

Application for a new property, business or building name or change of name

1 Applicant Details

Name of Contact

Company Name (if applicable)

Contact Address

Postcode:

How would you prefer to be contacted?

Land Line
Number

Mobile
Number

Fax
Number

Email
Address

2 Application Details

- Application for:
- Numbered property – change of name
 - Unnumbered property – change of name
 - Numbered property – addition of name (alias)
 - Unnumbered property – assigning a name
 - Change of property / business name

Please tick

Current Full Property Address:

Postcode:

New Address Requested:

Postcode:

Please provide details on what you would like the new property, building or business to be called.
The Council will approve names based on the protocol outlined in the SN&N Policy.

Continued overleaf...

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3 Declaration

By signing/ticking the box below and submitting this application to the Council you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application.

Tick this box, save the completed form and submit by email.

Or print this form and sign and post.

Name	Signed	Date / /
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4 Further Information

Please refer to the website/contact the Street Naming and Numbering Officer for current information on fees and charges, you will be sent an invoice for the charge.

5 Next Step

Save this form and submit by email, or print and return via the post or fax, and a site/location plan. The Street Naming and Numbering Officer will now check that the new name is acceptable. If it is, the Council will then forward the change/addition to the Royal Mail. If the name is not acceptable you will be contacted to review your choice. All postal addresses are allocated in accordance with BS7666.

If you are a developer and do not wish to allocate names, please contact the Street Naming and Numbering Officer as soon as possible, so that the next step in the process can be started. The Council will then contact either the Parish Council or a relevant Ward Member to decide upon an appropriate name.

Contacts

Street Naming and Numbering Officer, Welwyn Hatfield Borough Council, Council Offices
The Campus, Welwyn Garden City AL8 6AE

Tel: 01707 357558 • Fax: 01707 357557 • Email: streetnaming&numbering@welhat.gov.uk

For office use only:

Date received by SNN Officer:	<input type="text"/>	SNN Reference(s)	<input type="text" value="SNN"/>
Date Royal Mail Notified:	<input type="text"/>	Date added to PAF:	<input type="text"/>
Distribution Date:	<input type="text"/>	Addresses Allocated:	<input type="text"/>

Code to come from Peter

Putting people first.

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