

Department Of Growth

**Planning, Transportation and Highways
Development Services**

Local Land and Property Gazetteer
Britannia House, Hall Ings
Bradford, BD1 1HX

Contact: Esther Morris
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E-Mail: addressing@bradford.gov.uk
Ward: Shipley (ward 22)

Reference Number: 25/00356/S99

16 October 2025

Dear Sir/Madam

**ALLOCATION OF OFFICIAL POSTAL ADDRESSES
ADDRESSING IS ISSUED UNDER THE TOWN IMPROVEMENT CLAUSES ACT 1847 –
SECTIONS 64 & 65**

LOCATION: 1 Otley Road Shipley West Yorkshire BD17 7AA

Address Confirmation

You are in receipt of this letter because you have either requested new addressing or requested a change to existing addressing.

The Council has a statutory duty by Law to ensure that all properties are numbered, and streets named under the Town Improvement Clauses Act 1847 Sections 64 and 65, and as such, I now attach a site plan on which the official street name/s and new door number/s or property name/s have been entered. At the bottom of this letter is a table showing the change/s.

Royal Mail, the emergency services, Nottingham Land Registry and a number of other Government and Council Departments have also been informed of this new or changed addressing.

Please Note that it is the developer or the owner that is responsible for ensuring that the postal number/s and/or property/business name/s are clearly displayed to avoid delivery problems and difficulties for emergency services. If your new addressing contains a block of property name in addition to the street name, this will require clear signage, and where a new street is created, the developer will need to provide clear street name plates. Please contact our Highways Department on 01274 437423 for these details where required.

POSTCODE INFORMATION: PLEASE NOTE that the Council do not issue postcodes. Royal Mail have been provided with a copy of this scheme. They have allocated the postcode/s and will reserve the address/es on their 'not yet built' system.

Royal Mail will not display this addressing on their web site, or provide to other companies until the property is occupied or there is a mailbox ready to receive mail deliveries at the new address/es. The Council does not contact Royal Mail on your behalf because this department is not in a position to know when the above has taken place. You will need to do this by contacting Royal Mail as per the paragraph below.

ROYAL MAIL CONTACT DETAILS:

Any issues with the postcode call Royal Mail Address Development Centre on 08456 011110 and select option 3, then option 1. Once through to the agent, ask them to check their not yet built system, and if you are told that they have not received the necessary information from the Council, before ringing us, ensure you make them aware that you are in receipt of a letter from the Council, and quote our reference number (eg 16/99999/S3) found towards the top right hand side of this letter.

"Small Print":

Disclaimer:

The allocation of this postal address (or addresses) does not serve as confirmation that any building or structure is authorised under Planning, Building Regulations or any other Legislation, and owners/occupiers risk enforcement action if any necessary approvals have not been obtained.

Failure to implement the official numbering scheme as issued by the Council could result in a fine and will result in mail and services disruption because all address databases carry the addresses as notified in this letter (unless later re-issued by the Council) once activated at Royal Mail.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Gornall', is shown on a light pink rectangular background.

Andrew Gornall
Gazetteer Custodian

For and on Behalf of Chris Eaton Interim Assistant Director (Planning, Transportation and Highways)
Department of Growth

Postal Numbering Schedule

Date: 16 October 2025

Address: 1 Otley Road Shipley West Yorkshire BD17 7AA

Application Number: 25/00356/S99

Plot Number/Former Site	Postal Number	Street Name	Postcode
1	1	Otley Road	BD17 7AA