

**Moray Council, Corporate Address Gazetteer Team,
Economy, Environment and Finance
PO Box 6760, Elgin, IV30 9BX**



**T01F STREET NAMING AND PROPERTY NUMBERING/NAMING
APPLICATION FORM
Civic Government (Scotland) Act 1982**

Please refer to the information on page 2 before completing this form.

Applicant Contact Details	
Name	
Address	
Telephone Number	
Email Address	

PLEASE ENCLOSE A SMALL SCALE LOCATION PLAN (AND COMPOSITE FLOOR PLAN IN THE CASE OF FLATS). THIS IS ESSENTIAL IF WE ARE TO ACCURATELY LOCATE THE CORRECT PROPERTY.

Application Type (please tick)			
New Address	<input type="checkbox"/>	Change of Address	<input type="checkbox"/>

Application Details			
New Property Address		Current Property Address (if applicable)	
Planning Application Ref.	<input type="text"/>	Caravan Temporary Address Reqd.	<input type="checkbox"/>
Approx. Entry Date.	<input type="text"/>	OFFICE USE ONLY	
No. of Addresses Reqd.	<input type="text"/>	Mail Room Initials	<input type="text"/>
Fee Payable	<input type="text"/>	Amount Paid	<input type="text"/>
Card Payment Ref.	<input type="text"/>	Cheque No.	<input type="text"/>

Data Protection - Moray Council is the data controller for this process. Information collected about you will be used to process your Street Naming and Property Numbering/Naming application, and the Council has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you.

For full terms please visit http://www.moray.gov.uk/moray_standard/page_121619.html

For full Data Protection policy, information and rights please see http://www.moray.gov.uk/moray_standard/page_119859.html

You can contact our Data Protection Officer at info@moray.gov.uk or 01343 562633 for more information.

Applicant Signature:

Date:

STREET NAMING AND PROPERTY NUMBERING/NAMING APPLICATION FORM NOTES

Moray Council has a statutory duty under the Civic Government (Scotland) Act 1982 to provide street names and property numbers where appropriate for any new development. Moray Council is also responsible for notifying the official address for each property within Moray. Each official address includes information determined by the local authority (e.g. house number, street, locality and town) and Royal Mail (post town and postcode).

Details of the application process and fees payable may be found on the Street Naming and Numbering web page of the Moray Council website (www.moray.gov.uk). A link to the Moray Council Street Naming and Numbering Policy and Procedure Guidelines document is also available on this web page.

The process for providing street names and property numbers includes notifying all relevant service providers and can take up to 12 weeks to complete when street naming is required. Applications should therefore be submitted as early as possible to avoid delays.

Fee Payment

Payment must be received in advance of the application being processed. Details of the current charges payable for the Street Naming and Numbering service may be obtained from the Street Naming and Numbering web page, or from our Customer Services by phoning 0300 1234561.

If you wish to pay the fee by credit/debit card; complete the application form, entering the date and typing your name in the signature field, then call our Customer Services on 0300 1234561 and state that you wish to make a payment for a Street Naming and Numbering application. Enter the payment reference number into the Card Payment Ref. field on the form then email the completed form to the Address Gazetteer Team at AddressGazetteer@moray.gov.uk.

If you wish to pay the fee by cheque; complete, print off and sign the application form, then send it with an enclosed cheque to the address at the top of the form.

Site Caravan Temporary Address

Royal Mail may issue a free temporary postal address for a permanently occupied on-site residential caravan, for use while the adjacent property is being constructed/renovated. This can be useful when arranging for mail forwarding, deliveries and the provision of services.

If the site is located on poorly maintained roads that cannot be accessed by vehicle, and which would require more than a 15 minute round trip on foot, a roadside mail box must be provided. The site must also be identified by a nameplate visible from the public road; for remote properties, this may be located with the mail box at the road end of the access track.

A request for a site caravan temporary address may be made at the same time as the property address application, but only if the above requirements are met; permanently occupied, easily accessed or roadside mailbox provided, site nameplate provided. If a caravan is to be occupied at a later date the request for the site caravan temporary address should be made via email to AddressGazetteer@moray.gov.uk at that point.