

APPLICATION TO CHANGE OR ADD A BUSINESS NAME TO A PROPERTY

For adding a business name, changing a business name, or removing a business name from an existing registered property address. All fields must be completed. Please refer to the enclosed guidance for more information.

Applicant details	1	Full name	
		Address	
		Postcode	
		Email	
		Telephone	
Site details	2	Site address	
		UPRN (if known)	
		Coordinates	
Reason for request (choose one)	3	<input type="checkbox"/> New business name	
		<input type="checkbox"/> Change business name	
		<input type="checkbox"/> Remove business name (skip section 4)	
Business name request	4	Full business name:	
		Business name as displayed on property:	
Plans	5	<input type="checkbox"/> Location plan not smaller than 1/500 scale	
		<input type="checkbox"/> Site plan which must include:	
		<input type="checkbox"/> Access point	
		<input type="checkbox"/> Letter box location	
Administration fees	6	<input type="checkbox"/> Online <input type="checkbox"/> Phone	Fee: £
		<input type="checkbox"/> Cheque <input type="checkbox"/> BACS	Receipt number:
Declaration	7	I am the: <input type="checkbox"/> property owner <input type="checkbox"/> tenant	
		If you are not the property owner, we will require a letter of consent from the owner agreeing to the change.	
		<input type="checkbox"/> I have enclosed all required files.	
		Signed:	Date:
By signing you agree to the terms.			

GUIDANCE: APPLICATION TO CHANGE OR ADD A BUSINESS NAME TO A PROPERTY

<p>Introduction</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"> • Emergency services can locate the property quickly. • Postal and courier services deliver to the correct property. • Utility providers (gas, water, electricity) can connect the property without delays. <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"> • Selling or buying property. • Applying for a mortgage or insurance. <p>This application form is only for adding a business name, changing a business name, or removing a business name from an existing registered property address. All fields are required unless otherwise indicated.</p>
<p>Applicant details</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>Site details</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 https://www.findmyaddress.co.uk/.</p> <p>Please provide coordinates (eastings and northings) for the centre of the development.</p> <p>Applications to merge properties or change the access point will not be considered without granted planning permission. You must provide the planning reference number.</p>
<p>Reason for request</p>	<p>3</p>	<p>Please check the relevant boxes to indicate your application type.</p> <p>If the property does not have a business name, choose new business name.</p> <p>If the property has a business name that is incorrect or needs changing, choose change business name.</p> <p>If the property previously had a business but that business is no longer operating out of the property, choose remove business name. In this case, you do not need to complete section 4.</p>
<p>Business name request</p>	<p>4</p>	<p>Please provide the full name of your business (as listed on Companies House) and the name that will be displayed on signage on the property (if different).</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 <u>no coloured mark-up</u> (such as shading in the plots or on the streets), and <u>no annotations</u> (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: https://www.civicaepay.co.uk/NorthYorkshireEstore/estore/default/Catalog/Index?catalogueItemReference=E0006345&showSingleProduct=True&recurringOnly=False</p> <p>Phone payments can be made by calling 01609 534811.</p> <p>These charges are not subject to VAT at the current rate.</p> <p>Fee may be subject to revision pending review of plans. 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>
Declaration	7	<p><u>Tenants cannot submit an addressing request without written consent from the property owner.</u></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>
Process		<p>Applications should be submitted to the Street Naming and Numbering team at the earliest opportunity, as utilities connections cannot be put in until a new address is allocated. 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>
Completed forms		<p>Please send this completed form with plans, planning permission letter, and any other required documents to streetnaming@northyorks.gov.uk, 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>
Terms		<p>Data Protection: 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</p>

when:

- we are legally obliged to do so.
- disclosure is necessary for the proper discharge of our statutory functions.
- disclosure is necessary to enable us to provide you with a requested service, or deal with your enquiry.
- we are under a duty to protect public funds.

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.

For more information on privacy and how we use your data please take a look at our privacy notice at <https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices>