

North Devon Council

Request to Register Address

The allocation of street names and house numbers/names is the responsibility of the Local Authority. The Royal Mail will not accept information other than from the Local Authority as the statutory body.			
Name and correspondence address		Contact telephone number/s	
		Email address	
Address (new property/properties)		Alternative names	
		1.	
		2.	
		3.	
For single new properties, where possible we will number into an existing development; this may include a suffix A-Z. In cases where there is no numbering scheme you will need to submit a property name. For large developments where a new street name is required, we will consult with the town/parish council. Please submit a number of street or proposed house names as you may not be able to have your first choice. Planning application number: (if applicable)			
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Гуре		Premise detail	
 New build (single premise) New build (multiple premises) Property split Property conversion Property Merger Address missing from Royal Mail Other (please detail below) 		 Terraced house Semi-detached house Semi-detached bungalow Bungalow Detached house Flat/Apartment Static caravan Non residential 	
Additional Information			
Status			
Built []			
Not yet built [] Expected build completion date: / /			
Declaration (please tick one box only)			
[] I confirm that I am the registered owner of the property			
[] I / We have exchanged contracts and are due to complete on: / /			
Pignod Pote			
Signed		Date	
		1 1	
How to submit your application and make payment			

If you need any additional help or further guidance, please e-mail lipg@northdevon.gov.uk or contact the Street Naming and Numbering Officer on 01271 388302

Fees

For one property there is a fee of £80, thereafter there is a fee of £70.00 per application, plus a fee per property:

The price per units depends on the number of properties in your application

- 1 Unit £80
- 1 to 10 Units £12 per Unit
- 11 to 100 Units £6 per Unit
- 100+ Units £2 per Unit

Examples:

- 1 Unit: £80
- 2 Units: £70 Application fee + £12 x 2 = £94.00
- 9 Units: £70 Application fee + £12 x 9 = £178.00
- 49 Units: £70 Application fee + £12 x 10 + £6 x 39 = £424.00
- 100 Units: £70 Application fee + £12 x 10 + £6 x 90 = £730.00
- 109 Units: £70 Application fee + £12 x 10 + £6 x 90 + £2 x 9 = £748.00

Things to include with your application form

- The correct fee (please see above)
- . A clear site plan indicating the position of the property in context to the surrounding area
- Proof of ownership

Post your application

You can send your application with a cheque made payable to "North Devon District Council" for the correct fee to:

LLPG Custodian North Devon Council PO BOX 379 BARNSTAPLE EX32 2GR

The Amory Centre, South Molton

Please ensure you write your name and address on the back of the cheque.

Hand your application in to one of our offices

You can hand deliver your application to any of our offices:

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Mon-Wed-Fri 9am-1pm Thu 9am-5pm (closed between 1pm-2pm)

The Ilfracombe Centre, Ilfracombe

Tue-Thu-Fri 9am-5pm closed between 1pm-2pm)

Our cashiers can accept cheque, debit cards, credit cards and by cash at Lynton House

Submit your application and pay fee online

You can fill, submit and pay for your application on our website:

http://www.northdevon.gov.uk/planning-and-building-control/street-naming-and-numbering/

Data Protection Act 2018 / GDPR (Regulation (EU) 2016/679) - North Devon Council is the Data Controller



Lynton House, Barnstaple

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.