



Postal address for new developments – application form

Please use this form to apply for new postal addresses. Before you fill it in, you should read the Council’s addressing guidelines and information on procedure, timescale and charges before completing this form.

H16/13/xx

About you:

Developer contact name:	
Address:	
Postcode:	
Telephone:	
Mobile:	
Email:	

Signature:.....

Date:.....

This form should be returned to the address below, along with a cheque (made payable to Calderdale Metropolitan Borough Council) for the appropriate fee:

Highways & Engineering
Calderdale Council
Highways Depot
Huddersfield Road
ELLAND
HX5 9JR

PTO

Your development:

Planning permission ref:		
Development description:		
Number of new streets:		
Proposed street name(s):		
Significance of proposed street name(s):		
Proposed building name(s), if any:		

Please attach additional sheets if you need to.

This form should be accompanied by the appropriate fee and either:

- a plan at a scale of either 1:1250 or 1:2500, showing a north point, the layout of the development including the layout of any new street(s), the footprint of the buildings and the plot numbers

or

- if you have submitted a suitable plan in your planning application, the drawing number.