



## Naming or Name Change: Existing Properties



### Guidance for Applicants

The Council can arrange for property name changes, or a name to be added to a property, which has a number only. **(Please note you cannot replace a number with a name and the number must still be clearly displayed on the property)**

The applicant should complete the form overleaf and return it with the payment of £75. Cheques should be made payable to Wycombe District Council. A location plan showing your property would also be helpful, particularly if your property is difficult to locate on a map.

Please note that you cannot change the name of a property unless you either own it or have approval from the landlord. Applications can be submitted when contracts have been exchanged and all necessary consultations can be carried out, but the new address will not be registered until completion. You should in this instance confirm the completion by telephone, in writing or email to Building Control.

We will consult with the Royal Mail, as in some cases there may be a property in the near vicinity with the same or similar name. In this case, the Royal Mail will suggest that the applicant makes another choice to avoid future confusion. After this a letter will be sent out to the applicant to confirm the acceptance of the requested name.

Finally we will notify all relevant agencies such as emergency services and the main utility providers and internal Council Departments. (If you are with a private company i.e. NTL for telephone services you may wish to notify them yourself)

Please note, details of your property name/number will not be shown on an Ordnance Survey map until the details are verified and confirmed between the Council, Royal Mail and Ordnance Survey, this may take up to three months.

**You must, therefore, be aware that if you call the Emergency Services you must quote your old name/number as well as the new, as they are unlikely to receive the updated information until Ordnance Survey verify the information given and include it on all new Ordnance Survey digital maps.**

We will confirm in writing your new address within 10 working days and will inform all agencies, Council departments and Ordnance Survey.

**Building Control  
Wycombe District Council  
Queen Victoria Road  
High Wycombe  
Bucks HP11 1BB**

**Telephone: 01494 421 403  
Email: [streetnaming@wycombe.gov.uk](mailto:streetnaming@wycombe.gov.uk)**

*Wycombe District Council conforms to the requirements of the General Data Protection Regulation.  
The information requested on this form is required under the Public Health Act 1925*

# Application for Naming or Change of Name for Existing Properties



Existing Name/Number of Property.....

Proposed Name 1<sup>st</sup> Choice.....

2<sup>nd</sup> Choice.....

Street.....

Village / Town..... Postcode.....

If you do not already own the property, but are purchasing it, have you exchanged contracts?

Yes                      No                      Already Completed

If you are renting the property, please include a letter from your landlord agreeing to this application.

Amount of Payment Enclosed.....

Your Name..... Signature.....

Address (if not as above) .....

.....

Daytime Telephone Number.....

Email Address.....

Date.....

**This document is available in large print upon request**