**Application for renaming or adding a name to
an existing property**

1.Applicant Details

|  |  |
| --- | --- |
| Applicant Names |  |
| Applicant Address |  |
| Day Time Tel No |  |
| Mobile |  |
| E mail Address(E mail is the Council’s preferred method of communication) |  |

2.I confirm that I am the freeholdowner

YES / NO

**If you are not the freehold owner, please provide written approval from the freehold owner.**

3. Proposed change

**Please note that we will check our systems for similar names in the locality. We notify Royal Mail of all changes to ensure that the proposal does not create difficulties for postal or emergency services.**

|  |
| --- |
| Current Address including postcode |
|  |

Suggested alternative property names in order of preference:

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |

**4. Fees**

There is a charge of £76 (including VAT) (up to April 2025). This charge includes liaising with Royal Mail and other organisations, together with the subsequent notification of address changes to emergency services and other organisations. These are discretionary elements of the street naming and numbering service, which are charged for. You should note that the Council is the only organisation with the authority to name and number new, or to amend, existing streets and properties.

There is no charge for removing a name associated with a numbered property.

|  |  |
| --- | --- |
| Tick here if you wish the Council to undertake these discretionary elements.  |  |

Our preferred methods of payment is BACS. Following receipt of a completed form, we will contact you with a reference to allow payment to be made.

For card payments please contact us on :

**Broadland District Council**

01508 535329 / 01603 430457 or send a cheque payable to Broadland District Council

**South Norfolk Council**

01508 533811 or send a cheque payable to South Norfolk Council.

**Please Note**: The details submitted in the application form and associated information will be stored on computer and will be used to correspond with yourself, and to undertake Council Services. Personal data will be retained for 1 month following confirmation of any addressing change.

**Your rights** - Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Data Protection Policy. You can contact our Data Protection Officer at data.protection@southnorfolkandbroadland.gov.uk You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

Please e mail this completed form to

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| Broadland District Council |
| streetnaming.bdc@southnorfolkandbroadland.gov.uk |
| Broadland District CouncilThe Horizon CentreBroadland Business ParkPeachman WayNorwichNR7 0WF |
| 01508 535329 / 01603 430457 |

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| South Norfolk Council |
| streetnaming.snc@southnorfolkandbroadland.gov.uk |
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| 01508 533811 |