

## Street Naming and Numbering

### Application to Add Property Name to a Numbered Property

(This form should be used only if the property has a allocated property number)

The application to add a property name to an existing numbered property will be approved subject to it causing no conflict with addresses in the same street/postal area, however the property number must always be displayed on the property. The property number must always be included and referred to in all correspondence. The name cannot be regarded as an alternative to the existing property number.

#### 1 Applicant Details (PLEASE USE BLOCK LETTERS)

|              |                      |
|--------------|----------------------|
| Surname      | <input type="text"/> |
| First Name   | <input type="text"/> |
| Organisation | <input type="text"/> |
| Address      | <input type="text"/> |
|              | <input type="text"/> |
|              | <input type="text"/> |
| Postcode:    | <input type="text"/> |
| Email:       | <input type="text"/> |
| Telephone:   | <input type="text"/> |

#### 2 Current Property Address

|               |                      |
|---------------|----------------------|
| House Number: | <input type="text"/> |
| Street:       | <input type="text"/> |
| Town:         | <input type="text"/> |
| Postcode:     | <input type="text"/> |

### 3 Proposed Property Name

Proposed Property Names: (Please state two proposed names in order of preference)

1.

2.

#### DECLARATION:

By signing below and submitting this application to the Council you are confirming that you are the legal owner (or has been authorised to act on behalf of the legal owner) of the property and understand that an addition of a name to a property is NOT part of a registered address, and that you will use the property number in all correspondence and the number will be clearly displayed on the property.

Name:

Signature:

Date:

Please return the completed form to the address on top of this form or via email to: [street.naming@harlow.gov.uk](mailto:street.naming@harlow.gov.uk)

If you require an assistance with this form please contact Street Naming and Numbering Section on 01279 446176.

#### APPLICATION GUIDELINES:

- The property name should be unique and not duplicated within the locality or postcode. For example, Rose House and Rose Cottage; only one property named Rose will be accepted. Also, property names should not replicate street names.
- The word 'Flat' in any form is not acceptable in the principal property name or as part of the property name
- Properties should not be named with a business name; this will be added to the address separately.
- Property names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council's equal opportunity policies will not be acceptable.
- Properties should not be named after living people.
- Where possible, names should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant.
- The application fee to add property name to a numbered property is £40. the fee is not subject to VAT.

#### Other Forms related to this function:

**Application to Change a Property Name**

**Application to Street / Address Registration for more than 5 Properties**

**Application to Address Registration of up to 4 Properties**

Your personal data will be actively protected when being processed, used and stored by the Council and its staff. From time to time to ensure that the system is not being abused and to help to prevent and detect possible fraud, corruption and money laundering, The Council may find that it has to exchange and match this information with other local and central government departments, official regulatory agencies and trusts, wherever appropriate. However, the Council shall ensure that your personal information is protected from access by unauthorised third parties at all times.