



# STREET NAMING & NUMBERING NAME CHANGE APPLICATION FORM

Town Improvement Clauses Act 1847



Use this form for a change of property name or to add a name where your property has a number.

**HNC**

## 1 PRESENT ADDRESS OF PROPERTY

Address:

  
  
 Postcode: 

## 2 NAME AND ADDRESS OF APPLICANT

Name:

Address:

Telephone

Email:

  
  
 Postcode:   
  

## 3 PROPOSED PROPERTY NAME

Give the proposal for your new name below, we ask you to provide up to two alternatives in case we cannot accept your first proposal. **Please use block capitals.**

First Choice:

Second Choice:

Third Choice:

  
  

## 4 APPLICATION CHARGES

The charge for application to change the name of a property is £100. Payment must accompany this application form. If your proposals are not acceptable we will request alternatives for consideration. You will not be charged any additional fee for consideration of a reasonable number of alternatives.

## 5 STATEMENT

The Councils Babergh District Council or Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing the Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website either <http://www.babergh.gov.uk/> or <http://www.midsuffolk.gov.uk/> and click on "Your Right to Information" or call customer services on 0300 1234000 and ask to speak to the Information Governance Officer.

The submission of this application and associated documents forms a request to the Council to re-name a property.

**I/We Confirm:**

- That I/we have the legal right to request the re-naming of this property.
- The correct payment has been submitted with this form.

Signature:

Name:

Date:

  
  


## SECTION GUIDANCE

- i** You can request a change of name for your property or ask for a name to be added to a property which is already numbered. However, in the latter case the number must always be used in the address and must still be displayed on the property. A name cannot be used instead of a number but can only be used in conjunction with the existing numbered address.
- 1** **PRESENT ADDRESS OF PROPERTY**  
State the address of the site to which the application relates.
- 2** **NAME AND ADDRESS OF APPLICANT**  
Enter the details of the person(s) wishing to re-name the property.
- 3** **PROPOSED PROPERTY NAME**  
Please fill in this section in block capitals so that it can be easily understood, the district council will not accept responsibility for unclear or miss-spelt names.  
If your first choice cannot be accepted we will automatically check and register the next acceptable alternative proposal, so please be sure that you are happy with any alternatives you propose.  
If a proposed name or a similar name already exists in the locality (or parish in some circumstances), we will not generally be able to accept your proposal. Duplication of property names or very similar addresses can obviously cause unwanted and unnecessary confusion, which needs to be avoided if at all possible.  
Where practical, it is therefore advisable to check addresses in the locality to ensure that your proposed name(s) are not already in use on another property. Inappropriate or offensive names will not be accepted.  
The decision of the Council is final.
- 4** **APPLICATION CHARGES**  
The charges for re-naming applications are set at £100.00. You must enclose the appropriate payment for the application otherwise it will **not** be registered or processed. You will not be charged any additional fee for consideration of a reasonable number of alternatives.  
Charges for Street Naming and Numbering are zero VAT rated.
- 5** **STATEMENT**  
By signing the form you are confirming the following:
- You accept the a fore mentioned statement.
  - You have the legal right to re-name the property. In other words you are the freeholder of the property. If you are not the freeholder, we require consent in writing from the freeholder to allow the property to be renamed.
  - You have submitted the £100.00 payment with the application form.
  - It also implies that you do not believe any proposed names conflict with existing names in the locality. Knowingly submitting an application for a duplicate or similar name is a fruitless exercise as we will not be able to accept it.

## GENERAL GUIDANCE

### Need Any Further Assistance?

If you need any help in completing this form or on any other building control matter please contact the relevant local authority on the details shown below.

Welcome • Witamy • مرحباً • Sveiki

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.  
Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to Prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا  
Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

Babergh Building Control

Endeavour House, 8 Russell Rd,  
Ipswich, IP1 2BX

Telephone: 01449 724510

Email: [address.management@baberghmidsuffolk.gov.uk](mailto:address.management@baberghmidsuffolk.gov.uk)

Mid Suffolk Building Control

Endeavour House, 8 Russell Rd,  
Ipswich, IP1 2BX

Telephone: 01449 724510