

Application to Allocate a House Name or Change a House Name on a Property

Guidance

Step 1

To complete this application form, you will need the following documents to upload and submit to the Council:

- Site Location Plan
- If you are not the registered owner of the property, you are required to upload written confirmation from the property owner that they have no objection to a change in name.

Step 2

We will, upon receipt of the completed application:

- Check to ensure that the proposed name is not already in use in the local area. Any application to change the name of a property such that it would duplicate an existing property name will not be accepted. You will then be asked to provide new property suggestions.

Step 3

Once agreement has been reached on a property name the Council will:

- Update our address database.
- Notify all relevant parties.
- Send a 'Notification of Address Change' to the applicant.

Notes

- 1) The allocation of a property name is permitted where a numbering scheme is in place. This is under the condition that the name would be in addition to the existing property number and not a replacement. The property number is to be permanently displayed on the front of the property and quoted as part of the address in all correspondence. As duplication of property names is not permitted within a local area it is advised that you contact the Street Name and Numbering Officer to discuss possible names before submitting the application.
- 2) Royal Mail primarily hold property numbers where a numbering scheme for a street is present, house names in this instance are held as an alias. House names are only held by Royal Mail where no numbering scheme for a street exists. Queries on this matter should be directed to the Street Name and Numbering Officer.
- 3) Applicants are advised to submit 3 alternative property names, in the case of the first preference not being acceptable the second then third will be considered. The Street Name and Numbering Officer will communicate with the applicant if this is to be the case.