

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 as simple as a print out, or screen grab, 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 continuously for a number of years (40 or more).

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. This is of crucial importance if your property is identified only by its name (i.e. it doesn't have a number).

We receive numerous complaints from people living in rural areas relating to deliveries going astray and occasionally, ambulances being delayed. For these reasons, we have to be extremely cautious approving new property names

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.
- ✓ Be aware that it is the **name** which cannot be duplicated rather than the property description; for example, it doesn't matter if you choose Rose Cottage, Rose Lodge or Rose House. It is the Rose part of the name which is relevant.
- ✓ 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; whatever suffix or prefix is picked, the name of Rose will not be approved.
- ✗ 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, The Stables* 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.

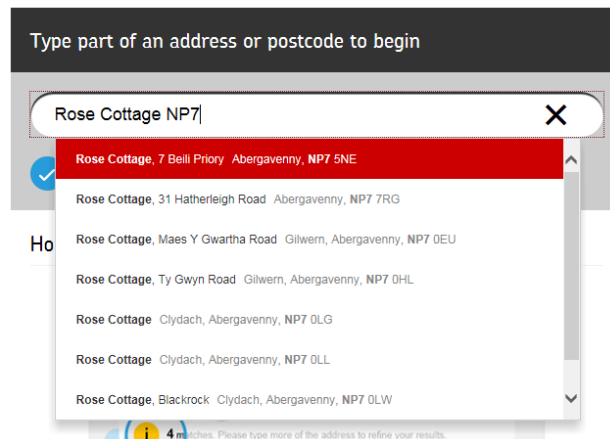
Check your chosen name on Royal Mail's postcode finder service:

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 (minus the suffix such as Cottage etc) 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 whilst this will give you an idea of whether your chosen name is already in use, it isn't fool proof; similar sounding names won't show up here and neither will names which have been approved for properties which are under construction.



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.

For the fee structure, please see the Monmouthshire County Council Street Naming and Numbering website.

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.

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:

Street Naming and Numbering, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA

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