

Form SN1: Application for Cosmetic Change to 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"/>	

PROPERTY DETAILS

ADDRESS OF THE PROPERTY OF WHICH THIS APPLICATION RELATES TO	PROPOSED NEW NAME
	Please note: Where your property has been issued with a postal number, we will NOT register a separate house name for that address. You will only be permitted to add an alias name. You must use your property number on all correspondence and ensure that your property is correctly numbered. Residents found to be displaying the incorrect name or number may be liable to a fine in the magistrates court.
PROPERTY TYPE Please tick one box for the property type	APPLICATION TYPE Please tick one box for the application type
1. Terraced House <input type="checkbox"/> 2. Semi Detached House <input type="checkbox"/> 3. Semi Detached Bungalow <input type="checkbox"/> 4. Detached House <input type="checkbox"/> 5. Bungalow <input type="checkbox"/> 6. Flat/Apartment <input type="checkbox"/> → 6a. Floor Level: _____ 7. Static Caravan <input type="checkbox"/> 8. Non-residential <input type="checkbox"/> → 8a. Business Type: _____	1. Change of Property Name <input type="checkbox"/> 2. Addition of Alias Name <input type="checkbox"/> <hr/> DECLARATION Please tick one box only 1. I am the registered owner of the above property <input type="checkbox"/> <u>or</u> 2. I have exchanged contacts are I am due to complete on the following date: _____ <input type="checkbox"/>
ADDITIONAL INFORMATION	
Please use this space to give us any additional information that you think we may find useful	

FEES

NUMBER OF UNITS	DESCRIPTION	UNIT PRICE	TOTAL
	COSMETIC CHANGE TO PROPERTY ADDRESS	£48.00	
The cost is £48 per property – please see overleaf for payment methods		VAT(N)	0.00

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

- The correct fee - £48 per property

POST OR HAND IN YOUR APPLICATION TO:

Torridge District Council
Street Naming and Numbering Services
Riverbank House
BIDEFORD
EX39 2QG

Opening times
Monday – Friday 9.00am – 4.30pm

Please note that no cash will be taken at this office.

DATA PROTECTION ACT 2018

Data Protection Principles

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.

Our lawful basis has been determined as:

Legal Obligation – in relation to personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

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.

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

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.

OFFICIAL USE ONLY