IMPORTANT INFORMATION PLEASE READ

Completion date of your development

Please notify us at least 1 month in advance of the development being completed. This is so that we can update council's corporate address database and notify Royal Mail in advance to assist the new owner/occupiers with changing addresses and redirection of mail.

Utilities

Royal Mail will only add the address(es) to their live data if they have an accessible delivery point. If a utility company requires confirmation of the addresses, they can contact Royal Mail on telephone number 08456 011 110 (option 3, then option 1) and confirm that the property is on their Not Yet Built file.

Please contact the Address Management team if you require the Unique Property Reference Number(s) (UPRNs) for the new properties at **address.management@croydon.gov.uk**

Waste Management

We can confirm that managing agents/developers/owners of new builds and conversions need to purchase or hire the bins from the council or a third party.
Please forward the following to **newbuildbins@croydon.gov.uk**

- Ground floor plan layout showing the bin store access and access leading to the developments.
- The property inventory i.e. how many bedrooms per unit.
- For larger developments please forward a swept path analysis.

Please note the Council's Waste Management Department require **a months' notice in writing before completion of the site** so we can arrange for the relevant equipment and literature to be sent to the residents. Our contractors will only collect waste that is within the prescribed containers. Until the containers are on site the waste will need to be cleared by a certified waste collection company by the developer/managing agent.
Please see our guidance for further information, on our website:
https://www.croydon.gov.uk/environment/rrandw/new-developments-and-conversions

CROYDON
www.croydon.gov.uk

Council Tax

Please be advised that all completed properties/development will need to be registered for council tax purposes and as such a report will need to be sent by Address Management to the valuation office agency to have new properties banded for council tax.
Once your property is complete and habitable, please provide the completion date

or

If the property is being sold or tenanted, please supply the information requested below as soon as possible so we can update our records:

- the exact date of sale
- the full name(s) of the new owners
- Tenant's name(s) & tenancy start date
- Contact details including phone number or email.

Please provide all the above details to Address Management at
address.management@croydon.gov.uk