



South Hams
District Council

Allocation of official postal addresses

Change of Street Name Form

*The Allocation of an official postal address is the responsibility of the Local Authority, **NOT** Royal Mail. Therefore please complete this form and return to South Hams District Council (SHDC) for administration.*

For advice and further information please see our **Street Naming and Numbering Policy** on our website or telephone SHDC on 01803 861139.

Change of street name - please complete this form

It is advisable that residents contact the Street Naming and Numbering Officer for advice and information before making an application to change an existing street name or allocate a street name to a currently unnamed street. Please be aware that the process to change a street name is lengthy and can take up to three months to complete. **A charge of £37.00 per property is required with your application.**

Change of house name - please complete the *Change of House Name form*

Please use the Change of House Name form if you want to change the name of your house or add an 'alias' house name to a property that currently only has a postal number.

New developments (residential or commercial) - please complete the *New Developments form*

Please use the New Development form if you want to register a new property address/es.

Street naming and numbering – registration of official postal address

Applicants details (Address to which correspondence will be sent)

Name:	<input type="text"/>	Address:	<input type="text"/>
Daytime tel. no.:	<input type="text"/>		<input type="text"/>
Email Address:	<input type="text"/>	Town:	<input type="text"/>
	<i>(Not obligatory but helpful in the event of queries.)</i>	Postcode:	<input type="text"/>

Change of Street Name – Please attach a signed agreement by all owners affected by the proposed change

Current Street Name:	<input type="text"/>	Address/es affected by change	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Town:	<input type="text"/>		<input type="text"/>
Postcode:	<input type="text"/>		<input type="text"/>
Proposed New Street Name:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Signed		Date:	<input type="text"/>

Please make cheques payable to 'South Hams District Council'.

Please return the completed form to the Street Naming and Numbering Section at South Hams District Council, Follaton House, Plymouth Road, TOTNES, Devon TQ9 5NE or email House.Naming@southhams.gov.uk