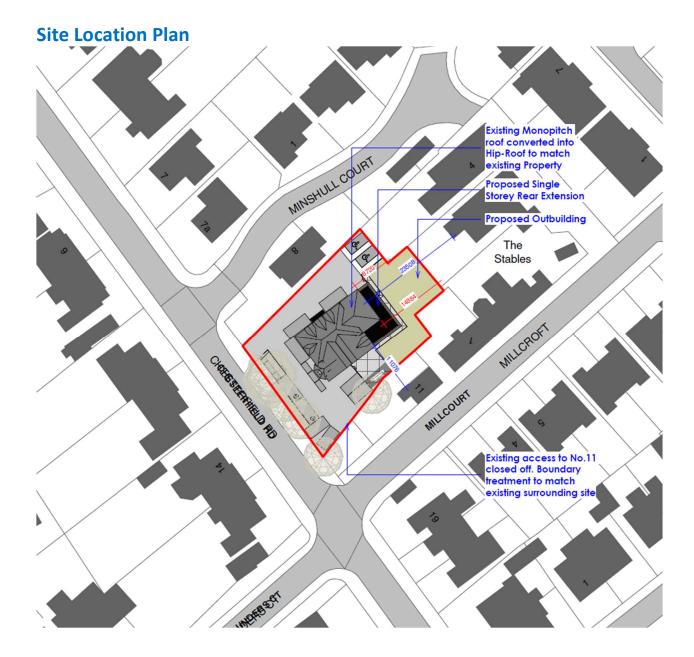
Case Officer

Louise Everard

Emailplanning.department@sefton.gov.ukTelephone0345 140 0845

Application documents and plans are available at:

https://pa.sefton.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S6OLXYNWJ3O00



The Site

The site is approximately 0.11 hectares in size, on the eastern side of Chesterfield Road, Crosby. It comprises a large three storey detached building, formerly used as flats. There is an existing vehicular access point from Chesterfield Road and private garden space to the rear of the building. The site is surrounded by residential properties, made up of a mix of detached and semi-detached dwellings.

History

S/1992/0369 - Conversion of the premises into eight flats – Approved 13/08/1992

Consultations

Highways Manager No objection

Environmental Health Manager No objection

Local Planning Manager

The site is not within the Article 4 area for Homes in Multiple Occupation and, therefore, there is no restriction to the number of conversions to HMOs (or flats) that can be converted in the local area.

Neighbour Representations

32 neighbours were notified on 25/01/24 and following an amendment to the description to clarify the number of occupants, the neighbours were re-notified on the 7/02/24. A site notice was also displayed in front of the site on the 06/02/24.

Following this, amended plans have been received, reducing the scale of the development, the number of windows and removing the outbuilding originally proposed in the rear garden. The neighbours were again renotified of these changes on 20/03/24.

As a result, to date a total of 59 objections have been received from a total of 49 addresses. The issues raised are summarised below.

Impacts on character of area

- HMO use is not appropriate for the area and would cause harm to the character.
- Over intensified use of the building
- Insufficient infrastructure to support the level of occupation

Living conditions of neighbours and future residents

- Overlooking concerns to surrounding dwellings
- Roof terrace would impact on privacy of neighbours.
- Noise/disturbance and antisocial behaviours
- Inadequate living accommodation for occupants
- Insufficient amenity space

Parking and Road Safety

- Insufficient parking and overspill parking within surrounding streets
- Concerns on road safety and congestion within surrounding road

Procedure Issues

- Discrepancies in the documents regarding the number of occupants
- Inadequate consultation process

Other matters

- Concerns the property will be used to house ex-prisoners.
- Impact on trees
- Too close to schools
- Negative impact on the house prices

The application was called in by ClIr Clare Carragher on the 21/02/24. A petition with 84 signatures has also been submitted, objecting to the proposal on the grounds of inadequate consultation, overdevelopment, detrimental impact to residential amenity and insufficient parking, endorsed by ClIr Carragher.

One letter of support was received which welcomed the redevelopment of the building to improve the appearance and offer affordable housing options within the area.

