



Application to add a Property Name to an Existing Numbered Address

(This form should be used only if the property has a property number)

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.

1. Details of Applicant

Owner's Name

Owner's Address (if different from property address)
.....
.....

Current Property Address
Property Number

Street

Village

Postal Town

Postcode

Telephone No.....

E-mail

Business Name

2. Details of Suggested Property Names

1.

2.

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

3. Charges

A fee of £56.00 is required for administration.

Once receipt of your application form and marked location plan has been acknowledged, **payment can be made over the telephone by calling 03000 263 694.**

Alternatively payment can be made by BACS.

Cheque payments are also accepted, payable to "Durham County Council"

4. 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:

.....

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

Street Naming and Numbering

Durham County Council
County Hall
Durham
DH1 5UQ

Telephone: 03000 263694

E-mail: streetnamingandnumbering@durham.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.