



Mr. Michael Howlett

By email

Peter Sloman
Chief Executive

GI & Business Systems
Floor 2, Civic Offices,
Bridge Street
Reading,
RG1 2LU.

Our Ref: 34520190403
Your Ref:

Direct: ☎ 0118 937 2663

E-Mail:

streetnamingnumbering@reading.gov.uk

13 May 2019

Your contact is: Kristina Quinnell, GI & Business Systems

Dear Mr. Howlett,

RE: 22 William Street, Reading - Conversion (Numbering 3 flats)

I am writing to inform you that I have had confirmation back from Royal Mail regarding the postcodes for your development. The registered addresses are as follows:

Flat 1-3
22 William Street
READING
RG1 7DE

Please see attached plan and list indicating postal addresses to plots.

It is the responsibility of the developer to supply and fix a sign detailing the name of the building, if one has been agreed.

If the development has been assigned a street name please contact Steve Rendell at Reading Council's Highway team (0118 939 9951 or steve.rendell@reading.gov.uk) either to produce a Street Name plate for you or to obtain the latest design specification.

Please inform any relevant parties that for postal delivery purposes this address / these addresses will need to be activated by Royal Mail as and when they become occupied. This can be done by contacting Royal Mail on 0845 601 1110, then selecting "option 3", and then "option 1".

STREET NAMING AND NUMBERING



Reading
Borough Council

Working better with you

Plot to Postal List for: Flat 1-3, 22 William Street, Reading,

Date: 13/05/2019

Plot Number	Level	Part Name or Number	Primary Name or Number	Road Name	Locality	Town	Postcode
1	Lower Ground	Flat 1	22	William Street		Reading	RG1 7DE
2	Ground	Flat 2	22	William Street		Reading	RG1 7DE
3	First/ Second	Flat 3	22	William Street		Reading	RG1 7DE

Flat 1 to Flat 3 are for Residential use.