Policy Context

The application site lies within an area designated as a Primarily Residential Area in the Sefton Local Plan which was adopted by the Council in April 2017 and therefore Policy HC3 (Residential Development and Primarily Residential Areas) is applicable. The building is currently empty but has most recently been used as flats. An application in 1992 granted permission for 8 flats while council tax records show 6 flats at the address.

The proposed use as a House in Multiple Occupation (HMO) would be residential in nature and is therefore acceptable in principle within the existing residential area subject to complying with all other relevant policies and guidance. The main issues to consider are the impact on living conditions of both future occupiers and surrounding residents, design, highway safety and recreational pressure.

Assessment of the Proposal

1. Introduction

1.1 The application seeks permission to convert the building into a House in Multiple Occupation (HMO,) with 19 single bedrooms, all containing an ensuite. The works would involve creating four internal floor levels, plus the existing basement, a single storey extension to the rear, plus the building up of the rear lean-to roof to create a hipped roof, tying in to the main roof structure. The accommodation would comprise the following rooms at each level.

Basement – Co-working space, laundry and 2 games rooms Ground floor – 7 bedrooms, 1 kitchen and 1 living/dining room First floor – 5 bedrooms, 1 kitchen/diner and 1 living room Second floor – 5 bedrooms, 1 kitchen/diner and 1 living room Third Floor – 2 bedrooms and 1 kitchen/diner/living space

Private garden space would be retained to the rear of the building. 11 parking spaces would be provided to the front and side, including 2 electrical charging points and 2 disabled spaces.
3 motorbike bays would also be provided and a two tier cycle shelter at the side.

2. Impact on the Living Conditions of Future Occupiers

Internal accommodation

- 2.1 The Conversion to Flats and Houses in Multiple Occupation Supplementary Planning Document (SPD) recommends minimum room sizes to ensure suitable levels of accommodation are provided.
- 2.2 All proposed bedrooms would have access to a communal living space and kitchens and, as they are proposed for single occupation, the bedrooms would be expected to have a minimum internal dimension of $10m^2$. The proposed bedrooms would range from $13 29m^2$ (not including the ensuite). Therefore, they would all exceed the minimum dimensions, some by a considerable degree.
- 2.3 The SPD also includes minimum sizes for communal rooms. The shared spaces would all exceed the minimum dimensions within the guidance, again by a considerable margin. In addition, the residents would also have access to further communal space in the basement, including a work space, for those working from home, plus a separate laundry and two large games rooms amounting to approximately 50m².
- 2.4 As such the proposal would comply with all recommended internal dimensions and would

provide spacious accommodation for future occupiers.

Outdoor Amenity space

- 2.5 The recommendation for outdoor amenity space in the Council's guidance on HMO's is 10m² per occupant. As the proposal is for 19 single rooms, the requirement is for outdoor amenity is 190 m².
- 2.6 The private amenity space to the rear of the building would be approximately 260m² and therefore exceeds the requirement. As such a good level of outdoor amenity space would be available to future residents.

Outlook/privacy

- 2.7 The guidance on HMOs seeks to ensure that any conversions would provide/retain adequate levels of outlook and privacy to both the future occupiers and the surrounding residents. To achieve this, the guidance states that there should be a minimum distance of 12m between a main habitable window on the ground floor and a blank wall (or a window of a non-habitable room) of a property opposite. Between two main habitable windows a minimum distance of 18m in expected.
- 2.8 The rear elevation of the building is stepped in an L-shape. The proposed single storey extension would wrap around the rear elevation and as a result would be set back approximately 21m at ground floor level from the dwellings to the rear. The upper floors would be set back further from the boundary, with the closest point of the first and second floors being approximately 23.5m to the dwellings to the rear. The new rear windows in the upper floor would be approximately 17m to the rear of 1 The Stables at the closest point, which is a 1m shortfall. However, these elevations are set at 90 degree and are not directly facing. Given the oblique angle it is not anticipated that this shortfall between these windows would have a significant effect on the outlook or privacy from the rear of this dwelling.
- 2.9 The scheme has been amended such that all the upper floor windows in the southeast elevation would be obscurely glazed en-suite windows. Two ground floor windows would serve bedrooms on this elevation and only one of these would overlap with the dwelling to the southeast no.11. This window would be approximately 11.2m from the side elevation of no.11, which is slightly short of the recommended 12m. However, the window would align with the front section of no.11 and as such some relief to the outlook would be provided by the area to the front of no.11 which is not built on.
- 2.10 The other side elevation faces towards the side elevation of no.8 and would measure approximately 9.6m, an approximate 2.4m shortfall. The first-floor windows in this dwelling are obscurely glazed and are to remain as such due to a condition on the original permission. Amendments have also been made to the window layout on this northwest facing elevation,

