



**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
ALLOCATION OR AMENDMENT TO AN OFFICIAL ADDRESS**

The allocation of an official postal address is the responsibility of the Local Authority.

Please complete section A and then the relevant sub sections and return it to:

**Development and Conservation**

**North Herts District Council, PO Box 10613, Nottingham, NG6 6DH**

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**A: Please complete your details (address to which correspondence will be sent)**

**Name:** .....

**Address:** .....

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**Telephone number:** ..... **Mobile number:** .....

**Email:** .....

I confirm I am the registered owner, agent on behalf on, or have a considerable interest in, at the above property or that we have exchanged contracts and are due to complete on:

**Signature:** .....

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**B: Change of house name**

*(The appropriate fee must be paid on submission of application)*

If your property has no street number and is known by name only, changes have to be registered officially through the Council. Once an official postal address is confirmed, we will notify the emergency services and various other bodies. You will need to notify all your personal contacts, financial companies and utility providers.

**Address:** .....

.....

**Postcode:** .....

**Existing house name:**.....

**Proposed house name (subject to approval).** .....

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**C: Adding an “alias” name to an existing numbered property**

*(The appropriate fee must be paid on submission of application)*

Registered property owners can add an alias name to their property. You must continue to use the allocated postal number given for your property and not rely on the alias name.

**Please note: The council will notify the emergency services and other agencies.**

**Address:** .....

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**Postcode:** .....

**Proposed alias name (subject to approval).** .....



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**D: New buildings (residential or commercial)**

*(The appropriate fee must be paid on submission of application)*

**Address of development:** .....

**Planning application number:** .....

**Date of planning decision:** ..... **Planning approval: Yes/No\***delete as appropriate

**Proposed address if an infill build, e.g., 1a**

**Proposed address if a larger development, e.g., 1-10 Any Crescent, Any Road, Any Town**

**1**.....

**2**.....

**3**.....

**Status:** Site intact / Site cleared / Footings in place / Part built/ Built \* (delete as appropriate)

**No of plots to be built:** .....

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**Any further information you may think is relevant to the application:**

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**Please note the appropriate fee must accompany the completed application form. The charge for this service is available on the website <http://www.north-herts.gov.uk>**

Please supply proof of residency for applications relating to sections B and C. This may be in the form of an up to date utility bill or a confirmation of moving date from your solicitor.

Adding an alias name to your property will only show up on certain databases at the discretion of the relevant officer receiving the final address from North Hertfordshire District Council.

Royal Mail may add the alias name to their published postal address files or their online database, however, correspondence from internal Council departments will feature the alias name and entries on the electronic register will also feature.

You must continue to use the number allocated to your property.

An address format could be Rose Cottage, 14 High Street, Any town, AA1 3AA