

# ASHFIELD DISTRICT COUNCIL

Urban Road  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

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



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***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.

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## REGISTRATION OF OFFICIAL POSTAL ADDRESS(ES)

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

<b>Invoice Name:</b>	
<b>Invoice Address:</b>	
<b>Email:</b>	
<b>Contact telephone No:</b>	

### DWELLING(s) DETAILS (please complete where applicable)

<b>Location of property or development:</b>	
<b>Planning application No:</b>	
<b>Building Control Ref:</b>	
<b>Number of plots:</b>	
<b>Number of streets:</b>	
<b>Proposed address(es):</b>	
<b>Estimated Completion Date:</b>	(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

Or by email to [lpg@ashfield.gov.uk](mailto:lpg@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

<b>Service</b>	<b>To 31<sup>st</sup> March 2018</b>	<b>From 1<sup>st</sup> April 2018</b>
Individual House Name / Individual House re-name or re-number including notification	£55	£65
Development re-number due to change in plot numbers, or plot positions including notification	£55 per plot requiring re-numbering	£65 per plot requiring re-numbering
Rename of Street where requested by residents including notification	£200 plus £55 per property	£200 plus £65 per property

### New Addresses

<b>Service</b>	<b>To 31<sup>st</sup> March 2018</b>	<b>From 1<sup>st</sup> April 2018</b>
Assign Number/Name of new properties	No charge	No charge
Notification Number/Name of new properties (up to 5 properties)	£35 per plot	£35 per plot
Notification Number/Name of new properties (6 or more properties)	£35 per plot for the first 5 then £12 for each additional plot thereafter	£35 per plot for the first 5 then £15 for each additional plot thereafter
Additional charge, where this includes naming of a street	£115 per street	£115 per street
Additional charge where this includes the naming of a building (e.g. block of flats)	£115 per block	£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.

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### **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