

# APPLICATION TO CHANGE A HOUSE NAME ON AN UNNUMBERED PROPERTY

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

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

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

Sign _____	Date _____
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**Please ensure you include the following:**

- **Completed application form**
- **Correct fee** (see separate website document entitled "Information on Fees")
- **Site location plan**

**Please return completed applications to:**  
Address Information Team, Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD  
Tel: 01225 770508 / 770504 / 770517  
Email: [streetnaming@wiltshire.gov.uk](mailto:streetnaming@wiltshire.gov.uk)

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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.