



## Application to Add a Property Name to an Existing Numbered Address

(This form should be used only if the property has a property number and you wish to add a name to the address)

If a request is received to add a property name to an existing numbered address this will be approved subject to it causing no conflict with addresses in the same street/postal area. However, the retention of property numbers shall be enforced and displayed on the property. The numbered address must be used and referred to in all correspondence.

### Details of Applicant

Owner's Name: .....

Contact Address (if different from property address): .....

.....

### Current Property Address

House Number: ..... Street: .....

Village: .....

Postal Town: ..... Postcode: .....

Telephone No: .....

### Details of Suggested Property Name

.....

### Declaration

I confirm that I am the legal registered owner of this property and I understand that an addition of a name to a property is not part of the official registered address and that I should use the property number in all correspondence and clearly display the property number at my property.

Applicant Signature: ..... Date: .....

BLOCK CAPITALS: .....

## Charges

There is an administration charge for this service. Please refer to the current fees and charges for this service. If you require clarification of the charges which will be incurred for this service please visit our website at <http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering> or contact this office at the address below.

Administration fee enclosed: .....  Amount £ .....

You can pay for this service by cheque, cash or debit/credit card at one of the Council Offices in person or you can post a cheque with the form to the office below.

Please return completed form including a marked plan indicating the property to the following address:

Street Naming and Numbering  
Property and Contracts  
Department of Corporate and Legal Services  
Eden District Council  
Mansion House  
Friargate  
Penrith  
Cumbria  
CA11 7YG

Telephone: 01768 212308  
Fax: 01768 890027  
Email: [snn@eden.gov.uk](mailto:snn@eden.gov.uk)

## **Addition of a Property Name to an Existing Numbered Property Application Guidelines**

- The property name should be unique and not duplicated within the locality or postcode. For example, Rose House and Rose Cottage - only one property named Rose will be accepted, also property names should not replicate street names
- The word 'Flat' in any form is not acceptable in the principal property name or as part of the property name
- Properties should not be named with a business name; this will be added to the address separately
- Property names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council's Equal Opportunities Policies will not be acceptable
- Properties should not be named after living people
- Where possible names should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant
- No abbreviations or punctuation should be used, ie Marks House rather than Mark's Hse

For further information regarding the Council's Street Naming and Numbering Policy and advice for adding a property name to an existing numbered property address, please see the Council's Street Naming and Numbering Advice Policy at <http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering>

**Other links and forms related to this function:**

**Application to Add a Property Name to a Numbered Property**

<http://www.eden.gov.uk/PDF/form-add-property-name-to-numbered-address.pdf>

**Application to Change a Property Name**

<http://www.eden.gov.uk/PDF/form-property-name-change.pdf>

**Street Name and Number Form**

<http://www.eden.gov.uk/PDF/form-street-naming-and-numbering.pdf>