

# SNN 1 FORM

Pembrokeshire County Council

## Street Naming & Numbering Service



### APPLICATION FORM (SNN 1)

# RENAMING OF AN EXISTING PROPERTY

Please complete this form to request a renaming of an existing property and return the 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 our application

**The fee for renaming is £37.00 per property**

This form is also available in Welsh

## SECTION A – APPLICANT DETAILS:

**A1 Please specify your name and contact details below:**

Name:

Address:

Postcode:

Daytime tel. no:

Email:

## SECTION B - RENAMING AN EXISTING PROPERTY:

### B1 Please specify the following details:

Existing name of the property:

Address of the property:

Postcode:

Proposed new name

(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).

## SECTION C - OWNERSHIP DETAILS

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.**

- |  |                          |
|--|--------------------------|
| Completed application form, signed and dated                         | <input type="checkbox"/> |
| Location Plan  | <input type="checkbox"/> |
| Correct Fee (made payable to Pembrokeshire County Council)           | <input type="checkbox"/> |
| Enclosed the required ownership details if you are not the landowner | <input type="checkbox"/> |

## 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 General Data Protection Regulation 2016, as set out in our Fair Processing Notice. A full version of this notice can be viewed [www.pembrokeshire.gov.uk/privacy-promise](http://www.pembrokeshire.gov.uk/privacy-promise), 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 Email: [snn@pembrokeshire.gov.uk](mailto:snn@pembrokeshire.gov.uk)