removing many of the habitable windows which were originally proposed as secondary windows to the communal spaces. The remaining windows proposed would be located towards the front section of the elevation and, due to the staggered nature of the buildings, there would be minimal overlap between some of the bedroom windows (6, 7, 12 and 17) and the side elevation of no.8. Again, some relief would be provided by the non-private garden space to the front of no.8.

- 2.11 The guidance on HMOs does acknowledge that in many urban parts of Sefton these standards may not be achievable and, in these instances, consideration must be given to the outlook and prospect of the accommodation as a whole. The proposed habitable windows that fall slightly below the recommended distances are located in similar positions to existing windows within the building and therefore would not be dissimilar to the existing arrangement. Additionally, the occupants would also have access to a range of spaces and communal rooms, plus outdoor amenity space. Therefore, it is anticipated that these minor shortcomings would not have a significant affect on the outlook and overall living conditions of the future residents of these particular rooms. Furthermore, the limited windows which fall below the guidance, would not face habitable room windows in the surrounding properties and therefore the shortfall would relate only to outlook not the privacy of these dwellings.
- 2.12 The kitchen window at the third floor would also be located in this side elevation, however, give the elevated height it would not look directly on the gable elevation of no.8 and therefore would have a reasonable outlook.
- 2.13 In conclusion, it is acknowledged that there are some shortcomings in the recommended distances between existing properties and the proposal, however these situations are within the original elevation which already have existing openings in similar locations. The occupants would also benefit from a range of communal rooms and amenity spaces. It is considered that all the habitable rooms would experience a reasonable outlook, prospect and level of light. Overall, the development would provide a good standard of living accommodation for future occupiers in accordance with Policy HC4 (House Extensions, Houses in Multiple Occupation and Flats).

3. Impact on surrounding residents

Outlook/privacy

3.1 As mentioned above, there would a slight shortfall, of approximately 1m between the new proposed rear windows and the rear elevation of no.1 The Stables. However, the rear elevations of the application property and no.1 are not directly facing and sit at 90 degrees to each other. Therefore, given the orientation, the shortfall is not considered significant in terms of privacy of these windows. The applicable distances in the Council's guidance are met in relation to all other habitable rooms window within the surrounding dwellings.

- 3.2 The works would also involve an extension to the rear of the building and consideration has been given to the separation distances recommended in the Council's guidance on House Extensions, to consider the impact from additional built form. This guidance states that for two storey extensions there should be a minimum of 7m from the habitable room windows in the extension and the boundary fence/wall of the property opposite. This distance is expected to be increased by 3m for each additional floor.
- 3.3 The building up of the lean-to section to the rear would involve the creation of additional windows in the first and second floor level. The proposal has been amended to remove the third floor level window within this rear section. Therefore, the guidance only relates to the first and second floor, which should be set 7 and 10m from the boundary respectively. The boundary to the properties to the rear, 4 and 7 Millcroft is stepped. This part of the extension would be set approximately 14.5m from the common boundary with no.7, which complies with Council guidance. A small section of the extension would overlap and face towards the boundary with no.4, which is at a lesser distance, approximately 9m. This distance would be acceptable at the first floor level but would fall 1m short of the required distance of 10m at second floor level. However, the windows that would face towards the section of boundary with no.4 are proposed to be obscurely glazed to ensure appropriate levels of privacy to the outdoor amenity space of the adjoining dwelling. These windows would serve the kitchen/dining room at first and second floor, which would also benefit from a second clear glazed window and therefore the outlook from these rooms would not be significantly compromised by doing so.
- 3.4 The single storey extension would be approximately 12m from the rear boundary. Given the distances to be retained to the boundary, plus the measures to obscurely glaze some of the windows at a shorter distance, it is not considered that the extension would appear overbearing or unduly affect the outlook of privacy of the surrounding residents.

