

Naming and/or Numbering: New Properties (1 dwelling)

Guidance for Applicants

The Council can arrange for property names and/or number to be added to a new property.

Please note that you must be the Registered Title holder of the property or must obtain authorisation from the Registered Title holder before applying for naming or numbering of the above property. Without the correct authority your application may be rejected.

You should complete the form overleaf and return it to the address below, with a **payment of £25**. Cheques should be made payable to "Carmarthenshire County Council". We also require a copy of a **location plan** showing your property.

We will consult with the Royal Mail, as in some cases there may be a property in the near vicinity with the same or similar name. In this case, the Royal Mail will suggest that the applicant makes another choice to avoid future confusion. Should this occur, we will contact you, requesting that you suggest another name for your property.

We will confirm in writing your new address within 20 working days following receipt of your application.

Finally we will notify the following Statutory Authorities, within 5 working days of confirmation of your address:

- British Gas
- BT
- Community/Town Council
- Council Tax
- Dyfed Powys Police Headquarters
- Electoral Registration
- Land Registry
- Mid and West Wales Fire Authority
- Ordnance Survey
- Royal Mail
- Welsh Ambulance Service NHS Trust (Central and West Region)
- Welsh Water
- Western Power Distribution

The above list includes all the major companies; if you are with a private company (e.g. NTL for telephone services) it would be up to you notify them yourselves.

Planning Division
40 Spilman Street
Carmarthen
SA31 1LQ

Email: planning@carmarthenshire.gov.uk



APPLICATION FOR NAMING AND/OR NUMBERING: NEW PROPERTIES

Existing Name/Number of Property:

.....

Proposed Name 1st Choice.....

2nd Choice.....

Street.....

Village / Town..... Postcode.....

Payment of £25 Enclosed (please tick the box)

Cheques to be made payable to "Carmarthenshire County Council"

Location Plan Enclosed (please tick the box)

Please tick one the following boxes:-

I/We hold the Registered Title to the above-mentioned property and authorise Carmarthenshire County Council to register this application for naming/numbering.

I/We do not hold the Registered Title to the above-mentioned property but are authorised to register this application for naming /numbering. (Please enclose proof of authorisation from the Registered Title holder).

Official copy of Registered Title enclosed: **YES / NO**

Your Name..... Signature.....

Address for correspondence.....

.....

Daytime Telephone Number.....

Email Address.....

Date.....

