**SNN4 Form: Pembrokeshire County Council**

**Street Naming and Numbering Service**

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# **Naming and numbering of a property conversion**

Please complete this form to request a Naming and Numbering of a property conversion and return your completed application to Street Naming & Numbering, Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP.

When completing this form, please ensure that you provide all of the information required. Failure to do so could delay the processing of your application.

* **The fee for registering a property is £60.00 per address**
* **For flat conversions it is £60.00 plus £15.00 per flat.**

This form is also available in Welsh

## **Section A: Applicant details**

### **Please specify your name and contact details below:**

| **Details** | **Please write in** |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Daytime tel no: |  |
| e-mail: |  |

## **Section B: Naming and numbering a property conversion**

### **Please specify the following details**

| **Details** | **Please write in** |
| --- | --- |
| Current Building Name/House Number if exists/Street Name: |  |
| Village/Town: |  |
| Number of flats to be introduced within the property conversion: | **Note:** Please ensure a block plan is enclosed showing the internal layout of the development. The main entrance to each block must be clearly marked. |
| Planning application number: |  |
| Building regulations application no: |  |

### **Please specify the proposed new House Name / Number for the building(s):**

(The Authority will check with Royal Mail on every request. Names will be considered acceptable unless they are duplicated within the local area or likely to cause offence).

### **What is the status of the development (under construction/constructed)?**

**For your information**

All properties must be numbered or named onto the street name which provides direct access to the property, which is generally the Street that the front door of the property faces.

## **Section C: Ownership details**

1. **Are you the property owner?**

**Yes/No**

(If No, we will need written conﬁrmation from the property owner)

## **Checklist**

### **Please read (and tick) the following checklists to make sure you have sent all the information for your application.**

| **Information** | **Please tick** |
| --- | --- |
| Completed application form, signed and dated |  |
| Location Plan identifying the proposed property |  |
| Correct Fee (made payable to Pembrokeshire County Council) |  |
| Enclosed the required ownership details if you are not the landowner |  |

## **Applicants declaration**

All information that we hold concerning you as an individual will be retained and processed by the Street Naming and Numbering Service strictly in accordance with the provisions of The United Kingdom General Data Protection Regulation, as set out in our [Privacy Notice](https://www.pembrokeshire.gov.uk/privacy-promise/privacy-statement-departmental-privacy-notices), alternatively a paper copy can be provided on request.

I understand that you will use the information I have provided to introduce a new postal address(s) and that this information may be checked with other sources within the council e.g. council tax, business rates, planning, building regulations, electoral registration sections.

Signature: Date:

If you require any further assistance in completing this form please contact Pembrokeshire County Council Contact Centre Tel: 01437 764551, e-mail [snn@pembrokeshire.gov.uk](mailto:snn@pembrokeshire.gov.uk)