

# Application for a new address

For new properties, including self-builds, conversions, infill developments, flats, and multiple new dwellings with no new streets. All fields must be completed unless otherwise specified. Please refer to the enclosed guidance for more information.

<b>Applicant details</b>	<b>1</b>	Full name	
		Address	
		Postcode	
		Email	
		Telephone	
<b>Site details</b>	<b>2</b>	Site address	
		UPRN (if known)	
		Coordinates	
		Planning application number(s)	
		<b>Planning permission is required. Please include your permission letter.</b>	
<b>Reason for request (choose one)</b>	<b>3</b>	<p>A single new property/conversion needs an address with a:</p> <input type="checkbox"/> property name <input type="checkbox"/> property number <input type="checkbox"/> name and number	
		<p><b>Please complete part A only.</b></p>	
		<p>Multiple new properties/conversions need addresses with:</p> <input type="checkbox"/> property names <input type="checkbox"/> property numbers <input type="checkbox"/> names and numbers	
		<p><b>Please complete part A and B.</b></p>	
<b>Address suggestions (provide three per property) and further information</b>	<b>A</b>	<p>New flats or existing building converted into flats with a:</p> <input type="checkbox"/> building name <input type="checkbox"/> building number <input type="checkbox"/> name and number <input type="checkbox"/> one shared letterbox <b>OR</b> <input type="checkbox"/> multiple/individual letterboxes	
		<p><b>Please complete part A and C.</b></p>	
		<input type="checkbox"/> Existing property requires an address	
		<p><b>Please complete part D only.</b></p>	
		Option 1:	
		Option 2:	
		Option 3:	
		<p><b>For multiple new named properties, please include additional name choices on a separate sheet.</b></p> <p><b>You must include a property suffix.</b></p>	

		<p><b>B</b> Number of new properties: Click or tap here to enter text. Name(s) of street(s) properties are accessed from: Click or tap here to enter text.</p>				
		<p><b>C</b> Number of flats: Number of access points: Are there other flats in this property?</p>				
		<p><b>D</b> Desired property address:  When was your property constructed? Click or tap here to enter text. Has this property ever been vacant for an extended period? <input type="checkbox"/> Yes      <input type="checkbox"/> No      <input type="checkbox"/> Unsure Which database(s) currently hold your address? <input type="checkbox"/> North Yorkshire Council                      <input type="checkbox"/> Royal Mail Please specify: Click or tap here to enter text.    <input type="checkbox"/> Land Registry If your address is held differently on one or more database, please clarify: Click or tap here to enter text.</p>				
Type of new property (choose one)	4	<p><input type="checkbox"/> Dwelling      Flat      Offices      <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial      Agricultural      Other: <b>Agricultural barns do not need an address for utility connections. Please refer to guidance for more information and next steps.</b></p>				
Plans	5	<p><input type="checkbox"/> Location plan not smaller than <b>1/500 scale</b> <input type="checkbox"/> Site plan which <b>must</b> include: <input type="checkbox"/> Access point(s) <input type="checkbox"/> Letter box location(s) <input type="checkbox"/> Plot numbers (for multiple properties and flats only) <input type="checkbox"/> Floor plans (for conversions and flats only)</p>				
Administration fees	6	<table border="1"> <tr> <td><input type="checkbox"/> Online      <input type="checkbox"/> Phone</td> <td>Fee: £</td> </tr> <tr> <td><input type="checkbox"/> Cheque      <input type="checkbox"/> BACS</td> <td>Receipt number:</td> </tr> </table>	<input type="checkbox"/> Online <input type="checkbox"/> Phone	Fee: £	<input type="checkbox"/> Cheque <input type="checkbox"/> BACS	Receipt number:
<input type="checkbox"/> Online <input type="checkbox"/> Phone	Fee: £					
<input type="checkbox"/> Cheque <input type="checkbox"/> BACS	Receipt number:					
Declaration	7	<p>I am the:    <input type="checkbox"/> property owner    <input type="checkbox"/> tenant <b>If you are not the property owner, we will require a letter of consent from the owner agreeing to the change.</b> <input type="checkbox"/> I have enclosed all required files. <b>Signed:</b> _____ <b>Date:</b> _____ <b>By signing you agree to the terms.</b></p>				

