



RUSHMOOR BOROUGH COUNCIL ALLOCATION OF OFFICIAL POSTAL ADDRESS

The allocation of an official postal address is the responsibility of the Local Authority.

Please complete Section A and then either B or C of this form and return it to: -
Street Naming and Numbering Officer, Building Control, Rushmoor Borough Council,
Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU

A: Please complete your details (Address to which correspondence will be sent)

Name:

Address:

Contact Telephone Number:

B: CHANGE OF HOUSE NAME OR COMMERCIAL BUILDING NAME

This is only applicable on domestic properties if the property does not have a postal number

The fee payable is £100, payment can be made online, please contact the office 01252 398715 or email snn@rushmoor.gov.uk and an email for payment will be sent or alternatively cheques should be made payable to **Rushmoor Borough Council**.

If your property has no street number and is known by name only, changes have to be registered officially through us. Once an official postal address is confirmed, we will notify the emergency services and other bodies. You will need to notify all personal correspondents for example Banks, Building Societies and utilities companies.

Address:

Post Code:

Existing Name:

Proposed Name:

I confirm that I am the registered owner of the above property or that we have exchanged contracts and are due to complete on / /

Signed:

Date:

C: NEW BUILDINGS (Residential or Business)

All new buildings, both new builds and conversions require an official postal address. This has to be registered by us.

Please enclose appropriate payment.

Address of development:

Planning Application No:

Proposed Address:

(If applicable, 3 or more names in order of preference)

Status: Built Not yet built

Please attach an A4/A3 copy of an approved site plan and if applicable A4/A3 floor layouts showing all entrance doors for flat developments to individual flats.

Signed:

Date: