

Application to confirm an address

For confirmation of an existing registered property address. All fields must be completed. Please refer to the enclosed guidance for more information.

Applicant details	1	Full name	
		Address	
		Postcode	
		Email	
		Telephone	
Site details	2	Site address	
		UPRN (if known)	
		Coordinates	
Reason for request (choose one)	3	Address is missing from or held incorrectly in one or more databases:	
		<input type="checkbox"/> North Yorkshire Council	<input type="checkbox"/> Royal Mail
		Please specify:	<input type="checkbox"/> Land Registry
		<input type="checkbox"/> Other: Click or tap here to enter text.	
		Required for property sale	
		Other issue with address: Click or tap here to enter text.	
Address to confirm	4	Desired property address:	
		You must provide the full address as shown on your council tax letter.	
Plans	5	<input type="checkbox"/> Location plan not smaller than 1/500 scale	
		<input type="checkbox"/> Site plan which must include:	
		<input type="checkbox"/> Access point	
		<input type="checkbox"/> Letter box location	
Administration fees	6	<input type="checkbox"/> Online <input type="checkbox"/> Phone	Fee: £ Click or tap here to enter text.
		<input type="checkbox"/> Cheque <input type="checkbox"/> BACS	Receipt number: Click or tap here to enter text.
Declaration	7	I am the: <input type="checkbox"/> property owner <input type="checkbox"/> tenant	
		<input type="checkbox"/> I have enclosed all required files.	
		Signed:	Date:
		By signing you agree to the terms.	

Introduction		<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"> • emergency services can locate the property quickly • postal and courier services deliver to the correct property • utility providers (gas, water, electricity) can connect the property without delays <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"> • selling or buying property • applying for a mortgage or insurance. <p>This application form is only for confirmation of an existing registered property address. All fields are required unless otherwise indicated.</p>
Applicant details	1	Please complete the full contact information of the applicant. The applicant does not need to be the property owner.
Site details	2	<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 https://www.findmyaddress.co.uk/.</p> <p>Please provide coordinates (eastings and northings) for the centre of the development.</p>
Reason for request	3	<p>Please check the relevant boxes to indicate your application type.</p> <p>If you are applying because one or more service does not have your address listed correctly in their database, please select all that apply and/or indicate any not listed.</p>
Address to confirm	4	Please provide the full address as shown on your council tax letter for the property. We can only issue a confirmation of address for a property that is already registered on the Local Land and Property Gazetteer.
Plans	5	Please provide a location 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. We accept a variety of plans including Land Registry title plans.
Administration fees	6	<p>To view the administration fees and pay online, visit:</p> <p>https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&showSingleProduct=True&recurringOnly=False</p>

		Phone payments can be made by calling 01609 534811 . These charges are not subject to VAT at the current rate.
Declaration	7	By signing you agree to the terms and confirm that the information provided is accurate and complete to the best of your knowledge.
Process		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. Naming can take up to six months to complete as great care is taken to ensure that the process is as fair as possible and complies with relevant legislation and guidance. 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.
Completed forms		Please send this completed form with plans, planning permission letter, and any other required documents to streetnaming@northyorks.gov.uk , or post to: Street Naming and Numbering Planning Operations North Yorkshire Council Civic Centre St Luke's Avenue Harrogate HG1 2AE
Terms		Data Protection: 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"> • we are legally obliged to do so • disclosure is necessary for the proper discharge of our statutory functions • disclosure is necessary to enable us to provide you with a requested service, or deal with your enquiry • we are under a duty to protect public funds 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 https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices