

# Application for New Property Address

This form is to be used for applications to create new street names and/or addresses - 1 house or more.

## Application Notes

Applications are only processed on sites that have approved planning permissions. Whilst the consultation will commence when the application is validated, addresses will not be issued until the development has commenced.

When applying for new street names it is essential your application is submitted at the very early stages as allocating a new street name can take at least 3 months.

All proposed street names are subject to consultation with interested parties under the Public Health Act 1925 (sections 17-19). In the first instance, the Council may object to a proposed name and an alternative name may be required. We will contact you if this is the case. Please refer to the street naming and numbering guidance on our website at [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk).

Please note that should the official street naming and numbering be issued and there is then a subsequent change to the planning approvals and scheme to be constructed, that affects the numbering schedule, further fees will be applicable to any request to amend a previously confirmed naming and numbering schedule.

## Applicant Details - Person(s) applying for the new street name and/or address

Contact Name .....

Contact Address .....

..... Postcode .....

Telephone Number .....

Email Address\* .....

## Site Details - To which the application relates

Site Address .....

..... Post Code .....

I am: (please tick one)      Freeholder of site       Leaseholder of site\*\*       Agent for the Freeholder/Leaseholder\*\*\*

Planning Reference.....      Commencement Date.....

Building Control.....      Completion Date\*\*\*.....

Is the build: (please tick one)       New Build       Conversion

Please indicate number of:      Plots       New Roads       Houses       Flats

Development type:      Offices       Commercial       Residential

\* Email address is optional. However, by including it, we can help save the environment by emailing all official paperwork to you.  
 \*\* Please provide a letter from the Freeholder with their contact details giving their permission for you to apply for postal addresses.  
 \*\*\* Estimated date will suffice.

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**Proposed Street Name (Where it is unsuitable to use the existing street name)**

In the event that none of the proposed names are suitable, the SNN Team will contact you as soon as possible to discuss further options.

**Proposed House/Street Name**

**Reason for choice**

**Proposed House/Street Name**

**Reason for choice**

**Proposed House/Street Name**

**Reason for choice**

**Proposed House/Street Name**

**Reason for choice**

**Proposed House/Street Name**

**Reason for choice**

**Declaration**

I confirm that I am the legal registered owner of the property\*/have obtained written permission from the owner of the property\* and that I should use the property number in all correspondence and clearly display the property number at my property. \* delete as appropriate

Signed .....

Print Name ..... Date .....

**Checklist for Applicants:**

Please tick that you have supplied the following, otherwise your application may not be valid:

Letter from Freeholder (if applicable)

Site Plan showing proposed entrances to each individual plot

Correct fee

There is an administration charge for this service - please refer to the current fees and charges sheet that can be found on our website at [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk).

You can pay for this service by cheque (payable to South Derbyshire District Council), cash using our payment machines or by debit/credit card telephoning the number below. Please return the completed form together with a marked OS plan indicating the property edged red and the correct fee to:

Street Naming & Numbering Department  
South Derbyshire District Council  
Civic Way, Swadlincote, Derbyshire DE11 0AH

Email: [addresses@southderbyshire.gov.uk](mailto:addresses@southderbyshire.gov.uk)  
Telephone: 01283 595784

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## Privacy Notice – Street Naming & Numbering

How is your information used?

We will use your information to enable the processing of applications to create or amend official addressing information.

## Who has access to your information?

Other Council Departments, (if appropriate) – for example, occupancy of property data may be shared with South Derbyshire District Council Electoral Services, South Derbyshire District Council Revenues & Benefits Service, and South Derbyshire District Council Planning Services.

For further information, please visit the Data Protection Act 2018 section of our website where you can see a full copy of our privacy notice [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk). Alternatively, you can request a hard copy by telephoning 01283 595795.