



Application to Change Property Name

This form should be used only if the property DOES NOT have a property number

1. Details of Applicant

Owner's Name

Owner's Address (if different from address to be changed)

.....
.....
.....

Current Property Address

Name of Property

Street

Village

Postal Town

Postcode

Telephone No.....

E-mail.....

Business Name

2. Details of Suggested Property Names

Change of Property Name to: (please provide two choices for the property name in order of preference, please refer to current guidance located on our website)

1.....

2.....

Property names will be accepted in accordance with the Council's Street Naming and Numbering Policy and complying British Standard (BS) 7666.

I confirm that I am the Legal Registered Owner of this property

Applicant Signature.....

Date.....

Name in 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 note, property name changes initiated by the property owner must be circulated by the owner direct to any company who deliver mail or services to the property especially the Land Registry, Health Service and DVLA. The Council will supply the address amendment to the National Land and Property Gazetteer (NLPG) which is the national address database, circulate any address amendments internally and request the Royal Mail to amend the Postal Address File (PAF).

Please see the following excerpt from the Council's Street Naming and Numbering policy for guidance when choosing a property name:

- The principal 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 should 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.
- Residential property names should not include Flat or Bridleway
- Property names must be clearly displayed at the entrance/drive to the property

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

Telephone: (01768) 817817

Fax: (01768) 890027

E-mail: snn@eden.gov.uk

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>

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>