

Street Naming & Numbering

Property name change application

Town Improvement Clauses Act 1847



1	Name and address of applicant:
	Full Name: _____ E-mail: _____
	Address: _____
	Postcode: _____ Tel: _____ Fax: _____

2	Current address of property:
	House Name: _____ Full Postal Address: _____
	Postcode: _____

3	Proposed name change:
	Please give the proposal for your new house name below, we ask you to provide up to two alternatives in the event that your first proposal is unacceptable for any reason. Please use block capitals.
	First Choice: _____
	Second Choice: _____
	Third Choice: _____

4	Application Charges:
	The charge for an application to change the name of a property is £62.00. Payment can either accompany this application form with a cheque (payable to East Staffordshire Borough Council) or alternatively telephone payments can be made by contacting Building Consultancy on 01283 508609 or 01283 508723.

5	Statement:
	The submission of this application and associated documents forms a request to East Staffordshire Borough Council to re-name a property.
	I/We confirm: <ul style="list-style-type: none">• That I/We have the legal right to request the re-naming of this property.
	Signature: _____ Name: _____ Date: _____



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Guidance Notes for Property Name Change Application

You can request a change of name for your property or ask for a name to be added to a property which is already numbered. However, in the latter case the number must always be used in the address and must still be displayed on the property. A name cannot be used instead of a number but can only be used in conjunction with the existing numbered address.

1	Name and address of applicant Please enter the details of the person(s) applying to re-name the property.
2	Current address of property Please state the address of the property to which the application relates to.
3	Proposed postal address Please fill in this section in block capitals. If your first choice cannot be accepted we will automatically check and register the next acceptable alternative proposal, so please be sure that you are happy with any alternatives you propose. If a proposed name or a similar name already exists in the locality (or parish in some circumstances), we will not generally be able to accept your proposal. Duplication of property names or very similar addresses can obviously cause unwanted and unnecessary confusion, which needs to be avoided if at all possible. Where practical, it is therefore advisable to check addresses in the locality to ensure that your proposed name(s) are not already in use on another property. Inappropriate or offensive names will not be accepted.
4	Application Charges The charges for re-naming applications are set at £62.00. You must enclose the appropriate payment for the application or contact Building Consultancy to make a card payment over the telephone. Charges for Street Naming and Numbering are zero VAT rated.
5	Statement By signing the application form, you are confirming the following: <ul style="list-style-type: none">• You accept the aforementioned statement.• You have the legal right to re-name the property.• You have submitted the £62.00 payment.