<p><b>Introduction</b></p>		<p>North Yorkshire Council has the legal responsibility for street naming and numbering of properties within the county.</p> <p>Street naming and numbering is a statutory registration function by which the council must formally approve all new properties and ensure they are numbered or named where no numbering scheme exists.</p> <p>All new and existing properties must be registered. If a property is not officially registered, it may not appear in official address databases, which can cause issues with services and compliance.</p> <p>An officially registered address ensures access to essential services:</p> <ul style="list-style-type: none"> <li>• <b>emergency services</b> can locate the property quickly</li> <li>• <b>postal and courier services</b> deliver to the correct property</li> <li>• <b>utility providers</b> (gas, water, electricity) can connect the property without delays</li> </ul> <p>Mortgage lenders, solicitors, and insurers rely on official addresses. Without registration, delays or complications may be faced when:</p> <ul style="list-style-type: none"> <li>• selling or buying property</li> <li>• applying for a mortgage or insurance</li> </ul> <p><b>This application form is only for new properties, including self-builds, conversions, infill developments, flats, and multiple new dwellings with no new streets. All fields are required unless otherwise indicated.</b></p>
<p><b>Applicant details</b></p>	<p>1</p>	<p>Please complete the full contact information of the applicant. This must be the owner of the property – otherwise, written consent from the owner must be included with the form.</p> <p>The address must be a valid official geographical or postal address for waste collection invoicing purposes.</p>
<p><b>Site details</b></p>	<p>2</p>	<p>The site address can be found on the planning permission letter.</p> <p>UPRN: Unique Property Reference Number, issued to every addressable location and can be found online at <a href="https://www.findmyaddress.co.uk/">https://www.findmyaddress.co.uk/</a>.</p> <p>Please provide coordinates (eastings and northings) for the centre of the development.</p> <p><b>Applications to register new or converted properties will not be considered without granted planning permission. You must provide the planning reference number.</b></p>
<p><b>Reason for request and address suggestions</b></p>	<p>3</p>	<p>Please check the relevant boxes to indicate your application type, then complete the required parts A/B/C/D.</p> <p><b>Addressing criteria:</b></p> <p>North Yorkshire Council follows guidance provided by Geoplace conventions and British Standards to ensure we work in alliance with other Authorities. All proposed names will be checked against existing Local Land and Property Gazetteer entries.</p> <p><b>Criteria for listing on Royal Mail’s postcode address file (PAF):</b></p>

		<ul style="list-style-type: none"> <li>• the building must be either a residential dwelling or a bona fide business address that has an office on site with clear signage displaying the business name</li> <li>• the building (if business) needs to be occupied during business hours</li> <li>• the building has a secure and lockable mail delivery point (letterbox) that is easily accessible for the delivery of mail at all times. However, please note that a letterbox on an uninhabited building, fence or gate does <b>not</b> meet the criteria to be added to PAF</li> <li>• if the field/barn is not part of a larger site that is a postal address, then it is not an address and does not qualify for any form of mail delivery</li> </ul> <p><b>Property numbers:</b></p> <ul style="list-style-type: none"> <li>• a property number must not be included or excluded for cultural/religious/other personal preferences</li> <li>• numbering must suit local context; where a street has an existing numbering scheme, all new properties must be numbered</li> <li>• where necessary, infill numbers will be assigned</li> </ul> <p><b>Property names:</b></p> <ul style="list-style-type: none"> <li>• the requested name must not include the word “The” or “A”</li> <li>• names must not be the same as, or similar to another property, street, locality, or town in the same postcode area (for example, HG1 2)</li> <li>• all new property names must include a suffix that is appropriate for the property use: Apartment(s), Barn, Boulevard, Building(s), Bungalow, Byre, Centre, Chambers, Cottage, Court, Croft, Hall, Heights, House, Lodge, Mansion(s), Mews, Point, Terrace, Tower, View, Villa(s)</li> <li>• proposed names must not contain numeric characters or words that sound like numbers (Too) and must not cause confusion (20 Seven Foot Lane vs 27 Foot Lane)</li> <li>• naming a property after an individual, living or deceased, is not acceptable and will be refused</li> <li>• names which are difficult to spell or pronounce will not be refused for this reason. However, the applicant accepts responsibility for any issues caused by spelling or pronunciation difficulties following registration</li> <li>• name requests with royal connotations must be accompanied with a written letter of consent from the Lord Chamberlain’s Office</li> </ul>
Type of property	4	<p>Please check the box indicating the type of property.</p> <p><b>For agricultural properties that need an agricultural holding number:</b> DEFRA confirmed that to apply for an agricultural holding number you don’t have to use a postcode as there are other methods of land identification. You can also use either Ordnance Survey Grid Ref or a Land Parcel Reference Number. A LPRN will have been created for the area of the customers land and will have a number attached to it which they can access via OS.</p> <p><b>For agricultural barns that require a utility connection:</b> North Yorkshire Council does not allocate official addresses to agricultural land, fields or buildings/storage or where there is no occupied residential or</p>

