

Street Naming & Numbering – Guidance Notes to Applicants

These notes are intended to assist you when applying for new addresses or requesting an alteration to your current address.

Registering a New Address or Addresses

You are advised to submit your application in good time as some applications may take several months to process.

When registering a new address, you are required to provide the reference number of a Building Warrant that corresponds with the development requiring addressing.

Please also attach a location plan (1:2500 or higher) which clearly shows the location of your development/property together with a site plan showing your property in relation to any adjacent buildings and to the street from which access is taken.

In the case of apartment block developments, internal layout plans are also required in order to identify satisfactorily each 'addressable unit' for which an address is required. In larger developments where Plot Numbers are in use, the Plot Numbers for each addressable unit must be clearly indicated.

Developers should not issue any addresses (including postcodes) to potential occupiers prior to formal approval being issued by the Council. Once a new postal address is allocated, we will consult Royal Mail who are responsible for allocating postcodes. We will then inform the statutory authorities, emergency services and other relevant third-parties of the new address.

New addresses will only become live on the Royal Mail website (and hence visible to financial institutions, delivery companies etc.) if the post-person spots occupation and acts on that information or if notification is given to the Royal Mail Address Development Centre (08456 045060) that the property is on the point of being, or has just been, occupied.

The owner of each property is required under Section 97(d) of the Civic Government (Scotland) Act 1982 to display prominently the name and/or number of that property. Where the applicant for an address is a developer, this requirement must be passed on to each owner if the developer is not undertaking the task themselves.

Requesting an alteration to an address

If you wish to alter your existing address, you are advised to do so through the Council. Typically the only alterations that can be made to an address relate to the name of that property. You must be the owner - or an agent acting on their behalf - of the property to request such an alteration.

Subsequent alterations to layouts previously addressed as part of large developments or schemes will be charged on the basis of each property that requires readdressing, regardless of whether or not the number of properties has increased.

Street Names Guidance

Where new roads are being constructed, developers are welcome to suggest suitable names for consideration by the Council.

The following guidelines apply:

1. New street name proposals should be appropriate, distinctive and not similar to a name already in use within the wider area.
2. New street names should preferably have some historical or other meaningful connection with the area.

All proposals will be assessed to ensure the above guidelines apply. Please note that local Councillors are always consulted on new street names and will have the final say in which proposals are taken forward.

Property Names Guidance

Proposed property names will be assessed to ensure that they are appropriate and that there is no duplication within the local area. Accordingly, any property names suggested may not be used and we may request other proposals.

Where a property is addressed with a name and number, the allocated number will always take priority and should always be included in your address to avoid any potential problems.