

# APPLICATION TO CHANGE AN ADDRESS

For property renaming or renumbering, access changes, mergers, or to add or remove an alias name. All fields must be completed. Please refer to the enclosed guidance for more information.

<b>Applicant details</b>	<b>1</b>	Full name	
		Address	
		Postcode	
		Email	
		Telephone	
<b>Site details</b>	<b>2</b>	Site address	
		UPRN (if known)	
		Coordinates	
		<i>Planning permission required y/n</i>	
<b>Reason for request (choose one)</b>	<b>3</b>	<input type="checkbox"/> Change property name or number	
		<input type="checkbox"/> Address merger	
		<input type="checkbox"/> Access point change	
		<input type="checkbox"/> New or remove alias name	
		<input type="checkbox"/> New property number request	
		<input type="checkbox"/> Other issue with address:	
<b>Address suggestions (provide three)</b>	<b>4</b>	Option 1:	
		Option 2:	
		Option 3:	
		<b>You must include a property suffix.</b>	
<b>Plans</b>	<b>5</b>	<input type="checkbox"/> Location plan not smaller than <b>1/500 scale</b>	
		<input type="checkbox"/> Site plan which <b>must</b> include:	
		<input type="checkbox"/> Access point(s)	<input type="checkbox"/> Letter box location(s)
<b>Administration fees</b>	<b>6</b>	<input type="checkbox"/> Online <input type="checkbox"/> Phone	Fee: £
		<input type="checkbox"/> Cheque <input type="checkbox"/> BACS	Receipt number:
<b>Declaration</b>	<b>7</b>	I am the: <input type="checkbox"/> property owner <input type="checkbox"/> tenant	
		<b>If you are not the property owner, we will require a letter of consent from the owner agreeing to the change.</b>	
		<input type="checkbox"/> I have enclosed all required files.	
		<b>Signed:</b>	<b>Date:</b>
<b>By signing you agree to the terms.</b>			

<p><b>Introduction</b></p>		<p>North Yorkshire Council has the legal responsibility for Street Naming and Numbering of properties within the County.</p> <p>Street Naming and Numbering is a statutory registration function by which the Council must formally approve all new properties and ensure they are numbered, or named where no numbering scheme exists.</p> <p>All new and existing properties must be registered. If a property is not officially registered, it may not appear in official address databases, which can cause issues with services and compliance.</p> <p>An officially registered address ensures access to essential services:</p> <ul style="list-style-type: none"> <li>• <b>Emergency services</b> can locate the property quickly.</li> <li>• <b>Postal and courier services</b> deliver to the correct property.</li> <li>• <b>Utility providers</b> (gas, water, electricity) can connect the property without delays.</li> </ul> <p>Mortgage lenders, solicitors, and insurers rely on official addresses. Without registration, delays or complications may be faced when:</p> <ul style="list-style-type: none"> <li>• Selling or buying property.</li> <li>• Applying for a mortgage or insurance.</li> </ul> <p><b>This application form is only for property renaming or renumbering, access changes, mergers, or to add or remove an alias name. All fields are required unless otherwise indicated.</b></p>
<p><b>Applicant details</b></p>	<p>1</p>	<p>Please complete the full contact information of the applicant. This must be the owner of the property – otherwise, written consent from the owner must be included with the form.</p>
<p><b>Site details</b></p>	<p>2</p>	<p>The site address can be found on the planning permission letter.</p> <p>UPRN: Unique Property Reference Number, issued to every addressable location and can be found online at <a href="https://www.findmyaddress.co.uk/">https://www.findmyaddress.co.uk/</a>.</p> <p>Please provide coordinates (eastings and northings) for the centre of the development.</p> <p><b>Applications to merge properties or change the access point will not be considered without granted planning permission. You must provide the planning reference number.</b></p>
<p><b>Reason for request</b></p>	<p>3</p>	<p>Please check the relevant boxes to indicate your application type.</p> <p><b>Addressing criteria:</b></p> <p>North Yorkshire Council follows guidance provided by Geoplace conventions and British Standards to ensure we work in alliance with other Authorities. All proposed names will be checked against existing Local Land and Property Gazetteer entries.</p>
<p><b>Address suggestions</b></p>	<p>4</p>	<p><b>Property numbers:</b></p> <ul style="list-style-type: none"> <li>• A property number must not be included or excluded for</li> </ul>