		<p>commercial building.</p> <p>The utilities company can create an account on their system and use a separate mailing address for billing purposes. They can use the relevant meter serial number to locate the supply and create a unique premises reference, this is the usual procedure for this type of supply and is a regular occurrence for agricultural farms, fields and barns. Please refer to your utility supplier to set this up.</p> <ul style="list-style-type: none"> <li>• Reach out to your chosen utility supplier and explain the situation. Let them know that the supply is for an ancillary accommodation without a conventional address.</li> <li>• Provide any relevant details you have, such as the location of the property, nearby landmarks, or GPS coordinates. Describe the building's location in detail. Mention any distinctive features, neighbouring properties, or natural landmarks. If there's a well-known road nearby, provide that information as well. If possible, obtain the precise GPS coordinates of the building. You can use a GPS device or a smartphone app to find the latitude and longitude. Share these coordinates with your energy supplier—they can use them to identify the location accurately.</li> <li>• Arrange for a meter installation at the building. The technician will need to physically visit the site to set up the meter. During this process, they'll assign the Meter Point Administration Number (MPAN) specific to your building.</li> <li>• Keep records of all communication with your energy supplier. Note down reference numbers, dates, and details discussed.</li> <li>• Once the supply is active, your MPAN will be included in the welcome pack or billing information.</li> <li>• Remember that flexibility and clear communication are key. Your utility supplier will work with you to ensure a successful setup, even without a traditional address.</li> </ul>
<p><b>Plans</b></p>	<p><b>5</b></p>	<p>Please provide a location plan and a site plan not smaller than 1/500 scale. The location plan must show the location of the development site in relation to at least two other named streets where possible and must include easting and northings for rural developments.</p> <p>The site plan must include access points, letter box locations (for flats) and plot numbers, and show the entire application site. Please ensure the site plan has <b>no coloured mark-up</b> (such as shading in the plots or on the streets), and <b>no annotations</b> (such as EV charging points and bin locations) other than doors, letterboxes, and plot numbers.</p> <p>Separate floor plans for flats and maisonettes are also required.</p> <p>All plans must be .pdf files and less than 10MB to allow for mailbox restrictions.</p>
<p><b>Administration fees</b></p>	<p><b>6</b></p>	<p>To view the administration fees and pay online, visit:  <a href="https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&amp;showSingleProduct=True&amp;recurringOnly=False">https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&amp;showSingleProduct=True&amp;recurringOnly=False</a></p> <p>Phone payments can be made by calling <b>01609 534811</b>.</p> <p>These charges are not subject to VAT at the current rate.</p>

		<b>Fee may be subject to revision pending review of plans.</b> If, on review of the plans, the Case Officer decides that the number of requested streets must be changed, further payment may be required.
<b>Declaration</b>	<b>7</b>	<b>Tenants cannot submit an addressing request without written consent from the property owner.</b> By signing you agree to the terms and confirm that the information provided is accurate and complete to the best of your knowledge.
<b>Process</b>		Applications should be submitted to the street naming and numbering team at the earliest opportunity, as utilities connections cannot be put in until a new address is allocated. North Yorkshire Council will consider your suggestions and run checks on the appropriateness of the addresses. For new street names this is done in consultation with Royal Mail and Parish/Town Councils – this consultation process runs for 21 working days. The process for Street Naming can take up to 6 months to complete as great care is taken to ensure that all comments are considered and that the process is as fair as possible to all those involved. Once the name is agreed it will be officially allocated and all relevant bodies will be automatically notified, and Royal Mail will issue the postcodes.
<b>Completed forms</b>		Please send this completed form with plans, planning permission letter, and any other required documents to <a href="mailto:streetnaming@northyorks.gov.uk">streetnaming@northyorks.gov.uk</a> , or post to:  Street Naming and Numbering Planning Operations North Yorkshire Council Civic Centre St Luke's Avenue Harrogate HG1 2AE
<b>Terms</b>		<b>Data Protection:</b> your details will be held securely and in accordance with the rules on data protection. We will treat your personal details as private and confidential and safeguard them. We will not disclose these details to anyone unconnected with the council unless you have consented to their release, or when: <ul style="list-style-type: none"> <li>• we are legally obliged to do so</li> <li>• disclosure is necessary for the proper discharge of our statutory functions</li> <li>• disclosure is necessary to enable us to provide you with a requested service, or deal with your enquiry</li> <li>• we are under a duty to protect public funds</li> </ul> We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes. For more information on privacy and how we use your data please take a look at our privacy notice at <a href="https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices">https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices</a>