

# Renaming an existing property/name addition

When renaming a property, care should be taken to ensure that a similar name does not already exist in the vicinity, as this could cause confusion for both sets of occupiers in the future.

Where a property is known by a number, the Council will not approve the deletion of the number in lieu of a name. Property numbers are issued primarily to aid the emergency and delivery services in locating a property within a road, a name only would not do this. However, there would be no objection to a name being used in addition to the number.

If you are not the owner of the property, please note that a change of name cannot be made without the owner's permission.

When you are sure there is no problem with your chosen name you should submit your request to alter the property name. Requests can be made using our [online form](#). We need to know:

- The current property name and address.
- The new property name
- The date you want the change to take effect.
- Your current contact address and telephone number.
- If you are not the owner of the property, the owner's name, address and contact details/email address.

There is a charge of £37.50 per property for renaming and name addition requests.

Please take a note of the reference number given when you submit the online form

If your request is agreed, details of the change will be confirmed back to you in writing and passed to all the relevant departments at the Council so they can update their data. We will also update the Local Land and Property Gazetteer (LLPG) and the National Land and Property Gazetteer (NLPG).

We will also circulate details of the change to Royal Mail (including postcodes), the emergency services and Ordnance Survey (via the NLPG). It is your responsibility to advise any other organisations you having dealings with.