

Guidance Document



The local authority is responsible for street naming and numbering and the provision and maintenance of official addresses. Property names form part of the official address; it is therefore essential that any changes proposed are agreed with the local authority.

Many reasons exist as to why an owner may want to alter the name of their property and the council is willing to accommodate all reasonable requests.

This guidance details the process of a property name change.

1. The Importance of an Application to the Local Authority

An application for a property name change is important to ensure that the official address details are correctly updated. Once an application to the service is made and changes are approved, important agencies will be informed including the National Land and Property Gazetteer (NLPG) and the Post Office. If these bodies are not informed by the authority, then it may cause problems with the sale of the property, the occupants may be unable to receive deliveries, obtain financial products and attendance by emergency services could be hindered ultimately endangering the lives of occupants. **Please note that registration of an official address can only be carried out by the Local Authority Street Naming and Numbering Service.** No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue an official address.

2. Making an application

To make an application for a change of property name you should complete the HNC form and return it to us with the appropriate charge. We request that, if possible, you provide alternatives to your preferred new name as this will aid the application process.

When an application is received, we will check the proposed property name in the locality and parish/town. If your first proposal is unacceptable, we will continue the process with the next alternative and so on; so please ensure you will be happy to have any of the alternative names that are proposed as part of your official address. Once a proposed name is considered acceptable, we will register the address and inform you and other interested parties as appropriate. If the proposals are unacceptable, we will request further alternative proposals.

Please see the flow chart over for a representation of the process.

3. Selection of Names for Buildings

The following types of suggestions will not be accepted by us:

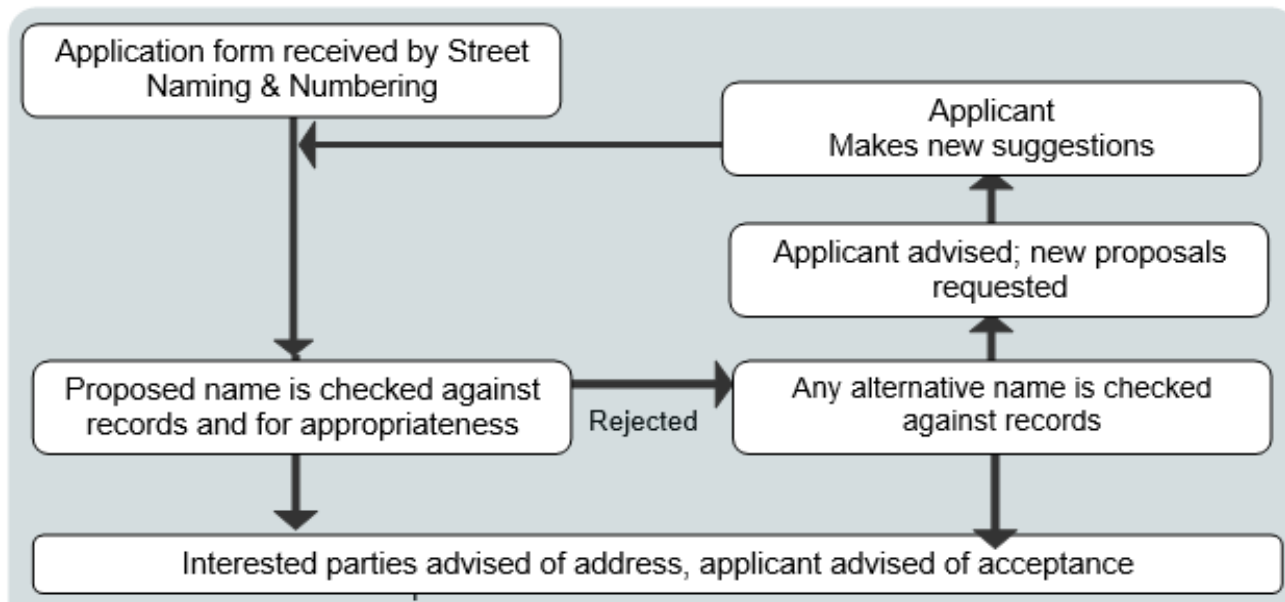
- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
- Names that are similar to ones that already exist.
- Inappropriate, abusive or offensive names.
- Names capable of deliberate misinterpretation.
- References to a person living or deceased will only generally be acceptable when using part of the name (first or surname) and may require the permission of the person or their direct descendants.
- Reference to historical instances of similar names that currently exist would not be considered justification for new or changed house names.
- The use of numbers in a house name, as this can be misconstrued especially in an emergency e.g. Four Elms, 1 House.



4. Buildings Forming Part of a Street Numbering Scheme (Numbered Buildings)

Where possible when a property is created it will receive an official number; in some instances, this may not be possible, and a name must be used instead. Where a numbering scheme exists on a street and a number forms part of the official address we will not issue a name in place of a number. If your property is numbered, you may ask for a name to be added to your official address; however, the number must remain clearly visible on the building and be used in your address. The authority may take action in any situation where a number which is part of the official address is not visible on the property.

5. What is the Process?



Timescale: Approximately 21 Working Days
(Will be prolonged if initial suggestion(s) rejected)

6. Property Ownership

We will accept applications for re-naming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

If you are **in the process of buying** the property, we will not accept an application until you have completed the purchase to avoid problems if the purchase were not to go ahead.

7. Charges for Applications

Applications are charged at **£110.00** per request and are zero VAT rated. Contact us on the number below if you require any further assistance. The application charge is to be submitted at the same time as the application, where the charge is not received the application will not be registered or processed.

Submission Checklist

Completed Application Form

Charge for Application

Freeholders Permission

Checked Similar/Duplicate names

House is not Numbered

Welcome • Witamy • مرحبا • Sveiki

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

Jeļ pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums reikia vertėjo paslaugų, kreipkitės į mus.

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