

Official reference	
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Application to change or add a business name

Please read the form guidance in **Section 5** before completing this form.

All information in relation to this form will be processed in accordance with our [privacy policy](#).

1 Applicant details		
Name		
Address		
Postcode		
Email		
Phone number		
2 Property details		
Existing property name and address		
New property name	First choice	
	Second choice	
Please enclose a map clearly identifying your property		
3 Confirmation of ownership		
We can only accept address changes from the registered owner of the property. By completing and signing this form, you are confirming that you are the registered owner of this property.		
Signature		
Name		
Date		
What to include with your application		
<ul style="list-style-type: none"> • Include a map of the property location. • If you are not the freeholder, attach a signed letter confirming that you act on the freeholder's behalf. • If the building is in multiple occupation, or you are not the only freeholder, attach details of other residents or freeholders affected by this application. 		

4 Application fee

There is an application fee of **£35**. Please make cheques payable to **North Norfolk District Council**.
To pay by debit or credit card, call 01263 513811.

I have paid the application fee of **£35** by cheque or card payment

5 Form guidance

1. The property name should be **unique** and not duplicated within the local or postcode area. If you are unsure, please contact the Street Naming and Numbering team for assistance.
2. Please include a **map** clearly showing the property.
3. Provide a **contact number** in case we have any questions.

6 What happens next

1. We must check all occupants and freeholders have been consulted.
2. We will check that the chosen property name is appropriate and that a duplicate name does not exist in the nearby area.
3. We will confirm your new address with you. If there is duplication or objection, we will contact you and ask you to choose another name.
4. We will inform:
 - Royal Mail
 - Ordnance Survey
 - Emergency Services
 - Openreach
 - Council's internal services

Please return completed forms to:

Street Naming and Numbering
North Norfolk District Council
Holt Road, Cromer
NR27 9EN

llpg@north-norfolk.gov.uk

01263 516048

For office use only

Official reference	
Payment received	
Date processed	
Confirmation sent	