

For Internal Use Only - Reg No. \_\_\_\_\_



# Application for an Address Amendment

This form is to be used to amend a name to an existing named property or to add a number to a named- only property. It should also be used for those applying to increase or decrease the number of units in a single property.

## Application Notes

All suggested names are checked by the Street Naming and Numbering (SNN) team with the Emergency Services and Royal Mail to ensure that there are no names the same or too similar within the same postcode sector. This is done to minimise any postal confusion or, in case of emergency, to ensure the Emergency Services are sent to the correct address.

Existing street numbers are only changed in exceptional circumstances. Requests to change numbers due to any superstitious connotations will not be granted.

It is a legal requirement under the Public Health Act 1925 (sections 17-19) that the street number/house name is displayed in a clear and prominent position so that it can easily be read from the street.

*Please note, the allocation of a postal address does not serve as confirmation that any building or structure has been authorised under Planning, Building Control or any other Legislation. Owners and/or occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.*

## Applicant Details - Person(s) applying to rename or number the property

Contact Name .....

Contact Address .....

..... Postcode .....

Telephone Number .....

Email Address\* .....

## Current Property Details - Address to which the application relates

Property Name (if applicable) .....

Street Address.....

..... Postcode .....

I am (please tick one)

The current owner	<input type="checkbox"/>	Agent for the current owner	<input type="checkbox"/>
In the process of purchasing	<input type="checkbox"/>	Date of completion** .....	
The tenant	<input type="checkbox"/>	Landlord's contact number*** .....	

\* Email address is optional. However, by including it, we can help save the environment by emailing all official paperwork to you.  
 \*\* Should this date change after the submission of this form, please contact the SNN Team with the revised date on 01283 595784 / 01283 228706 or email addresses@southderbyshire.gov.uk  
 \*\*\* The Landlord will be contacted to approve the name change/addition as the owner of the property.

For Internal Use Only - Reg No. \_\_\_\_\_

### Proposed Names

Please give at least 2 options: (please use capital letters)

1st Choice .....

2nd Choice .....

3rd Choice .....

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

### Proposed Street Number

### Proposed Increase of Units within a Single Property

Existing Property Number

Proposed Numbering of Property

### Proposed Decrease of Units within a Single Property

Existing Property Numbers

Proposed Numbering of Property

### 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 .....

### Check List For Applicants

Please tick ✓ that you have supplied the following:

Letter from owner of the property (if applicable)

Site Plan with property access points indicated

Existing and proposed floor plans with division of property indicated and access points for each unit

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 (made payable to South Derbyshire District Council), cash or debit/credit card. Please return the completed form together with a **marked OS plan indicating the property edged red** and the correct fee to:

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

Email: [Addresses@southderbyshire.gov.uk](mailto:Addresses@southderbyshire.gov.uk)  
Telephone: 01283 595784 or 01283 595919

For Internal Use Only - Reg No. \_\_\_\_\_

## 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.