

Official reference	
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Application to change a property name

This form should only be used if the property **does not** have a property number. Please read the form guidance in **Section 6** 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 Property type	
Which option below best describes the property? If it is a mixed development, please include the property descriptions on your location plan.	
Detached	Semi-detached
Terrace	Flat or apartment
Other (please describe)	
If the property is a flat, maisonette or apartment, which floors does it occupy?	
Ground	Basement
First floor	Second floor
Third floor	Other
Does the property have a shared or private letterbox?	
Shared	Private
What type of road is the property located on?	
Surfaced	Unmade
Mixed	

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 516294.

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

5 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

- 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.

6 Form guidance

- This form should only be used if the property **does not** have a property number.
- 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.
- Please include a **map** clearly showing the property.
- Provide a **contact number** in case we have any questions.

7 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 and Council's internal service

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	