



A practical guide to naming your property or altering the name

Introduction

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.

When you apply to alter the name of your property, the Council will need to know your property address for our own records and for the nation-wide address databases, such as Royal Mail Postcodes, the new Government Land and Property Gazetteer and Ordnance Survey.

We will check our records to make sure that the chosen name is not duplicated with any other named property within the locality. When applying for a change we would suggest you provide options in priority order. 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. We are only able to amend addresses on the **written request** of the owner of a property, so please confirm your ownership when contacting us.

Application for property name or property name change

Please write in to the Head of Customer Access 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; and
- Please include a plan/sketch showing the exact location of the property.

We will then

- Check for duplication of name on our property databases and Register of Electors;
- Confirm to you in writing that the name, or name change, is acceptable and advise you of the full address given to your property;
- Notify the following of the change:-
 - All Stratford-on-Avon District Council Departments
 - Royal Mail Postcodes
 - Warwickshire Police
 - Ordnance Survey
 - Land Registry
 - Warwickshire Fire and Rescue
 - Warwickshire Ambulance
 - Warwickshire County Council, Planning & Transportation
 - The local sorting office (via Stratford-upon-Avon sorting office).

Disclaimer

This practical guide is the District Council's interpretation of the naming your property or altering the name process. This guide is not intended to give legal advice for Applicant's to rely on and the District Council will not be held liable for any reliance the Applicant places on it.