



# Altering the name of your property or naming your property



Altering the name of a property or giving a property a name is the prerogative of the property owner. The District Council holds no powers in these matters and as such can only advise.

However, we do need to know what your property address is, for our own records and for nation-wide address databases, such as Royal Mail Postcodes, the new Government Land and Property Gazetteer and Ordnance Survey.

We will also check our records to make sure that the chosen name is not duplicated with any other named property within the locality. You will appreciate that to have two properties of the same or very similar names within the same street or road and within the same postcode could cause confusion when deliveries are made.

If the property has been allocated a postal number and street these must still exist within your address.

In respect of changing the name of a property you are moving to we will normally only accept change at or after completion of purchase.

## **Application for property name or property name change**

Please write to the Corporate Director of Environmental Services giving the following information

- What the property is currently or was previously called and its postal number if applicable
- What is the proposed property name
- What date the new name is to be effective from
- Please include a plan/sketch showing the exact location of the property

### **We will**

- Check for duplication of name on our property databases and Register of Electors
- Notify all Departments of Stratford on Avon District Council of the name
- Notify Royal Mail Postcodes of the name
- Notification will also be sent to Warwickshire Police and to Ordnance Survey

## **We will then**

Confirm to you in writing that the name, or name change, is acceptable to the District Council and advise of the new full address given to your property. We will send you a list of names and addresses or organisations whom we suggest you also notify. We will also ask you to make sure that the name and number are clearly displayed on the outside of the property.

For further assistance or information on this procedure contact

Environmental Services  
Stratford on Avon District Council  
Elizabeth House  
Church Street  
STRATFORD UPON AVON  
CV37 6HX

Tel: 01789 267575

If you find the text in this leaflet difficult to read we can supply it in a format better suited to your needs.



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