

RENAMING/NAMING A PROPERTY

**Please fill in all sections of this form, with reference to notes 1-3 over.**

Only use this application form if you wish to rename a single property or name a new single property.

<b>APPLICANT'S DETAILS</b>
<b>Name:</b>
<b>Address</b>
House Name/No:
Street:
Village/Town:
Postcode:
<b>E-mail:</b>
Tel:

**Please confirm the number and type of properties/ units to which this application relates**  
*(access points to each unit should be clearly marked on the site plan [NOTE 1] also):*

NUMBER	TYPE
	Houses
	Flats
	Commercial Units
	Other (please provide detail)

**Please provide (where relevant) detail of:**

Related Building Regulations Application No(s):-

Related Planning Application Reference No(s):-

Current Address/Site Address	Proposed New Address
<b>If different from applicant's</b>	
House Name/No OR Site address:	House Name/No address:
Street:	Street:
Village/Town:	Village/Town:
Postcode:	Postcode:

For naming larger developments of more than one property, please use New Street names and Complex Address application form.

**NOTES**

**NOTE 1: A4 or A3 Site Plan**

Please enclose a site plan with your application form that clearly shows:-

- The names of any existing adjacent road(s).
- The extents of and proposed names for any new streets.
- The exact boundaries of relevant property/properties.
- The principle point of access / entrance doors (where deliveries will be made) for each unit.

In the case of multiple occupancy buildings, please provide floor layout plans, showing the principle means of access to each unit.

**NOTE 2: Suggested house/property rename(s)**

On receipt of an application for naming or re-naming a property the Local Authority will ensure any proposed name meets the following criteria:-

- Does not duplicate an existing building name in the area (within the same settlement)
- Does not breach rules of common decency
- Does not promote an active organisation or individual

**NOTE 3: Fees**

- To rename an existing property the fee is £75
- To name a new property the fee is £102.50

**Please make cheques payable to Mendip District Council**

**Any additional Information** [*for changes of address please indicate the reason for the requested change and, if applicable, the suggested new name(s) for the relevant property/properties*]


*(Please attach another sheet if necessary)*

Please ensure that you have enclosed:-

- Site Plan clearly marking access points from existing or new streets
- Cheque for appropriate fee made payable to 'Mendip District Council'
- Application form fully completed.

Signed .....Date .....

*Please sign if you are the owner of the developer (or both) – application can only be accepted from these persons.*

Data Protection Act 1998

*The information you have provided will be held for the purposes of considering the application for Street Naming and Numbering and may be disclosed to statutory and non statutory consultees as well as any member of the general public who wishes to view the information.*

OFFICIAL

**Please return completed application form to: Street Naming & Numbering,  
Access to Services - ICT, Mendip District Council, Cannards Grave Road,  
Shepton Mallet, Somerset, BA4 5BT**

E-mail: [SNN@mendip.gov.uk](mailto:SNN@mendip.gov.uk)

Tel: 03003038588

Website : <http://www.mendip.gov.uk/snn>

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***For Official Use Only:***

***Amount received.....***

***Amount Required.....***

***Receipt No.....***

***Accepted by:.....***

***Date.....***