



# NORTH DEVON COUNCIL

## REQUEST TO ALLOCATE AN OFFICIAL ADDRESS

Please complete section A and then either Sections B or C of this form and return it to:  
LLPG Custodian, ICT Development, Web & GIS, North Devon District Council, Civic Centre, North Walk,  
Barnstaple, EX31 1EA

**A: Your Details** (Address to which all correspondence should be sent)

Name:

Address:

Telephone Number:

Email Address:

**B: CHANGE OF HOUSE NAME - Please attach a location plan clearly identifying your property**

If you wish to alter the existing name or add a house name to your property please complete the information requested below. Once an official postal address is confirmed, we will notify all Council departments, the emergency services and other statutory bodies. It is your responsibility to notify all personal correspondents, e.g. Banks, Building Societies and utilities companies.

**PLEASE NOTE** If your property already has a postal number, we are unable to remove it from your official address but a name may be added as an alias.

Existing Address:

Post Code:

Proposed House Name:

  

I confirm that I am the registered owner of the above property

I/we have exchanged contracts and are due to complete on:     /     /

Signed:

Date:

**C: NEW BUILDINGS (RESIDENTIAL OR BUSINESS)**

(Please note, where possible we will number into an existing street using a prefix of a or b)

Name of Development:

Planning Application Number:

Proposed Address:

Status: Built / Not Yet Built (delete as appropriate)

Please attach a copy of the site location & approved site layout plan

  

I confirm that I am the registered owner of the above property

I/we have exchanged contracts and are due to complete on:     /     /

Signed:

Date:



Data Protection Act 1998 - North Devon District 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.