

FOR OFFICIAL USE ONLY

Ref No:
Date Received:

**Mid Devon District Council
Street Naming and Numbering
Phoenix House
Phoenix Lane
Tiverton EX16 6PP**



Tel: 01884 234309 or 234250
Email: 1135SNN@middevon.gov.uk

CHANGE OF AN OFFICIAL ADDRESS (a fee of £31.00 is payable)

Note: The allocation of an official address is the responsibility of the Local Authority. Royal Mail is responsible for allocating the postcode and post town. Mid Devon District Council will obtain this service from Royal Mail and provide the customer with a complete postal address.

Please complete Sections A and B (overleaf) and post or email the form to the above address.

A. Please complete your details (address to which correspondence will be sent)

Name:

Address:

..... Postcode

Telephone number:

Email address:

*Please make your payment by card by telephoning 01884 234250/4309
(We are unable to start to process your application until payment has been received)*

Please complete Box B overleaf

Privacy Notice

What personal information do you hold?

We will collect your name, address, telephone number and email address.

Who is collecting it?

Street Naming and Numbering, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton

How is it collected?

We collect your information on the Street Naming and Numbering application form and transfer it to our computer system

Why is it being collected?

In order to process your application to change your official address we will require your contact details

How will it be used?

Your personal contact information is used to contact you should there be queries whilst processing your application and to confirm to you your official address and postcode when your application is complete.

Who will it be shared with?

We do not share your personal contact details with anyone. Once complete, the new/updated address details (not your personal contact details) are shared with other services within Mid Devon District Council (Local Land and Property Gazetteer, Council Tax/ Non Domestic Rates, Electoral Registration, Building Control, Waste Services, and Planning). The new/updated address (not your personal contact details) will also be shared externally with Royal Mail and National Land and Property Gazetteer.

What are you doing to ensure the security of personal information?

All ICT systems are accredited to Public Service Network standards with access restricted to relevant staff. All paper records are stored securely and we have a clear desk policy.

How long will you be keeping the personal information?

The new/updated address details are retained permanently on our computer system. Your personal contact details will be removed after a period of up to two years from completion of your new/updated address.

B. Change of house name (a fee of £31.00 is payable by card payment, please call 01884 234250/4309)

If your property has no street number and is known by name only changes have to be registered officially through the Local Authority. Once an official address is confirmed we will notify all Council departments. You will need to notify all personal correspondents (e.g. banks, building societies and utility companies).

Important: Where a property has been issued a street number this will **have** to be retained in the address.

I confirm that I am the registered owner of the property as described below or that I/we have exchanged contracts to purchase and are due to complete on ..dd../..mm../..yyyy.. (We cannot formally change a property name/address where the property is in the process of being purchased, that is, until the completion of contracts. Please email us to confirm when completion has taken place)

Signed:

Date:

Existing address:

..... Postcode

Proposed address:

..... Postcode

Please note that applications generally take around 2 weeks to process – you will be contacted once the registration process is complete.

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Ownership /exchange checked?