



Application for New Property Address

This form should be used for applications to create new street names and/or addresses (for one or more properties).

Application Notes

- Applications will only be processed for sites with approved planning permission.
- Consultation will begin once the application is validated.
- If you are applying for **new street names**, please submit your application **as early as possible**, as the process can take **at least 3 months**.
- All proposed street names are subject to consultation under the **Public Health Act 1925 (Sections 17–19)**.
- The Council may object to a proposed name. If this happens, you will be contacted to suggest an alternative.
- Please refer to our **Street Naming and Numbering Guidance** available at: [Street Naming and Numbering Guidance October 2025.pdf](#)
- Where an amendment is made to an approved planning scheme after official street naming and/or numbering has been issued, and such amendment affects the approved naming or numbering schedule, additional fees will apply to process any request for revision. Fees are charged per property address affected.

Applicant Details

(Person(s) applying for the new street name and/or address)

Contact Name:

Contact Address:

.....

Postcode: Telephone Number:

Email Address:

Site Details

Site Address:

.....

Postcode: Planning Reference:

Commencement Date:..... Estimated Completion Date

I am (please tick one):

Freeholder of the site Leaseholder* Agent for Freeholder/Leaseholder of Site**

Type of Development: New Build Conversion

Development Type: Residential Commercial Offices

Number of: Plots: Houses: Flats: New Roads:

*Provide a letter from the Freeholder, including contact details, authorising the application for postal addresses.

**Agents must provide a letter from the Freeholder confirming permission and contact details.

Street Naming Proposal

Propose names for new streets or properties when existing names are deemed unsuitable. Please provide thoughtful rationale for each suggestion. If none of the proposed names are approved, the Street Naming and Numbering (SNN) Team will contact you to discuss alternative options.

Proposed Property/Street Name	Justification for Proposed Name

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 agree to use and display the assigned property number in all correspondence and on-site signage.

(*Delete as appropriate.)

Signature:.....

Print Name:..... Date:

Checklist for Applicants

Please ensure the following documents are included. Incomplete applications may not be processed.

- Letter from Freeholder (if applicable)
- Site plan showing proposed entrances to each individual plot

Fees and Payment

An administration fee applies to this service. For details, please refer to the document ([SNN FEES 1 APRIL 2025 - 31 MARCH 2026.pdf](#)). Upon receipt of your application, a reference number and payment instructions will be provided. Accepted payment methods include debit or credit card and cheque (payable to *South Derbyshire District Council*).

Return Completed Applications To:

Please return completed applications to: Street Naming & Numbering Department, South Derbyshire District Council, Civic Way, Swadlincote, Derbyshire DE11 0AH

Email: addresses@southderbyshire.gov.uk Telephone: 01283 595784

Privacy Notice – Street Naming & Numbering

How we use your information

Your personal information is used to process applications for the creation or amendment of official addressing records.

Who we share your information with

Where appropriate, your information may be shared with other departments within South Derbyshire District Council. This may include, for example, Electoral Services, Revenues & Benefits, and Planning Services, for purposes such as verifying property occupancy or maintaining accurate records.

Further information

For more details on how we handle your data, please visit the **Data Protection Act 2018** section of our website to view our full Privacy Notice at www.southderbyshire.gov.uk. If you would prefer a printed copy, please contact us on **01283 595795**.