

## ADDRESS REQUEST FOR NEW PROPERTIES

Please use this form to request the official address(es) 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.

### Developer / Applicant details:

Name .....

Contact Address .....

..... Postcode.....

Telephone..... Email.....

### New property development details:

1. Building Warrant reference of new property development: .....

2. How many new properties are being built that will require an address? .....

3. Will there be any new streets built as part of the development? Yes / No

4. If new streets are to be built, list any proposed street names below:

.....

.....

.....

6. If the new property is to be named please enter the desired name below:

.....

7. I enclose a location map and site layout plan for the new property development in the following format **(AutoCAD compatible DWG/DXF preferred)**

AutoCAD compatible DWG/DXF

Other digital format

Paper

Signed .....

Date .....

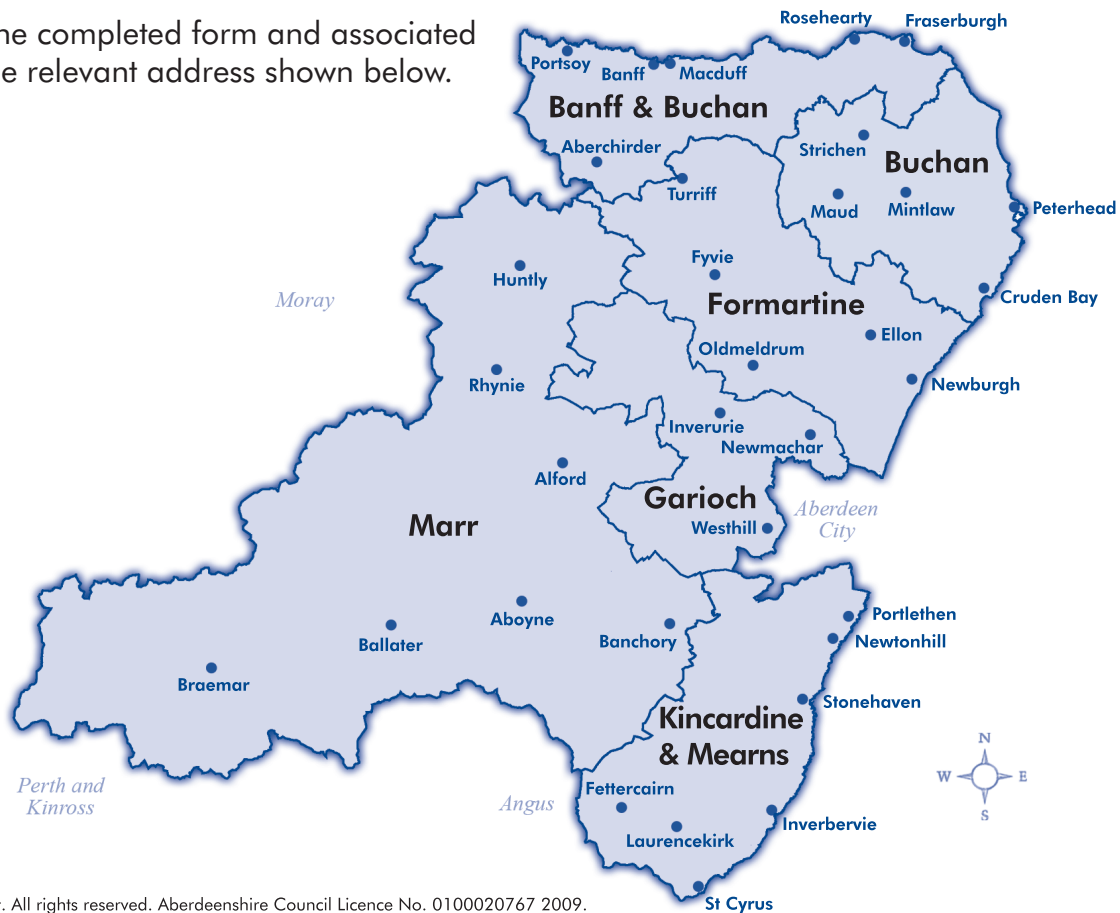
# Guidance Notes

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

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. Note that it can take 6-8 weeks to provide new addresses.

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: <http://www.aberdeenshire.gov.uk/local/map.asp>

Please send the completed form and associated site plan to the relevant address shown below.



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### For Banff & Buchan and Buchan Areas:

Infrastructure Services  
Cape House  
Seafield Street  
BANFF  
AB45 1ED

Banff & Buchan ☎ 01261 813402

Buchan ☎ 01261 813417

📠 01261 812072

✉ [snn.banff@aberdeenshire.gov.uk](mailto:snn.banff@aberdeenshire.gov.uk)

### For Garioch and Formartine Areas:

Infrastructure Services  
Gordon House  
Blackhall Road  
INVERURIE  
AB51 3WA

☎ 01467 628018

📠 01467 624558

✉ [snn.inverurie@aberdeenshire.gov.uk](mailto:snn.inverurie@aberdeenshire.gov.uk)

### For Marr and Kincardine & Mearns Areas:

Infrastructure Services  
Carlton House  
Arduthie Road  
STONEHAVEN  
AB39 2QP

☎ 01569 768483

📠 01569 768460

✉ [snn.stonehaven@aberdeenshire.gov.uk](mailto:snn.stonehaven@aberdeenshire.gov.uk)

### OFFICIAL USE ONLY

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