

OFFICIAL ADDRESS APPLICATION REQUEST FORM

Please see notes attached.

Complete Section A and then either B, C or D of this form and return **with a site plan to:**

Corporate Database Manager, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT or e-mail to corporatedatabase@wychavon.gov.uk

SECTION A – Please complete your details (Address to which correspondence will be sent)

Name:

Address:

Contact Telephone No:

E-mail

I confirm that I am the registered owner of the property that I am applying for the registration of the address on, or that I/we have exchanged contracts and are due to complete on / /

Signed:

Date

Section B: Change of house name or addition of name to numbered property

These changes need to be officially registered with us. Where the property has been issued with a postal number, we will add the name chosen but the official number must always be used and the name will not replace the number. (See Note)

Existing Address:

Change Requested:

Postcode:

Section C: New Building (Property use – Residential Y / N or Commercial Y / N)

All new properties and conversions require an official address. These have to be registered through us. Where possible we will number into an existing street but if not then we will carry out our consultation process as laid down. (Please contact for further information on our procedures)

Planning Application Ref:

Location/Address of development:	Proposed Address:
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Status: *Built / Not yet complete (*delete as appropriate).

If not complete please state date that completion is expected:

Section D: Registration of an existing property

Occasionally existing properties may not appear on our registered address database for various reasons ie not registered when built and we could therefore be holding another address. In these instances postcodes may have been associated incorrectly and on registering the address with Royal Mail we could be informed that the postcode is incorrect. We do not issue postcodes, this is the sole responsibility of Royal Mail.

Address:

Length of time this property has been in existence:

Further Information: Please add any further details regarding this application

Notes

Legislation: The naming and numbering of streets and buildings within Wychavon is a Statutory Function of Wychavon District Council and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Section 18 and 19 of the Public Health 1925.

Applications are only accepted from property owners, not occupiers or tenants.

We require plans to accompany all applications. This is so there can be no doubt about the property involved. The location plan should be at 1:2500. (For a single property we can supply you with a plan – please contact the Corporate Database Team). For new developments a site layout must be provided showing any suggested road names and details of plot numbers (for convenience a maximum size of A3 is preferred). In the case of flats/apartments, internal layout plans are required showing the position of each unit within the building.

Adding a house names: A name can be added to a property that has a street or building number eg 41 High Street but Royal Mail will only hold this as an 'alias'. Owners and occupiers can use the name but must retain the number as part of their address.

Postcodes and addresses: Royal Mail is responsible for the issue of Postcodes. They also register the address formally into their Postcode Address File (PAF). Sometimes the town, locality or Postcode may not be as you expect. Wychavon register the address as a true location address but Royal Mail register the address for the purpose of the delivery of mail and so have their own criteria. This is out of the Council's control.

Flats and buildings in multiple occupation: If mail for a building is delivered to a single letter box, and occupants then collect their own mail, then Royal Mail class this as a 'building in multiple occupation' and will only register the parent building and not individual flats.

Flats and apartments: These should be numbered rather than described or lettered – Flat 1 rather than Ground Floor Flat or Flat A. (The lowest number should be at the bottom of the block).

New buildings and 'infill' plots: Where possible we will number these into the street that provides access – using a suffix if necessary (eg 23A, 23B etc). Where streets are not numbered, as in many rural settlements, the naming of properties will be acceptable.

Merged properties: Where two or more properties on a numbered street are merged the numbers or the original properties should be retained. For example, 4 and 6 Fore Street being combined would become 4-6 Fore Street.

Further information or help with this form

Telephone: 01386565000 E-Mail : corporatedatabase@wychavon.gov.uk Or by post as above.