



Application Form for Property Name Additions / Amendments / Removals including Alias

There is a charge for our Street Naming and Numbering service of £102 (these charges are not subject to VAT) and is payable in advance of requests being completed. Please note, these are the new charges as of 1st April 2020.

The official postal address of a property is the responsibility of South Somerset District Council, **NOT** Royal Mail. Therefore, please complete this form and return to the email address at the end of this form to apply for address changes.

Please note, if the property does not have a postal number (i.e. house name only) this can be changed in accordance with the policy. If the property has a postal number, this must be retained, however, an "alias" house name may be incorporated into the address in accordance with the policy.

For clarity please complete the form in block capitals.

1. Applicant Details

Name :

Mr/Mrs/Ms

Address :

Postcode

Daytime contact telephone number/s :

Email address :

2. Proposed Name/s Requested *(Please provide 2 names for the property in block capitals in order of preference)*

1.

2.

3. Declaration

I confirm that I am the current legal owner of the above property or I have exchanged contracts and am due to complete on :

Date :

Name :

Signature :

Date :

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4. Address for correspondence, if different from above

5. Location Plans Required

Please include a location plan of the area, showing the property clearly marked.

Please make payment via our website by visiting the following link

<https://www.southsomerset.gov.uk/forms/make-a-payment/pay-a-street-naming-and-numbering-fee/>

Alternatively, please make payment by contacting our Customer Connect team on 01935 462462.

6. Next Step

- You may submit this application by email to streetnaming@southsomerset.gov.uk
- Once the application and payment is received, a Case Services officer will check that the proposed name is acceptable.
- If it is acceptable, the Council will then forward the change/addition to Royal Mail.
- If the name is not acceptable you will be contacted to review your choice.

For advice and further information please see our Street Naming and Numbering policy on our website, with particular reference to Section 6.4 and Appendix F by copying and pasting the following link into your browser

<https://www.southsomerset.gov.uk/services/street-naming-and-numbering/street-naming-and-numbering/>