		<p>cultural/religious/other personal preferences.</p> <ul style="list-style-type: none"> <li>• Numbering must suit local context; where a street has an existing numbering scheme, all new properties must be numbered.</li> <li>• Where necessary, infill numbers will be assigned.</li> <li>• Property numbers will only be retrospectively removed in exceptional circumstances.</li> </ul> <p><b>Property names:</b></p> <ul style="list-style-type: none"> <li>• The requested name must not include the word “The” or “A”.</li> <li>• Names must not be the same as or similar to another property, street, locality, or town in the postcode area (HG1 2).</li> <li>• All new property names must include a suffix that is appropriate for the property use: Apartment(s), Barn, Boulevard, Building(s), Bungalow, Byre, Centre, Chambers, Cottage, Court, Croft, Hall, Heights, House, Lodge, Mansion(s), Mews, Point, Terrace, Tower, View, Villa(s).</li> <li>• Proposed names must not contain numeric characters or words that sound like numbers (Too) and must not cause confusion (20 Seven Foot Lane vs 27 Foot Lane).</li> <li>• Naming a property after an individual, living or deceased, is not acceptable and will be refused.</li> <li>• Names which are difficult to spell or pronounce will not be refused for this reason. However, the applicant accepts responsibility for any issues caused by spelling or pronunciation difficulties following registration.</li> <li>• Name requests with royal connotations must be accompanied with a written letter of consent from the Lord Chamberlain’s Office.</li> </ul> <p>If you are changing your property name, you must provide <u>three different, sufficiently unique, suggestions</u>, for example ABC House, DEF House, GHI House. We do not consider names where only the suffix is different to be sufficiently different, for example ABC House, ABC Cottage, ABC Bungalow.</p> <p><b>Applications with name suggestions where only the suffix is different will be refused and you will be asked to provide additional names.</b></p>
Plans	5	<p>Please provide a location plan and a site plan not smaller than 1/500 scale. The location plan must show the location of the development site in relation to at least two other named streets where possible and must include easting and northings for rural developments.</p> <p>The site plan must include access points, letter box locations (for flats) and plot numbers, and show the entire application site. Please ensure the site plan has <b><u>no coloured mark-up</u></b> (such as shading in the plots or on the streets), and <b><u>no annotations</u></b> (such as EV charging points and bin locations) other than doors, letterboxes, and plot numbers.</p> <p>Separate floor plans for flats and maisonettes are also required.</p> <p>All plans must be .pdf files and less than 10MB to allow for mailbox restrictions.</p>
Administration fees	6	<p>To view the administration fees and pay online, visit:  <a href="https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&amp;showSingleProduct=True&amp;recurringOnly=False">https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&amp;showSingleProduct=True&amp;recurringOnly=False</a></p>

		<p>Phone payments can be made by calling <b>01609 534811</b>.</p> <p>These charges are not subject to VAT at the current rate.</p> <p><b>Fee may be subject to revision pending review of plans.</b> If, on review of the plans, the Case Officer decides that the number of requested streets must be changed, further payment may be required.</p>
<b>Declaration</b>	<b>7</b>	<p><b><u>Tenants cannot submit an addressing request without written consent from the property owner.</u></b></p> <p>By signing you agree to the terms and confirm that the information provided is accurate and complete to the best of your knowledge.</p>
<b>Process</b>		<p>Applications should be submitted to the Street Naming and Numbering team at the earliest opportunity. North Yorkshire Council will consider your suggestions and run checks on the appropriateness of the addresses. Naming can take up to 6 months to complete as great care is taken to ensure that the process is as fair as possible and complies with relevant legislation and guidance. Once the name is agreed it will be officially allocated and all relevant bodies will be automatically notified, and Royal Mail will issue the postcodes.</p>
<b>Completed forms</b>		<p>Please send this completed form with plans, planning permission letter, and any other required documents to <a href="mailto:streetnaming@northyorks.gov.uk">streetnaming@northyorks.gov.uk</a>, or post to:</p> <p style="padding-left: 40px;">Street Naming and Numbering          Planning Operations          North Yorkshire Council          Civic Centre          St Luke's Avenue          Harrogate          HG1 2AE</p>
<b>Terms</b>		<p><b>Data Protection:</b> your details will be held securely and in accordance with the rules on data protection. We will treat your personal details as private and confidential and safeguard them. We will not disclose these details to anyone unconnected with the council unless you have consented to their release, or when:</p> <ul style="list-style-type: none"> <li>• we are legally obliged to do so.</li> <li>• disclosure is necessary for the proper discharge of our statutory functions.</li> <li>• disclosure is necessary to enable us to provide you with a requested service, or deal with your enquiry.</li> <li>• we are under a duty to protect public funds.</li> </ul> <p>We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.</p> <p>For more information on privacy and how we use your data please take a look at our privacy notice at <a href="https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices">https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices</a></p>