SNN 4 FORM

Pembrokeshire County Council

Street Naming & Numbering Service

APPLICATION FORM (SNN 4) NAMING & 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.

This form is also available in Welsh.

The fee for registering a property is £37.00 per address For flat conversions it is £37.00 plus £10.00 per flat.

SECTION A – APPLICANT DETAILS: A1 Please specify your name and contact details below: Name: Address: Postcode: Daytime tel. no: Email:

SECTION B - NAMING & NUMBERING A PROPERTY CONVERSION: B1 Please specify the following details:	
Site address: Current Building Name/House Number if exists/Street Name:	
Village/Town:	Postcode:
Number of Flats to be introduced within the pr	roperty conversion:
Please ensure a block plan is enclosed showing the entrance to each block must be clearly marked.	he internal layout of the development. The main
Planning Application No:	Building Regs Application No:
B2 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).	
B3 What is the status of the development Still Under Construction For your information All properties must be numbered or named onto the property, which is generally the Street that the	Constructed
SECTION C - OWNERSHIP DETAILS Are you the property owner? (If No, we will need written confirmation from the	☐ Yes ☐No e 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 C Enclosed the required ownership details if you a	,
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.	
a property conversion and that this information m	ave provided to introduce new postal addresses for nay be checked with other sources within the council ng regulations, and electoral registration sections.
Signature:	Date:
If you require any further assistance in completing Council Contact Centre Tel: 01437 765541, email contact Centre Tel: 01437	ng this form please contact: Pembrokeshire County ail – snn@pembrokeshire.gov.uk