

APPLICATION TO ALLOCATE A HOUSE NAME TO OR CHANGE A HOUSE NAME ON A NUMBERED PROPERTY

The Public Health Act 1925: Sections 17 & 18
Towns Improvement Clauses Act 1847: Sections 64 & 65

This is the form to use if you wish to:

- add a house name to an existing numbered property
- change a house name on an existing numbered property

APPLICANT DETAILS	
Name	
Address (<i>inc. postcode</i>)	
Tel No.	
Mobile	
Email (<i>NB: If email address is provided all correspondence will be sent via email</i>)	

Existing Address (<i>address to be changed</i>)	
Proposed Address (<i>please supply 3 suggestions in order of preference</i>)	
1 _____	
2 _____	
3 _____	
Are you the registered owner of the property? (<i>If not we will need written confirmation from the owner that they have no objection to the change</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Sign _____	Date _____
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<p>Please ensure you include the following:</p> <ul style="list-style-type: none">• Completed application form• Correct fee (<i>see separate website document entitled "Information on Fees"</i>)• Site location plan
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<p>Please return completed applications to:</p> <p>Address Information Team, Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD</p> <p>Tel: 01225 770508 / 770504 / 770517</p> <p>Email: streetnaming@wiltshire.gov.uk</p>
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GUIDANCE NOTES

Step 1

Complete the application form and submit to the Council with the following documents:

- Site location plan
- Cheque (made payable to Wiltshire Council)

Step 2

The Address Information Team will, on receipt of the 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 acceptable.

Once agreement has been reached on a property name the Address Information Team will:

- Update our address database.
- Notify all relevant parties
- Send a Certificate of Postal Address to the applicant.

Notes

- *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 should always be displayed on the property and quoted as part of the address in all correspondence. It is advisable, when considering a name for a property, to contact the Address Information Team to determine whether the proposed name is already in use in the local area, as duplicating an existing property name may lead to confusion to service delivery agents.*

PLEASE NOTE: The Royal Mail will only hold a name for a property where there is no numbering scheme in place. If a property is named and numbered, the name of the property will only be held as an "Alias". For clarification, please contact the Address Information Team.

- *The applicant is advised to submit 3 alternative property names, in case any of the proposed names do duplicate existing addresses.*