



## 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/Developer Details

Name

Contact Address

Postcode

Telephone Number

Email

### Property Address Details

Planning Application/Building Warrant Reference

If the building is to be named, please enter the desired name below

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

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 property. 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 relevant address shown below.

**Street Naming and Numbering  
Infrastructure Services  
Aberdeenshire Council  
Gordon House  
Blackhall Road  
Inverurie  
AB51 3WA**

**Tel: 01467 539771**

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

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