

Preparing UK Address Labels

Mr Jim Slater
40 Main Road
Cults
ABERDEEN
AB15 9NH
United Kingdom

1. Simple UK address (residential or business):

Addressee name
House/Building number and street name on same line
City/Town/Village or local district name if applicable
Town or City
Postcode

It is not necessary to include 'United Kingdom' if sending mail from within the UK to a UK address.

Mr Jim Slater
My Lovely Cottage
(40) Main Road
Cults
ABERDEEN
Aberdeenshire
AB15 9NH

2. If the destination building has a name, it should be written on a separate line.

If the addressee has replaced the number of their house with the name, simply omit the number.

UK addresses may also include a County or Region.

Mr Jim Slater
Flat 2, My Lovely Cottage
40 Main Road
Cults
ABERDEEN
Aberdeenshire
AB15 9NH
United Kingdom

3. A delivery address may be situated within a larger multi-occupancy building, thus requiring the internal number of a Flat, Suite, Office, Apartment etc.

This third address is likely the longest form of address in the UK.

Customers should plan labelling and font size accordingly.

The Post Code (Zip Code) is the most important part of any UK address.

Postcodes consist of two parts, separated by a space.
Written in CAPITAL LETTERS.

The **first part** identifies the City/Region with an abbreviation of **1 or 2 letters** (IV=Inverness-shire, EH=Edinburgh, L=Liverpool, NE=Newcastle etc.), **followed by a 1 or 2 digit number**.

The **only exception is London addresses**, which may use compass point abbreviations to designate different parts of the city, since it is so large. For example, SW followed by a 1 or 2 number designates SouthWest London, S followed by a 1 or 2 digit number represents South London, etc.

The **second part** identifies the address within a maximum of 15 properties. It **is always a single digit number and two letters**.

To illustrate, postcodes in **red** do not follow the prescribed format, whereas postcodes in black are accepted:

LS2 7JB **e16 9sr** G38 7TT MK17 2KL **W7 12QT** AB10 4TT **M91 56G** TS1 6FT PO8 1LA