

## Street Naming and Numbering

### Application to Change Property Name

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

Surname

First Name

Organisation

Address

Postcode:

Email:

Telephone:

#### 2 Current Property Address

Property Name:

Street:

Town:

Postcode:

### 3 Suggested Property Name

Property name to be changed to: (Please state two suggested 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 so has the right to submit this application.

Name:

Signature:

Date:

### 4 Application Charge

The application fee to change property name is £100. The fee is not subject to VAT.

Fee can be paid by cheque or BACs (please ask for details). Please make cheques payable to Harlow Council. Fee is applicable from 26th September 2016.

Please return the completed form and cheque to the address provided on top of this form.

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

#### **Other Forms related to this function:**

**Application to Add a Property Name to a Numbered Property**

**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.