

Guidance - Street Naming and Numbering application form, name change

Public Health Act 1925, sections 17 to 19

Please use this form to:

- a) Change the name of your property;
- b) Add a name to your numbered property (please note that you cannot remove the number from your property, but you can add a name to it).

Please note – you must only use this form if the address you wish to change is an official one (please see the section entitled *Address status* below).

Applicant details

Please complete all sections as fully as possible.

Email is our preferred method of communication.

Monmouthshire County Council has the right to refuse applications if insufficient information or an unsuitable name has been provided.

Address of property requiring name change

If this address is the same as your address as applicant, please tick the Yes box.

If it's not, please complete the details in this section.

Location details

Information about the location of your property is of paramount importance and if we do not have sufficient information, we will not be able to process your application.

If you are adding a name to your numbered property, this should not be a problem as we can usually identify such properties with ease from the address. However, if you are applying to change the name of a property which is identified only by name, please include a location plan to avoid any confusion about its location. This can be a simple print out of an online map onto which you have marked X to indicate the location of your property.

Address status

Please confirm if the address of the property in question is official. It is official if:

- a) It has been through the official Street Naming and Numbering process when it was built or converted; OR
- b) It is an historic address which has been in use for a number of years, has continued to be in use and is on Royal Mail's Postcode Address File (PAF). (To ascertain if your property is on PAF, please see the guidance in the section entitled: Check your chosen name on Royal Mail's postcode finder).

If your address is not an official one, you will need to complete the form for a new address. If you are in any doubt, please contact Street Naming and Numbering.

Monmouthshire County Council's Street Naming and Numbering service can be contacted on: telephone 01633 644644 or email contact@monmouthshire.gov.uk

Proposed property names

Please provide a minimum of three property names, in order of preference.

Please ensure that you read this guidance on naming carefully before you complete this section.

An original name is essential to ensure that properties can be located quickly and easily (refer to our *Street Naming and Numbering Policy* for further detail, if required). This is of crucial importance if your property is identified only by its name (i.e. it doesn't have a number).

Royal Mail and the Local Land and Property Gazetteer Team are consulted on all new property names; **we will reject names which don't meet the following rules.**

Do:

- ✓ Choose a name that is as original as possible.
- ✓ Bear in mind that names involving trees, shrubs and the like tend to be extremely popular, e.g. Rose, Orchard, Oak Tree, etc.
- ✓ Check your name on the Royal Mail Postcode Finder for originality (see below for details).
- ✓ Provide at least three suggestions for the renaming or naming of your property.

Do not:

- ✗ Choose a name which is in use by any other property or sounds too similar to another property in the postcode area, e.g. NP7, NP16, NP26.
- ✗ Choose three suggestions that are merely variations on a theme, e.g. Rose Cottage, Rose Lodge and Rose Court.
- ✗ Choose a name that sounds racist, sexist, obscene or open to misinterpretation.
- ✗ Pick a name that is overly long.
- ✗ Choose a name containing "at", e.g., *The Lodge at Willow House*.
- ✗ Select a name which is too generic, e.g. *The Lodge, The Barn, The Cottage*, etc.

Some people take inspiration for a name from their favourite film, book or poem. Sometimes, family history can provide ideas. Remember – originality is crucial.

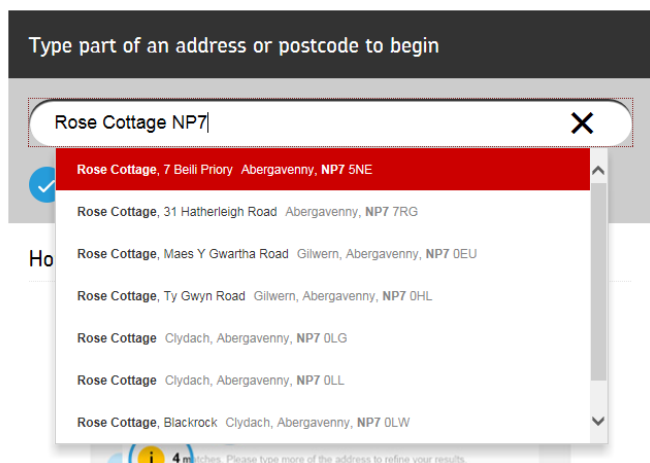
Check your chosen name on Royal Mail's postcode finder service:

You can check your chosen name for originality by going to:

<https://www.royalmail.com/find-a-postcode>

If you type in your chosen name and the first part of the postcode, you will see if there are any other properties with this name in your area (see illustration).

Please note that if the main identifier of your property is a number, these rules are a little less strict.



Declaration of ownership

If you are not the owner of the property in question, please include written permission from the owner, including contact details.

Applicant's declaration and payment

Please confirm that you have paid the fee and read the guidance notes.

Payment details

You can pay for your street naming and numbering application either:

- By card via the Cashier's Office on 01633 644355; please inform them that it's for a Street Naming and Numbering application and quote your surname and first line of your address as reference. Please enter your receipt number into the space provided so that we can tie your payment to the correct application.
- By BACS; please email developmentcontrol@monmouthshire.gov.uk for bank details and a payment reference code.
- By cheque made payable to Monmouthshire County Council and posted to the address below together with your application form.
- The fee is £51.

Please note that we will not begin work on your application until your fee has been paid in full.

If you have completed a hard copy application form, you can post it to:

FAO Street Naming and Numbering
Monmouthshire County Council
PO Box 106
Caldicot NP26 9AN

Or email it as a PDF to developmentcontrol@monmouthshire.gov.uk