

SNN 2 FORM

Pembrokeshire County Council



Street Naming & Numbering Service

APPLICATION FORM (SNN 2)

SMALL SITES UP TO FOUR PLOTS

Please complete this form to request a new postal address(s) 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.

This form is also available in Welsh.

The fee for registering a property is £37.00 per address

Note: This form is to be used for the naming of individual dwellings where no new roads will be named. If a new road or roads are to be constructed which require naming at your development site then road naming proposals will have to be agreed by the Council. Use form SNN3. (The Authority will check with Royal Mail on every request. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence).

SECTION A – APPLICANT DETAILS:

A1 Please specify your name and contact details below:

Name:

Address

Postcode:

Daytime tel. no:

Email:

SECTION B - NAMING & NUMBERING NEW DEVELOPMENT:

B1 Please specify the following details:

The development name or marketing name (if any):

Site Location:

Number of plots:

Planning
Application No:

Building Regs
Application No:

B2 (a) Are new Apartment Block Names required? Yes No

B2 (b) If Yes Please specify the following - The proposed Apartment Block name(s):

B3 Please specify any proposed individual property house name(s):

Note: The Authority has a duty to assign property numbers whenever practicable.

B4 What is the status of the development?

Still Under Construction

Constructed

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

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 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, 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