Noise and disturbance

- 3.5 When the surrounding properties were originally notified, there was conflicting information within the planning statement on the number of residents, with it originally stated there would be up to 35 people. Clarification was sought from the agent who confirmed all rooms would be single and the document was updated to state 20 people as per the original layout. This was also included within an amended description of the development and the surrounding residents were renotified. A large number of the objections received where based on the conflicting details and the concerns of potential numbers of residents being up to 35.
- 3.6 Further amendments to the scheme have reduced the number of bedrooms to 19, resulting in the building potentially being occupied by a maximum 19 residents at any one time. Permission was previously granted for use as 8 flats, although there are only 6 flats listed on the council tax banding. Given there is no requirement for these flats to be in single

occupancy, it is possible that they each could have been occupied by 2 people, which would equate to potentially 12 or 16 total occupants. Taking this into account, it is not considered that the number of residents that would utilise the HMO and the outdoor amenity space would be significantly different to the numbers that could lawfully inhabit the building under flatted accommodation.

- 3.7 The originally proposed outbuilding, with co-working area and games room has been removed from the scheme and those uses relocated within the existing basement away from the neighbouring boundaries.
- 3.8 There is currently an existing access point between the area to the front of the building and no.11 Chesterfield Road which leads into the vehicular access onto the highway for this neighbouring dwelling. This is proposed be blocked up, to avoid the neighbour's vehicular access being used by the proposed HMO and the existing access point further to the north on Chesterfield Road will be retained and utilised for the site. This could be secured by condition.
- 3.9 The application has also been reviewed by the Council's Environmental Health Officer, who has raised no objections to the proposal. A Construction Environment Management Plan has been recommended due to the proximity to residential dwellings, which could be secured by condition.
- 3.10 Given the detached nature of the building, it would provide a degree of separation between the proposed HMO and the surrounding dwellings. Also given the existing lawful use, it is not anticipated that the development would have any significant affect in term of coming and going or noise levels when compared with how the site could currently operate. A management plan has been submitted to support the application, detailing how the property would be managed to limit any potential disturbance. This could be secured by condition.

Other Matters

- 3.11 Concerns have been raised that the property would be used to house ex-offenders and generally how it will be used. However, the agent has confirmed this is not the intended use and the applicant wishes to create a high-end HMO within the area. The agent has also suggested the confusion may be due to a similarity in their company name to that of an education programme catering for ex-offenders and has confirmed there is no affiliation. In addition, a management plan has been submitted in support of the application and details how the property would be managed. This document would be listed within the approved documents if the proposal were to be approved.
- 3.12 A number of the objections also raised concerns around the impact on property prices. However, this is not a material planning consideration.
- 3.13 In conclusion, the development would not cause significant harm to the living conditions of

the neighbouring properties, nor would it unduly affect the overall character of the area. As such it would comply with the aims of Policy HC4 ((House Extensions, Houses in Multiple Occupation and Flats)

4. Design

- 4.1 The main form of the building fronting the highway would remain largely similar. The most notable alterations would be to the window style and layout. The proposal would increase the number of windows in all elevations, with those proposed appearing more modern and in a more vertical linear placement than the existing windows. Horizontal composite cladding would be proposed between rows of windows. There is a range of property styles within the surrounding arear and it is not considered the alterations would be harmful to the overall character or appearance of the area.
- 4.2 The proposed extension would be located to the rear of the dwelling. Given the staggered building line along Chesterfield Road, there may be limited views of the extension when approaching from Moor Lane. It is not anticipated that the extension would be prominent within the street scene and the design would reflect the host building. The design is considered acceptable with regards to Policy EQ2 (Design).

<u>Bin stores</u>

4.3 The HMO guidance recommends states that a suitable space for refuse and recycling bins should be provided, and it should be within 25m of a publicly accessible pavement for the ease of collection. A bin store is proposed along the front boundary of the site, which would be conveniently located for collection from Chesterfield Road. Further details of the proposed screen could be secured by condition to ensure the design is acceptable within the street.

