



South Hams  
District Council

## Allocation of official postal addresses

# New Development Naming 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.

### New developments (residential or commercial) - *please complete this form*

It is advisable that developers contact the Street Naming & Numbering Officer at an early stage with proposed street name/s or development name. Guidance on choosing appropriate street names are detailed in our Street Naming and Numbering Policy or from the SNN Officer. Where roads are to be adopted by the Local Authority, please liaise with the appropriate Parish/Town Council before completing this form. **A charge of £36.00 per property is required with your application.**

### Change of street name - *please complete the Change of Street Name form*

Please use the Change of Street Name form if you want to change the name of an existing street or allocate a street name to a currently unnamed street.

### 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.

## 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"/>

### New Development – *Please attach a copy of your confirmed layout drawing*

Location	<input type="text"/>	Proposed address/es	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Town:	<input type="text"/>		<input type="text"/>
Planning Application number:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Anticipated occupation date:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

I confirm I am the current legal owner of the above property/development or I have exchanged contracts and am due to complete on:

Signed \_\_\_\_\_ Date:

**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](mailto:House.Naming@southhams.gov.uk)