**SNN1 Form: Pembrokeshire County Council**

**Street Naming and Numbering Service**

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# **Renaming of an existing property application form**

Please complete this form to request a renaming of an existing property and return the completed application to Street Naming Numbering, Pembrokeshire County Council, County Hall Haverfordwest SA61 1TP

When completing this form please ensure that you provide all of the information required Failure to do so could delay the processing of our application

**The fee for renaming is £75.00 per property**

This form is also available in Welsh

## **Section A: Applicant details**

### **Please specify your name and contact details below:**

| **Details** | **Please write in** |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Daytime tel no: |  |
| e-mail: |  |

## **Section B: Renaming an existing property**

### **Please specify the following details**

| **Details** | **Please write in** |
| --- | --- |
| Existing name of the property: |  |
| Address of the property: |  |
| Postcode: |  |
| Proposed new name: |  |

**Note:** (The Authority will check with Royal Mail on every request. Names will be considered acceptable unless they are duplicated within the local area or likely to cause offence).

## **Section C: Ownership details**

1. **Are you the property owner?**

**Yes/No**

(If No, we will need written conﬁrmation from the property owner)

## **Checklist**

### **Please read (and tick) the following checklists to make sure you have sent all the information for your application.**

| **Information** | **Please tick** |
| --- | --- |
| Completed application form, signed and dated |  |
| Location Plan |  |
| Correct Fee (made payable to Pembrokeshire County Council) |  |
| Enclosed the required ownership details if you are not the landowner |  |

## **Applicants declaration**

All information that we hold concerning you as an individual will be retained and processed by the Street Naming and Numbering Service strictly in accordance with the provisions of The United Kingdom General Data Protection Regulation, as set out in our [Privacy Notice](https://www.pembrokeshire.gov.uk/privacy-promise/privacy-statement-departmental-privacy-notices), alternatively a paper copy can be provided on request.

I understand that you will use the information I have provided to introduce a new postal address(s) and that this information may be checked with other sources within the council e.g. council tax, business rates, planning, building regulations, electoral registration sections.

Signature: Date:

If you require any further assistance in completing this form please contact Pembrokeshire County Council Contact Centre Tel: 01437 764551, e-mail [snn@pembrokeshire.gov.uk](mailto:snn@pembrokeshire.gov.uk)