5. Highway Safety

- 5.1 The area to the front and side of the building is currently hardstanding, although no parking spaces are marked out. The existing site access which has a vehicle dropped crossing is not proposed to be altered and a total of 11 off-street parking spaces is proposed, comprising 7 regular spaces, 2 disabled spaces and 2 electric vehicle charging spaces. In addition, 3 motorcycle parking spaces and storage for 30 cycles are to be provided.
- 5.2 The proposal has been reviewed by the Council's Highways Manager who has advised that while the off-street parking provision is less than the 1 space per unit required, Chesterfield Road, which fronts the site is a bus route with bus stops located outside the site and within a short walking distance to the north. They have raised no objections to the proposal as there would be no adverse highway safety implications, subject to conditions to secure the car and cycle parking. In terms of safe and easy access and appropriate levels of car and cycle parking, the proposal satisfies Policies EQ2 (Design) and EQ3 (Accessibility).

6. Recreational Pressure

- 6.1 Natural England have commented on the application and advised that for residential developments in this area, proportionate assessment of recreational disturbance impacts on the costal designated sites should be carried out.
- 6.2 Sefton's Information Note on Recreation Pressure sets out when impacts of recreational pressure need to be managed and mitigated. The trigger point is for schemes of 10 new dwellings or more (net).
- 6.3 The development would involve HMO rooms rather than individual dwellings and each room does not equate to 1 dwelling. It is accepted that HMO's can still cause an impact in terms of recreational pressure but a calculation is used based on the guidance set out in <u>Housing Delivery Test measurement rule book GOV.UK (www.gov.uk)</u> para 11) to determine the equivalent number of dwellings that would be created. The calculation is to divide the HMO units by 1.8 to get the equivalent dwellings. In this case 19 divided by 1.8 would give an equivalent of 10.56 units.
- 6.4 The existing lawful use as flats also needs to be considered to determine the net number of dwellings the development would result in. The previous application granted permission for 8 flats, although the council tax register only appears to list 6 flats at the address. Taking the lesser into consideration, the net increase in the number of dwellings would be the equivalent of 4.56. Therefore, based on the net figure the scale of the development does not meet the threshold and recreational pressure does not need to be considered.

7. Conclusion and Planning Balance

- 7.1 The principle of the development to convert the vacant property into an HMO is acceptable within the existing residential area.
- 7.2 The development would offer 19 ensuite single bedrooms with a range of communal rooms across four floors. The size of all the rooms would exceed the minimum standards set within Sefton's Conversion of Flats and Houses in Multiple Occupation SPD, many by a significant area. The recommendation for private outdoor amenity space would also be exceeded with the garden area proposed to the rear.
- 7.3 It is acknowledged that a small number of the rooms would fall below the recommended distance of 12m to a blank wall (or wall with no habitable windows) in order to provide a good outlook. However, where the minimum distance to a blank wall is not met it is on a position within the building where there are existing windows and therefore would not differ significantly from the existing arrangement. In addition, the shortfalls are not significant and when the range and sizeable nature of the communal space on offer are taken into account, it is not considered that the minor shortcoming would have a significant effect on the outlook and overall living conditions of the future residents of these particular rooms.

- 7.4 Sufficient separation would be retained to protect the outlook of the neighbouring dwellings and a condition could be used to secure obscure glazing where it would be necessary to preserve privacy.
- 7.5 While the development may intensify the use of the building, it is not anticipated that it would be substantially different to the current lawful use as flats. Therefore, it is not considered that it would give rise to a significant increase in terms of noise or disturbance.
- 7.6 The development is considered to be in an accessible location and does not raise any highway safety concerns.
- 7.7 On balance the development is considered to comply with the relevant policies in the Sefton Local Plan, Supplementary guidance and the National Planning Policy Framework. In the absence of any material factors which would suggest otherwise, it is recommended that the proposal is approved subject to conditions.

8. Equality Act Consideration

- 8.1 Section 149(1) of the Equality Act 2010 establishes a duty for the Council as a public authority to have due regard to three identified needs in exercising its functions. These needs are to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - Advance equality of opportunity between people who share a relevant protected characteristic (age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion and belief, sex and sexual orientation) and people who do not share it;
 - Foster good relations between people who share a relevant protected characteristic and those who do not share it.

The decision to approve this scheme would comply with the requirements of the Equality Act 2010, that no one with a protected characteristic will be unduly disadvantaged by this development.

