

APPLICATION FOR RENAMING AN EXISTING STREET OR RENUMBERING ALL EXISTING PROPERTIES ON AN EXISTING STREET

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

THIS FORM CAN ONLY BE COMPLETED BY THE RELEVANT TOWN/PARISH COUNCIL

APPLICANT DETAILS	
Town/Parish Council Name	
Address for Correspondence <i>(inc. postcode)</i>	
Tel No.	
Mobile	
Email <i>(NB: If email address is provided all correspondence will be sent via email)</i>	
Existing Street Name	
Are you intending to rename the street after a living person?	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please confirm you have enclosed Form D containing the written consent <input type="checkbox"/>
Are you intending to rename the street after a deceased person?	YES <input type="checkbox"/> NO <input type="checkbox"/> Has the person been deceased for less than 50 years? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please confirm you have enclosed Form D containing the written consent If NO, consent is not required. <input type="checkbox"/>
Suggested Street Name(s) <i>(please supply 3 suggestions)</i>	
1	
2	
3	
Sign _____	Date _____

- Please ensure you include the following:**
- **Completed application form**
 - **Site location plan**
 - **Form D (Renaming Consent : Living / Deceased Person(s))** *(if relevant)*

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

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GUIDANCE NOTES

Step 1

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

- Site location plan
- Form D (Renaming Consent : Living / Deceased Person(s)) (*if relevant*)

An administration fee may be charged for this service.

Step 2

The Address Information Team will, on receipt of the application:

- If street name change is compliant with the Street Naming & Numbering Policy, we will place a Notice on site advising of the street name change
- If no objections are received we will consult with Royal Mail to obtain their views
- Notify all residents of the change
- Amend our address database
- Notify all interested parties
- Issue Certificates of Postal Addresses to all owners/residents

Notes

- *This process would only be undertaken as a last resort when there is confusion over a street name, a group of residents are unhappy with their street name, or new properties are built in a street and there is a need to renumber to accommodate the new properties.*
- *The request must originate from the relevant Town/Parish Council.*
- *All costs associated with providing this service and erecting the nameplates will have to be met by the Town/Parish Council.*