

# New Build Address Request Form

Dear Customer

In order for Isle of Man Post Office to assist you in receiving your post each day we require all new builds to be registered upon completion. In order for us to postcode new properties we require a site plan of the area along with the proposed name / number that the building will be referred to as.

<b>Your property details are:</b>	
Your Name	
New Property Name	
Property Number (where applicable)	
Nearest Thoroughfare (e.g.: Avenue, Street, Road)	
Post Town	

### **Additional information required for multi occupancy buildings where applicable**

How many delivery points? (for example flats or apartments)	
If flats or apartments, will each flat have a letter box or will there be a communal mail delivery area?	
Expected completion date?	

**Please attach a site plan to this form to aid postcoding.**

If a site plan is unavailable please describe the location in this box along with the names / numbers of any neighbouring properties-

You can telephone 698411 or Email [postcodes@iompost.com](mailto:postcodes@iompost.com) if you have any queries with this form.

**I confirm that I have the right to name the above new property:**

**Signed**..... **Print**.....

**Date**.....

**Delete as Necessary :- Owner Occupier / Owner / Management Company Secretary / Other (specify)**.....

**Email Address**.....**Contact Phone Number**.....

Please return the **signed** form to:

**Postcode Dept, POHQ, Spring Valley Industrial Estate, Douglas, ISLE OF MAN, IM2 1AA.**

**On receipt of this form IOM Post Office will then contact you by email to confirm your new builds mailing address ASAP.**