

# Street Naming & Numbering Property Name Changes



Please return this form to:  
Street Naming & Numbering  
North Norfolk District Council  
Holt Road  
Cromer, NR27 9EN

Tel: 01263 516048  
Fax: 01263 51603  
Email: [llpg@north-norfolk.gov.uk](mailto:llpg@north-norfolk.gov.uk)

## Renaming unnumbered dwellings

For private houses in existing un-numbered roads it is essential that the houses are officially allocated names which are registered with among others, the emergency services. Anyone wishing to change the name of their un-numbered house must apply to the Council to register the change. The proposed name will then go for consultation with the Royal Mail, and the emergency services. Please bear in mind that objections/ observations may be raised if part of the proposed new name is a duplication of a named road/house in the surrounding area, as this could cause confusion and possibly delay when attending an emergency incident.

## Adding a house name to existing number

If a property has a house number, it is not possible to *replace* the number with a name. However, a name can be used in conjunction with the original number. The number should always be displayed at the property and quoted within your address on all correspondence, eg: Rose Cottage, 1 The Street, The Town, Norfolk , NR88 8AA

If you wish to call your house 'Dunroamin', this is quite acceptable to the Council as long as you continue to use the allocated house number. More than one 'Dunroamin' in the street would, however, be unacceptable, following this rationale of this policy and in order to avoid confusion a different, unique name should be chosen. The Council will not formally allocate a name as part of an address unless it meets this criteria.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to the Council using the form overleaf enclosing a site plan/map.

What you need to do:

- 1 When you have chosen a name you would like to use to change the name of your property you need to discover whether the name is already being used by another property in the area. If you are not sure please contact the Street Naming & Numbering section (details above) for assistance.
- 2 Please then complete the form overleaf and send it to the address above. Make sure you give a contact phone number in case we have trouble identifying your property on our Geographical Information System or have any queries.

What we will do:

- 1 We check that the name is appropriate and that a duplicate one does not exist in the immediate area.
- 2 We consult/inform the Royal Mail, Land Registry, Valuation Office, Ordnance Survey and NNDC's internal services. These organisations have 14 days to object to any name change.
- 3 After the period of consultation we will confirm your new address with you or, in the case of duplication or objection we will contact you prior to consultation to ask you to select another name.

# Request to change a property name



## APPLICANT DETAILS

Name:	
Address:	
Postcode:	
Tel number:	
Mobile:	
Email:	

Please indicate (✓) which of the following applies to you in relation to the development:

Freeholder	Of whole site		Leaseholder	Of all of the site	
	Of part of the site			Of part of the site	
Occupier (tenant/other)					

## PROPERTY DETAILS

Current address of property requiring name change:

New proposed name:	First choice	
	Second choice	

**Please make sure you enclose a map clearly identifying your property**

Please indicate (✓) which describes the property, if it is a mixed development please specify the property descriptions on the plan.

Detached House		Bungalow		Flat / Apartment		Terraced house	
Semi-detached house		Chalet		Two Storey Barn		Single Storey Barn Conversion	
Other (please describe)							

If you are not the freeholder of the property, please attach a signed letter confirming that the applicant is acting on the freeholders behalf.

If the building is in multiple occupation, or you are not the only freeholder, please attach details of other residents/freeholders affected by this application. We have to check all occupants /freeholders have been consulted before assigning a new name.

If the property is a maisonette, flat or apartment, which floor/s does it occupy? Does the property have a shared or private letterbox? Please circle.

Property as marked on plan	Basement	Ground	1 <sup>st</sup> floor	2 <sup>nd</sup> floor	3 <sup>rd</sup> floor	Other	Letterbox (Private/ Shared)
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We are improving our records and would be grateful if you could inform us if the road the property is on is surfaced (tarmac) or unmade (gravel etc). Please indicate (✓).

Surfaced		Unmade		Mixed	
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Name:		Signature:		Date:	
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If you require further information or assistance please contact the Street Naming and Numbering section on the numbers given above or alternatively visit [www.northnorfolk.org](http://www.northnorfolk.org)

**If you would like this document in large print, audio, Braille, alternative format or in a different language please contact (01263) 513811 or Minicom (01263) 516005. For further information view our website at [www.northnorfolk.org](http://www.northnorfolk.org)**

