

Request to Register Address

The allocation of street names and house numbers/names is the responsibility of the Local Authority. The Royal Mail will not accept information other than from the Local Authority as the statutory body.

Name and correspondence address	Contact telephone number/s
	Email address

Address (new property/properties)	Alternative names
	1.
	2.
	3.

For single new properties, where possible we will number into an existing development; this may include a suffix A-Z. In cases where there is no numbering scheme you will need to submit a property name. For large developments where a new street name is required, we will consult with the town/parish council. Please submit a number of street or proposed house names as you may not be able to have your first choice.

Planning application number: (if applicable)	
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Type		Premise detail	
1. New build (single premise)	[]	1. Terraced house	[]
2. New build (multiple premises)	[]	2. Semi-detached house	[]
3. Property split	[]	3. Semi-detached bungalow	[]
4. Property conversion	[]	4. Bungalow	[]
5. Property Merger	[]	5. Detached house	[]
6. Address missing from Royal Mail	[]	6. Flat/Apartment	[]
7. Other (please detail below)	[]	7. Static caravan	[]
		8. Non residential	[]

Additional Information

Status
Built []
Not yet built [] Expected build completion date: / /

Declaration (please tick one box only)
[] I confirm that I am the registered owner of the property
[] I / We have exchanged contracts and are due to complete on: / /

Signed	Date
	/ /

How to submit your application and make payment

If you need any additional help or further guidance, please contact the Street Naming and Numbering Officer on 01271 388302 or email llpg@northdevon.gov.uk

Fee

There is a fee of £65.00 per application, plus a fee per property:

The price per units depends on the number of properties in your application

1 to 10 Units - £10.25 per Unit
11 to 100 Units - £5.25 per Unit
100+ Units - £1.30 per Unit

Examples:

1 Unit: £65 Application fee + £10.25 x 1 = £75.25
9 Units: £65 Application fee + £10.25 x 9 = £157.25
49 Units: £65 Application fee + £10.25 x 10 + £5.25 x 39 = £372.25
100 Units: £65 Application fee + £10.25 x 10 + £5.25 x 90 = £640.00
109 Units: £65 Application fee + £10.25 x 10 + £5.25 x 90 + £1.30 x 9 = £651.70

Things to include with your application form

- The Correct fee
- A clear site plan indicating the position of the property in context to the surrounding area
- Proof of ownership

Post your application

You can send your application with a cheque made payable to "North Devon District Council" for the correct fee to:

LLPG Custodian
North Devon Council
PO BOX 379
BARNSTAPLE
EX32 2GR

Please ensure you write your name and address on the back of the cheque.

Hand your application in to one of our offices

You can hand deliver your application to any of our offices:

Lynton House, Barnstaple
Mon-Wed-Fri 9am-1pm

The Amory Centre, South Molton
Thu 9am-5pm (adviser unavailable
from 1pm-2pm)

The Ilfracombe Centre, Ilfracombe
Tue-Thu-Fri 9am-5pm (adviser
unavailable from 1pm-2pm)

Our cashiers can accept cheque, debit cards, credit cards and by cash at Lynton House

Submit your application and pay fee online

You can fill, submit and pay for your application on our website:

<http://www.northdevon.gov.uk/planning-and-building-control/street-naming-and-numbering/>

Data Protection Act 2018 / GDPR (Regulation (EU) 2016/679) - North Devon Council is the Data Controller



This information is being collected for the purpose of processing and assessing change of address details. When you complete this form, you are providing your consent for the Council to hold and use your personal information for this purpose. The information you provide will be disclosed to Royal Mail, other local government departments and other agencies.