



ADDRESS REQUEST FOR MULTIPLE PROPERTIES

Please use this form to request the official addresses for new residential or commercial properties in Aberdeenshire. The information you provide will help the Council carry out its duties under the civic Government (Scotland) Act 1982 section 97(a), which gives local authorities the power to name streets and number premises and to require owners to fix or paint numbers on their premises. Please read the guidance notes overleaf before completing the form.

Applicant Details

Name

Contact Address

Postcode

Telephone Number

Email

Property Development Details

Planning Application/Building Warrant Reference

How many properties require an address?

Will there be any new streets as part of the development?

List any proposed new property names or new street names (if required) below

I have included a map in the following format

AutoCAD compatible DWG/DFX ☐ Other digital format ☐ Paper ☐

If there are new roads, has Roads Construction Consent been granted?

I certify that I have authority to make this request and agree the relevant fee

Signature

Date

Please see overleaf for guidance notes and the return address for the completed form and plan

GUIDANCE NOTES

Please complete this form if you are building more than one new property that will require an address, for example new houses, steading conversion, block of flats or business premises. The Council will allocate the official address following liaison with Royal Mail as appropriate.

We will inform various agencies of the new addresses, this includes the emergency services, Ordnance Survey, utility companies and Scottish Assessors.

It may take several months for the address to show on all third-party databases. This is because companies download Royal Mail data at different intervals throughout the year.

If the new property development includes one or more new streets, you can suggest names for the streets and these will be considered by the local Aberdeenshire Councillors in conjunction with the relevant Community Council. Please note it may take up to 8-12 weeks to register street names and numbering in a new development.

You must supply a location map and site layout plan showing the new properties, preferably in AutoCAD compatible DWG/DXF format. If necessary, use the Council's website to get a location map:

<https://online.aberdeenshire.gov.uk/apps/local/map.asp>

Please send the completed form and associated map to the email address shown below.

Email: roadsdevelopmentenquiries@aberdeenshire.gov.uk

Tel: 01467 539771

**Roads Development SNN
Aberdeenshire Council
Harlaw Road
Inverurie
AB51 4TE**

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Advise Royal Mail	[]	RM Confirmation	[]
Advise CAG team	[]	UPRN	[]
Advise Council Services	[]	Advise applicant	[]