

|                    |  |
|--------------------|--|
| Official reference |  |
|--------------------|--|

## Application to change a property name

This form should only be used if the property **has** a property number. 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   |                          |
|---|--------------------------|
| <b>Name</b>   |                          |
| <b>Address</b>  |                          |
| <b>Postcode</b>   |                          |
| <b>Email</b>  |                          |
| <b>Phone number</b>   |                          |
| 2 Property details  |                          |
| <b>Existing property name and address</b>   |                          |
| <b>New property name</b>  | <b>First choice</b>      |
|   | <b>Second choice</b>     |
| 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. |                          |
| <b>Detached</b>   | <b>Semi-detached</b>     |
| <b>Terrace</b>  | <b>Flat or apartment</b> |
| <b>Other (please describe)</b>  |                          |
| If the property is a flat, maisonette or apartment, which floors does it occupy?  |                          |
| <b>Ground</b>   | <b>Basement</b>          |
| <b>First floor</b>  | <b>Second floor</b>      |
| <b>Third floor</b>  | <b>Other</b>             |
| Does the property have a shared or private letterbox?   |                          |
| <b>Shared</b>   | <b>Private</b>           |
| What type of road is the property located on?   |                          |
| <b>Surfaced</b>   | <b>Unmade</b>            |
| <b>Mixed</b>  |                          |

## 4 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.

## 5 Form guidance

- This form should only be used if the property **has** 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.

## 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](mailto:llpg@north-norfolk.gov.uk)

**01263 516048**

For office use only

|                    |  |
|--------------------|--|
| Official reference |  |
| Payment received   |  |
| Date processed     |  |
| Confirmation sent  |  |