**SNN2 Form: Pembrokeshire County Council**

**Street Naming and Numbering Service**

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# **Small sites up to four plots**

Please complete this form to request a new postal address(s) and return your

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 your application.

**The fee for registering a property is £75.00 per address**

**Note**: This form is to be used for the naming of individual dwellings where no new roads will be named. If a new road or roads are to be constructed which require naming at your development site then road naming proposals will have to be agreed by the Council. Use form SNN3. (The Authority will check with Royal Mail on every request. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence).

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: Naming and numbering new development**

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

| **Details** | **Please write in** |
| --- | --- |
| The development name or marketing name (if any): |  |
| Site location: |  |
| Number of plots: |  |
| Planning application number: |  |
| Building regulations application no: |  |

### **Are new apartment block names required?**

 **Yes/No**

If Yes, please specify the proposed apartment block name(s) (please write in)

### **Please specify any proposed individual property house name(s) (please write in)**

**Note:** The Authority has a duty to assign property numbers whenever practicable

### **What is the status of the development (still under construction or constructed)? (please write in)**

## **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 identifying the proposed property |  |
| 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