

APPLICATION FOR REGISTERING A NEW PROPERTY / PROPERTIES ON AN EXISTING STREET(S)

The Public Health Act 1925: Sections 17 & 18
Towns Improvement Clauses Act 1847: Sections 64 & 65

Please complete this form if you have:

- built new dwelling/dwellings on existing streets
- converted existing building(s) into a dwelling/dwellings

APPLICANT DETAILS	
Name	
Address (inc. postcode)	
Tel No.	
Mobile	
Email (NB: If email address is provided all correspondence will be sent via email)	

Development Site Address	
No of new dwellings to be created	

Planning Application No.	
Building Regulation No.	

Proposed Address(es)
The Council will allocate house numbers. However, if a house name is required in addition, please add suggestions below:

Sign _____	Date _____
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Please ensure you include the following:

- Completed Application Form
- Correct fee (see separate website document entitled "Information on Fees")
- Site location plan
- Site layout plan (including house types)

Please return completed applications to:
Address Information Team, Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD
Tel: 01225 770508 / 770504 / 770517
Email: streetnaming@wiltshire.gov.uk

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GUIDANCE NOTES

Step 1

Complete the application form, and submit to the Council with the following documents:

- Site location plan
- Site layout plan (including house types)
- Cheque (made payable to Wiltshire Council)

Step 2

The Address Information Team will, on receipt of the application:

- Check that the appropriate permissions are in place.
- Check the numbering sequence on the existing street
- Allocate new postal address(es) as appropriate.
- If house name(s) are suggested, check to ensure that the proposed name(s) are not already in use in the local area.

Once agreement has been reached on the new postal address(es) the Address Information Team will:

- Request postcodes from Royal Mail.
- Update our address database.
- Notify all relevant parties
- Send a Certificate of Postal Address to the applicant.

Notes

- *The allocation of a property name is permitted where a numbering scheme is in place. This is under the condition that the name would be in addition to the existing property number and not a replacement. The property number should always be displayed on the property and quoted as part of the address in all correspondence. It is advisable, when considering a name for a property, to contact the Address Information Team to determine whether the proposed name is already in use in the local area as duplicating an existing property name may lead to confusion to service delivery agents.*

PLEASE NOTE: The Royal Mail will only hold a name for a property where there is no numbering scheme in place. If a property is named and numbered, the name of the property will only be held as an "Alias". For clarification, please contact the Address Information Team.

- *If amendments are received to an application once the Street Naming & Numbering process has commenced, the Address Information Team will request a resubmission of the full scheme and this will incur a new full application cost.*