



## Application to Change Property Name

### 1. Details of Applicant

Owner's Name .....

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

Current Property Address  
Name of Property .....

Number & Street  
.....

Village .....

Postal Town .....

Postcode .....

Telephone No.....

E-mail .....

Business Name .....

### 2. Details of Suggested Property Names

Change of Property Name to: (in order of preference)

1. ....

2. ....

Property names will be accepted in accordance with the Council's Street Naming and Numbering Policy and complying 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"

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

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

Name in Block Capitals  
.....

Please return completed form including a marked plan to scale of 1:1250 and minimum 1:2500 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](mailto:streetnamingandnumbering@durham.gov.uk)

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 Land Registry, Health Service, DVLA., personal contacts, financial companies and utility providers.

Please see the following excerpts 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

Property names must be clearly displayed at the entrance/drive to the property