

# Street Naming and Numbering



## APPLICATION FORM (SNN6)

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

## Property Conversion to Flats or Units

**Note:** This form is to be used **where no new roads are to be constructed or named**. If a new road[s] are to be constructed, then road naming proposals will have to be agreed by the Council - use form **SNN4**.

Before completing this form, applicants should read the relevant sections of our Street Naming and Numbering (SNN) Guidance and Procedure document. Copies are available on request or online.

When completing the form, please follow the instructions carefully to ensure that you provide all of the information required. Failure to do so could delay the processing of your application.

If you require assistance in completing the form or would like it in an alternative format please contact the Council's SNN Officer on **01558 825332** or email: [snn@carmarthenshire.gov.uk](mailto:snn@carmarthenshire.gov.uk)

## SECTION A - Applicant Details

Name:

Address:

Postcode:

Phone:

Email address:

## SECTION B - Property Details

Residential

Commerical

Existing address:

Postcode:

Proposed New address:

Number of new  
Flats/Units:

Is there a single point of entry from which all flats/Units are accessed?

Yes

No

Does each flat/unit have a separate front door with mail box?

Yes

No

**If the Flats/Units are on different floor levels please indicate the number on each floor:-**

**Number of Plot:** [Flat or Unit]

**Floor location:** [Eg, First or Second]

**Please make sure you add a detailed drawing with this application, which clearly shows the location of the property, the number of flats/units per floor, and identifies the access point to each flat/unit.**

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**Please provide the following details (if known)**

Planning application reference number(s)

Building Regs application reference number(s)

## **SECTION C - Status**

**Not started** Full Planning Permission needs to be granted prior to applying

**Commenced**

**Completed** Please tick here if you are within 6 weeks of completion or if you are ready to receive mail

**Occupied**

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## **SECTION D - Ownership Details**

**Are you the owner of the development?**

**Yes** \* If you are not the owner of the property/ development affected, you must enclose with your application written

**No \*** permission from the owner and their contact details.

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## **SECTION E - Applicant's Declaration**

I declare that the information I have provided is correct and true to the best of my knowledge.

**Signed - Applicant**

**Date (DD/MM/YYYY):**

## Checklist:

**Please read (and tick) the following checklist to make sure you have sent all the information for your application:**

Completed application form, signed and dated

Correct fee

Enclosed the required plan(s) to clearly identify location and individual plots

Enclosed the required ownership details if you are not the owner

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## Please return completed application to:

**Email:** [snn@carmarthenshire.gov.uk](mailto:snn@carmarthenshire.gov.uk)

**Street Naming and Numbering  
Planning Services  
Civic Offices  
Crescent Road  
Llandeilo  
SA19 6HW**

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