

### NOTES FOR GUIDANCE

<b>1</b>	<b>Applicant/Agent details</b>
	Please give your full name and address, including postcode, and daytime telephone number/fax number and e-mail address.
<b>2</b>	<b>Location details</b>
	Please provide a description of the location of the proposed development and a plan (5a). The location specified should match that contained in the road construction consent application/building warrant application.
	If the proposed development involves the conversion of an existing property, please provide details of the address(es) that the proposed development covers.
<b>3</b>	<b>Development details</b>
a	Please tick the appropriate box for the type of application (new build or change of name). If the application involves both, please tick both boxes.
b	Please indicate the approved <i>Planning Application</i> reference number for the development.
c	Please indicate the <i>Building Warrant</i> application number for the development.
d	The number of units should be specified in order to ensure that the number of addresses supplied matches those applied for. Units are defined on the basis of units of occupation.
e	Please tick the appropriate box for the type of units being formed (commercial or residential). If both are being formed please tick both boxes.
f	The date requested for the provision of the statutory address should be realistic. It should be noted that the Council require to consult with Royal Mail. It should relate directly to the development programme so that addresses can be provided prior to occupation, but not before it is clear that there will be no further changes to the scheme.
<b>4</b>	<b>Proposed name(s) for property</b>
a	If you would like to suggest name(s) for the proposed new property, please list them. Please continue on a separate sheet if required.
b	Please provide justification and any relevant information to support the suggested proposed new property name(s).
<b>5</b>	<b>Documentation checklist</b>
	Please provide copies of the relevant plan(s) for the development. The plans should clearly show plot numbers and units. The location plan should show clearly the property in relation to adjacent properties and roads.
<b>6</b>	<b>Declaration</b>
	By signing this application form you are confirming that you are the legal owner or representative of the property/development/land, and as such have the right to make the application.
<b>7</b>	<b>Return of completed application</b>
	Your completed application must be returned to the address above. Failure to do so may result in a delay in processing your application.