

# ADDRESS REQUEST FOR SINGLE 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.

## Applicant Details

Name

Name	
Contact Address	
Postcode	
Telephone Number	
Email	

## Property Address Details

Planning Application/Building Warrant Reference

Planning Application/Building Warrant Reference
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If the building is to be named, please enter the desired name below

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Is your property

 Not yet started  Under construction  Completed

I have included a map in the following format

AutoCAD compatible DWG/DFX  Other digital format  Paper 

I certify that I am the owner of the above property

Signature

Signature	
Date	

Please see overleaf for guidance notes and the return address for the completed form and plan

# GUIDANCE NOTES

Please complete this form if you are registering a new address for a property within Aberdeenshire. The Council will allocate the official address following liaison with Royal Mail, as appropriate.

We will inform various agencies of the new address, this includes the emergency services, Ordnance Survey, utility companies and Scottish Assessors.

It may take several months for the address to show on all third-party databases. This is because companies download Royal Mail data at different intervals throughout the year.

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:

<https://online.aberdeenshire.gov.uk/apps/local/map.asp>

Please send the completed form and associated map to the email address shown below.

**Email:** [roadsdevelopmentenquiries@aberdeenshire.gov.uk](mailto:roadsdevelopmentenquiries@aberdeenshire.gov.uk)

**Tel:** 01467 539771

**Roads Development SNN**  
**Aberdeenshire Council**  
**Harlaw Road**  
**Inverurie**  
**AB51 4TE**

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