

EAST DEVON DISTRICT COUNCIL

ALLOCATION OF OFFICIAL POSTAL ADDRESS



The allocation of an official postal address is the responsibility of the Local Authority. Please complete Section A and then either B or C of this form and return it to:
EAST DEVON DISTRICT COUNCIL, Street name and Numbering, Knowle, SIDMOUTH, EX10 8HL.

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

Name:

Address:

Daytime telephone Number:

Email Address:

B: CHANGE OF HOUSE NAME The fee payable is £129

If your property has no street number and is known by name only, changes have to be registered officially through this authority. Once an official postal address is confirmed, we will notify the emergency services and other bodies. You will need to notify all personal correspondents for example Banks, Building Societies and utilities companies.

Where a property has been issued a postal number, we will not register a separate house name for that address. You must use your official property number on all correspondence.

Change of House Name – Cheques to be made payable to East Devon District Council, or pay over the phone on 01395 517451.

Address:

Post Code:

Existing House Name:

Proposed House Name:

I confirm that I am the registered owner of the above property or that we have exchanged contracts and are due to complete on: / /

Signed:

Date:

C: NEW BUILDINGS (Residential or Business)

All new buildings, both new builds and conversions require an official postal address. This has to be registered by us. There is not a charge for registering a new development.

New Building (*where possible, we will number into an existing street, possibly using a prefix of a or b*)

Address of development:

Planning Application No:

Proposed Address:

Status: *Built/not yet built (*delete as appropriate)

(Please attach a copy of approved plan of site)