

ASHFIELD DISTRICT COUNCIL

Urban Road
Kirkby in Ashfield
Nottingham
NG17 8DA

Tel: 01623 457-281
www.ashfield.gov.uk



The allocation of an official postal address is the responsibility of the Local Authority and not the Royal Mail

NEW DWELLING - This can be a new build or a property conversion.

It **will** need an official postal address - to be registered by Ashfield District Council.

Once the postal address is confirmed, we can send out notification to interested parties. For a list of charges please see overleaf.

You will need to notify all personal correspondence e.g. Banks, Building Societies, utility suppliers.

REGISTRATION OF OFFICIAL POSTAL ADDRESS(ES)

APPLICANT'S DETAILS (Address to which correspondence will be sent)

| | |
|------------------------------|--|
| Invoice Name: | |
| Invoice Address: | |
| Email: | |
| Contact telephone No: | |

NEW DWELLING(s)

| | |
|-----------------------------------|---|
| Address of development: | |
| Planning application No: | |
| Building Control Ref: | |
| Number of plots: | |
| Number of streets: | |
| Proposed address(es): | |
| Estimated Completion Date: | (If the development comprises of more than one dwelling, please indicated the date when the first house will be occupied) |

Please return your completed form to:

GIS Team (Corporate Performance)
Ashfield District Council
Urban Road
Kirkby in Ashfield NG17 8DA

[Click to print form](#)

Or by email to 3005SN&N@ashfield.gov.uk

If reasonable adjustments are needed to fully engage with the Authority - contact **01623 450000**

Schedule of Street Naming and Numbering Charges

Existing Addresses

| Service | From 1st April 2017 |
|---|---|
| Individual House Name / Individual House re-name or re-number including notification | £55 |
| Development re-number due to change in plot numbers, or plot positions including notification | £55 |
| Rename of Street where requested by residents including notification | £200 plus £55 per plot |

New Addresses

| Service | From 1st April 2017 |
|--|---|
| Assign Number/Name of new properties | No charge |
| Notification Number/Name of new properties (up to 5 properties) | £35 per plot |
| Notification Number/Name of new properties (6 or more properties) | £35 per plot for first 5 then £12 per plot thereafter |
| Additional charge, where this includes naming of a street | £115 per street |
| Additional charge where this includes the naming of a building (e.g. block of flats) | £115 per block |

Organisations the Council inform of new or changed addresses

Externally;

Royal Mail Address Development Team
Nottinghamshire Police
Nottinghamshire Fire and Rescue
East Midlands Ambulance Service
Nottinghamshire County Council LSG
Valuation Office Agency
Land Registry Nottingham Office
Central Networks
Severn Trent
British Telecom
NLPG Hub

Internally;

LLPG Custodian
Land Charges Section
Council Tax Billing
Development Control
Building Control
Elections Officer
Waste Management
Highways Services
Legal Section
Environmental Health
Customer Services

No charge will be levied against these bodies for receiving the postal address information.

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available via email request or the ADC website.
2. All fees must be paid prior to notification being sent.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Ashfield District Council can only issue street naming and numbering schemes contained within the district boundary.
6. All street naming and numbering schemes will be issued in accordance with the ADC street naming and numbering policy.
7. Any queries or complaints should be directed to:

Corporate Information Analyst
Ashfield District Council
Council Offices
Urban Road
Kirkby in Ashfield
Nottinghamshire
NG17 8DA

Tel 01623 457134