Recommendation - Approve with Conditions.

Conditions & Reasons

Time Limit for Commencement

1) The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

Reason: In order that the development is commenced in a timely manner, as set out in Section 91 of the Town and Country Planning Act 1990 (as amended).

Approved Plans

2) The development shall be carried out in accordance with the following approved plans and documents:

NH-231118-PL-001 Rev.P2 - Location and Block Plan NH-231118-PL-011 Rev.P3 - Proposed Floor Plans NH-231118-PL-012 Rev.P2 - Communal Spaces NH-231118-PL-013 Rev.P2 - Roof Plan NH-231118-PL-020 Rev.P2 - Sections NH-231118-PL-031 Rev.P2 - Proposed Elevations Management Plan (Received 20th March 2024)

Reason: For the avoidance of doubt.

Before the Development is Commenced

3) No development shall commence, including any works of demolition, until a Construction Environmental Management Plan has been submitted to, and approved in writing by, the local planning authority. The approved statement shall be adhered to throughout the construction period and shall include but shall not be limited to details of noise, dust and vibration suppression or mitigation methods to be used during demolition and construction as well as a scheme of piling methodology (if piling is used) providing a justification for the method chosen and details of noise and vibration suppression methods proposed.

Reason: To safeguard the living conditions of neighbouring/adjacent occupiers and land users during both the demolition and construction phase of the development.

4) No equipment, machinery or materials shall be brought onto the site for the purposes of the development until details of all fencing for the protection of trees, hedges and other landscape

features, including its location and type have been submitted to and approved in writing by the local planning authority. The fencing shall be erected in accordance with the approved details and shall be maintained throughout the construction period.

Reason: These details are necessary prior to the commencement of development to safeguard all existing trees on site.

During Building Works

5) The external surfaces of the building(s) shall be constructed of the materials as shown by plan NH-231118-PL-031 Rev.P2 (Proposed Elevations).

Reason: To ensure an acceptable visual appearance to the development.

Before the Development is Occupied

6) Before the development hereby permitted is first occupied, the windows as annotated with OB on plan NH-231118-PL-011 Rev.P3 (Proposed Floor Plans) shall be fitted with obscured glazing to a specification of no less than level 4 of the Pilkington Glass Scale and any part of the windows that is less than 1.7m above the floor of the room in which it is installed shall be non-opening. The windows shall be permanently retained in that condition thereafter.

Reason: To ensure that the privacy of neighbouring occupiers/land users is retained at all times.

7) Before the development hereby permitted is first occupied, the parking spaces for cars and motorbikes as indicated on drawing no. NH-231118-PL-001 Rev.P2 (Main site plan) shall be laid out and the spaces shall thereafter be kept available for the parking of vehicles in perpetuity.

Reason: To ensure that enough car parking is provided for the development and to ensure the safety of highway users.

8) The development shall not be occupied until facilities for the secure storage of cycles have been provided in accordance with details to be submitted to and approved in writing by the local planning authority and they shall be retained in perpetuity thereafter.

Reason: To ensure that enough cycle parking is provided for the development in the interest of promoting non-car based modes of travel.

9) Prior to the occupation of the development hereby approved a plan indicating the positions, height, design, materials and type of boundary treatment to be erected to close of the existing access to 11 Millcourt, together with the details of the proposed bin store, shall be submitted to and approved by the local planning authority. The treatment shall be completed as approved before the development is occupied and retained at all times.

Reason: To ensure an acceptable visual appearance to the development and/or to ensure that the privacy of neighbouring occupiers/land users is retained at all times.

10) No part of the development shall be occupied until a scheme of hard and soft landscaping for the site has been submitted to and approved in writing by the local planning authority. The scheme shall also include details for provision within the rear garden area for use of the residents, to enable clothes drying and socialising.

Reason: To ensure an acceptable visual appearance to the development.

Ongoing Conditions

11) Within the first planting/seeding season following completion of the development, all details within the approved landscaping scheme shall be carried out; and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

Reason: To ensure an acceptable visual appearance to the development.

Informative

1) The applicant is advised that the proposal will require the formal allocation of addresses. Contact the Development and Support team on 0151 934 4195 or E-Mail snn@sefton.gov.uk to apply for a street name/property number.