

Form SN2: Application for New Postal Address

The allocation of street names and house numbers/names are 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
We will always send out notifications via email. If you would prefer to be notified by post, please tick this box: <input type="checkbox"/>	

DEVELOPMENT DETAILS

SITE ADDRESS / DESCRIPTION	PLANNING APPLICATION REFERENCE	EXPECTED BUILD COMPLETION DATE
	BUILDING CONTROL REFERENCE	GRID REFERENCE
DEVELOPMENT TYPE	PREMISES DETAILS	
Please tick one box for the development type	Please enter the number of units against each property type. Please use the additional information box if you need to give us further details	
1. New Build (single premise) <input type="checkbox"/> 2. New Build (multiple premises) <input type="checkbox"/> 3. Property Split <input type="checkbox"/> 4. Property Conversion <input type="checkbox"/> 5. Property Merger <input type="checkbox"/> 6. Other (please detail below) <input type="checkbox"/>	1. Terraced Housed [] 2. Semi Detached House [] 3. Semi Detached Bungalow [] 4. Detached House [] 5. Bungalow [] 6. Flat/Apartment [] 7. Static Caravan [] 8. Non-residential []	
ADDITIONAL INFORMATION		
Please use this space to give us any additional information, including floor levels of flats, or additional descriptors that you think we may find useful		

NAMING PROPOSAL

<p>For single new properties, where possible we will number into an existing development, possibly by using a prefix, such as A or B. However, in some cases, for example where there is no numbering scheme, you will need to let us know a new property name. For large developments, a new street name is required. If this is the case we will also consult with the town/parish council. Please give us a number of street name proposals. In both cases, please ensure you have read the guidance before submitting your suggested name/s.</p>	<table border="1"> <thead> <tr> <th>HOUSE OR STREET NAME PREFERENCES</th> </tr> </thead> <tbody> <tr> <td>1.</td> </tr> <tr> <td>2.</td> </tr> <tr> <td>3.</td> </tr> <tr> <td>4.</td> </tr> <tr> <td>5.</td> </tr> <tr> <td>6.</td> </tr> <tr> <td>7.</td> </tr> </tbody> </table>	HOUSE OR STREET NAME PREFERENCES	1.	2.	3.	4.	5.	6.	7.
HOUSE OR STREET NAME PREFERENCES									
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Continue →

FEES

DESCRIPTION	TOTAL
BASIC APPLICATION FEE	72.00
ADDITIONAL FEE PER PROPERTY (SEE BELOW)	
<p>Prices There is a fee of £72.00 for your application, plus a fee per property</p> <p>The price per unit depends on the number of properties in your application as follows:</p> <ul style="list-style-type: none">▪ 1 – 10 Units: Additional £12.00 per unit▪ 11 – 100 Units: Additional £6.00 per unit▪ 100 + Units: Additional £1.50 per unit <p style="text-align: center;"><u>EXAMPLES</u></p> <ul style="list-style-type: none">▪ 1 Unit: £72.00 Application fee + £12.00 x 1 = £84.00▪ 9 Units: £72.00 Application fee + £12.00 x 9 = £180.00▪ 49 Units: £72.00 Application fee + £12.00 x 10 + £6.00 x 39 = £426.00▪ 100 Units: £72.00 Application fee + £12.00 x 10 + £6.00 x 90 = £732.00▪ 109 Units: £72.00 Application fee + £12.00 x 10 + £6.00 x 90 + £1.50 x 9 = £745.50 <p>Please ensure you enter the correct fee. Payment Methods are shown overleaf</p>	

Continue →

HOW TO SUBMIT YOUR APPLICATION FORM AND MAKE PAYMENT

FURTHER HELP AND GUIDANCE
If you need any additional help, further guidance or require this form in a different format, please contact the Street Naming and Numbering Officer on 01237 428740 or email property@torridge.gov.uk
THINGS TO INCLUDE WITH YOUR APPLICATION FORM
<ul style="list-style-type: none">▪ The correct fee▪ A clear site plan indicating the position of the property or properties in context to the surrounding area▪ For large developments, an electronic copy of the site plan in .swg or .dxf format on CD or by email
POST OR HAND DELIVER YOUR APPLICATION TO:
<p>Torridge District Council Street Naming and Numbering Services Riverbank House BIDEFORD EX39 2QG</p> <p>Opening Times: Mon – Thurs 9.00am - 5.00pm Fri - 9.00am - 4.45pm</p> <p>Please note that we do not accept cash payments.</p>
SEND YOUR APPLICATION BY EMAIL
You can send your application electronically to property@torridge.gov.uk We will then send you an invoice which can be paid in our office, over the phone, online or at your local Post Office.

DATA PROTECTION ACT 2018

OUR FAIR PROCESSING NOTICE
<p>Torridge District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.</p> <p>Our lawful basis has been determined as:</p> <p>Legal Obligation – in relation to personal data</p> <p>Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.</p> <p>Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.</p> <p>To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages below or directly from here at www.torridge.gov.uk/privacypolicy</p> <p>Alternatively, a full copy of our privacy policy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG</p>