



MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

REQUEST TO ALLOCATE AN OFFICIAL ADDRESS OR ADDRESSES

Please complete section A and then either Sections B or C and also section D of this form and attach a location plan clearly identifying your property or development and return it together with the appropriate fee to:

Highways Section, Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil CF48 4TQ

A: Your Details (Address to which all correspondence should be sent)

Name:

Address:

Telephone Number: Email Address:

B: CHANGE OF PROPERTY NAME (Residential or Business)

If you wish to alter the existing name or add a name to your property please complete the information requested below. Once an official postal address is confirmed, we will notify all Council departments, emergency services and other various statutory bodies. It is your responsibility to notify all personal correspondents, e.g. banks, insurance companies etc.

PLEASE NOTE If your property already has a postal number, we are unable to remove or amend it from your official address but a name may be unofficially added for which no application or fee is necessary. However it may be beneficial to provide this name to the council to enable us to add it to our systems to aid identification and service provision.

Existing Property Name & Address inc. Postcode:

Proposed Property Name:

Tick as appropriate

☐

I confirm that I am the registered owner of the above property

☐

I have exchanged contracts and are due to complete on:/...../.....

C: NEW BUILDING/S (Residential or Business)

Please note, numbered properties and properties built at the end of an existing street or road will be numbered with the next available sequential number. New properties built between existing buildings will be numbered into the existing street using a prefix of a or b unless spare sequential numbers already exist.

Name of Development (If applicable) :

Planning Application Number: P/

Proposed Address/es:
(including preferred name(s) or numbering and new Street Name(s) if applicable – use space below if necessary)

Status: Built / Under Construction / Not Yet Built (delete as appropriate)

Please attach a copy of the site location & approved site layout plan

Tick as appropriate

☐

I confirm that I am the registered owner / developer of the above property / Site

☐

I/we have exchanged contracts and are due to complete on:

D: Declaration

Signed:

Date:

E: Additional Information

Please use the space below to enter any additional information that we may find useful:

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Notes

- 1. You must fill in all relevant sections of the application form and sign and date it.
- 2. You must submit the correct fee with your application as shown on our Street and property naming and numbering policy document.
- 3. Payment methods – The most convenient way to pay is by debit or credit card using our automated online payment system at : <https://www.merthyr.gov.uk/do-it-online/pay-for-it/street-naming-and-numbering-fees/>
Payment can also be made by prior arrangement by bank transfer, cheque payable to: **Merthyr Tydfil County Borough Council**, or by cash in person at the above address or at our Civic Centre.

If you need any help in filling in this application form please telephone us on 01685 725188.

Merthyr Tydfil County Borough Council is committed to upholding your privacy rights. We will only use your personal information for lawful purposes. If you would like to find out more about how we use your personal information please read our [Privacy Notices](#) which are available on our website. If you have any concerns or would like to know more about data protection compliance please contact our Data Protection officer on 01685 725000 or data.protection@merthyr.gov.uk.