



# CHANGE OF EXISTING ADDRESS

Please use this form to register a new or changed name for a residential or commercial property that you own 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 premises. Please read the guidance notes overleaf before completing the form.

## Applicant Details

Name

Contact Address

Postcode

Telephone Number

Email

## Property Address Details

Current Address of Property (if different from contact address)


New Address of Property


I enclose a site map showing the location of the property to be named ☐

I certify that I am the owner of the above property

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 wish to amend the registered address for a property that you own in Aberdeenshire. The Council will liaise with Royal Mail as appropriate. Note that if your property is numbered, the number will be retained as part of the official property address.

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 detailed map showing the property location. If necessary, use the Council website to get a suitable 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	[ ]