



**PLANNING & BUILDING SERVICES**

**Town of Newmarket**

395 Mulock Drive  
P.O. Box 328, STN Main  
Newmarket, ON L3Y 4X7

www.newmarket.ca  
planning@newmarket.ca  
T: 905.953.5321  
F: 905.953.5140

**Address Change Request Form**

Application is submitted for:

- Change of address number
- Corner lot street and number change
- Creation of new address number
- Other: \_\_\_\_\_

**Registered owner name:**

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Applicant name:** (If other than the above)

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Location and description of property**

Current municipal address: \_\_\_\_\_

Desired municipal address: \_\_\_\_\_

**Building or unit:** (Describe if creating new address on a single lot)

\_\_\_\_\_  
\_\_\_\_\_

**Reason for change:**

\_\_\_\_\_  
\_\_\_\_\_

Please save and email this form to [planning@newmarket.ca](mailto:planning@newmarket.ca)

Upon submission of this form, Planning Services staff will review your address request. The desired address will be verified against existing numbers and the sequential numbering of the street. You will be contacted by Planning staff, and if your number is acceptable you will be asked to provide the following:

1. Proof of ownership of the property (e.g. a copy of a property tax bill)
2. Proof of payment of the Address Change fee to the Town of Newmarket in the amount of \$215.41 including HST, payable in person at 395 Mulock Drive or by phone at 905-895-5193 to account 68121.4269
3. Proof of payment to Newmarket Tay Hydro in the amount of \$290.41 including HST, payable in person at 590 Steven Court. Email: nmhydro@nmhydro.ca.

The personal information on this form is collected under the *Municipal Act*, R.S.O. 2001. The information is used for the purpose of processing your application. If you have any questions about this collection of personal information, please contact the Planning Division, Town of Newmarket, at (905) 953-5321.