



## Official Postal Address Application

Please see notes overleaf. Complete Section A, and then either B, C or D of this form and return it with a site plan (and any fees) to:

The Address & Gazetteer Officer, Exeter City Council, Civic Centre, Paris Street  
EXETER EX1 1JJ

### Section A: Please complete your details (Address to which correspondence will be sent)

Name:

Address:

Daytime telephone number:

Email:

I confirm that I am the registered owner of the property that I am applying for address registration, or that I/we have exchanged contracts and are due to complete on     /     /

Signed:

Date:

### Section B: Change to a building name, or addition of a new name to a numbered property (fee payable £147)

Changes to a property name has to be officially registered through Exeter City Council. Where a property has been issued with a postal number, the property name will be registered to be used in addition to the official number. The name does not replace the property number (see notes overleaf).

Existing Address:

Postcode:

Proposed name:

### Section C: New Buildings. Property use: Residential or commercial

All new properties and **conversions** require an official address. This has to be registered through Exeter City Council. Where possible new properties will be included in the numbering of an existing street.

Location/Address of site:

Proposed Address:

Planning Application Ref:

Status: \*Built/Not yet complete (\*delete as appropriate).

If not complete please state date that completion is expected:

### Section D: Registration of an existing property (if the premises are not an existing CTAX or commercial rates payer then it will be classed as a new building – see section C above)

Occasionally existing properties are missing from the official postal address file. These properties can be registered, however, a specific cannot guarantee a particular postcode as the issuing of postcodes is the responsibility of Royal Mail. **There is no charge for this service.**

Address:

Length of time this property has been in existence:

**Further information:** *Please add any further details regarding this application.*

## Notes

**Legislation:** The naming and numbering of streets and buildings within Exeter is a Statutory Function of Exeter City Council (the Council), and is covered by Section 64 and 65 of the Town Improvement Clauses Act 1847 and Section 21 of the Public Health Amendment Act 1907.

**Applications are only accepted from property owners, not occupiers or tenants.**

**Applications must be accompanied by plans for new builds, conversions and in instances where there could be doubt about the property involved.** The location plan should be at 1:2500. For new developments a site layout must be provided showing any suggested road names and details of plot and property numbers (for convenience a maximum size of A3 is preferred). In the case of flats/apartments, internal layout plans are required showing the position of each unit within the building. **Once officially addressed, amendments to new developments/conversions will be charged at £147 per plot/address change.**

**Fees:** There is a charge for the service. £147 to change a property name or for the addition of a property name. Please make cheques payable to Exeter City Council.

**Adding a house name:** A name can be added to a property that has a street or building number eg 41 High Street but Royal Mail will hold this as an 'alias'. Owners and occupiers can use the name but must retain the number as part of their address.

**Postcodes and addresses:** Royal Mail is responsible for the issue of Postcodes. They also register the address formally into their Postcode Address File (PAF). Sometimes the town, locality or Postcode may not be as you expect. This is out of the Council's control.

**Flats and buildings in multiple occupation:** If mail for a building is delivered to a single letter box, and occupants then collect their own mail, then Royal Mail class this as a 'building in multiple occupation' and will only register the parent building and not individual flats.

**Flats and apartments:** These should be numbered rather than described or lettered – Flat 1 rather than Ground Floor Flat or Flat A. (The lowest number should be at the bottom of the block).

**New buildings and 'infill' plots:** Where possible these will be incorporated into the existing numbering in the street that provides access – using a suffix if necessary (eg 23A, 23B etc). Where streets are not numbered, as in many rural settlements, the naming of properties will be acceptable.

**Merged properties:** Where two or more properties on a numbered street are merged, the numbers of the original properties should be retained. For example, 4 and 6 Fore Street being combined would become 4-6 Fore Street.

**Further information or help with this form:** Telephone: 01392 265259 E-mail: [street.naming@exeter.gov.uk](mailto:street.naming@exeter.gov.uk) or by post as above.

**Please note that applications generally take around 2 weeks to process – you will be contacted once the registration process is complete.**

**Data Protection:** Any personal information which you provide will be held and used by Exeter City Council for the purpose of processing your postal address application. Your information may also be shared within Exeter City Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside Exeter City Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.