

# Street Naming and Numbering

## Application for changing an address



Chichester City Council

This form should be used by anyone who wants to change, add or remove a name in their current address.

Please complete the information below and return to the address at the bottom of the form.

### Your details:

Full name:

Current address:

Postcode:

Is this the property you would like to change? Yes  No  If no, please give the address you would like to change below.

  

Postcode:

Please tick the box to confirm you are either the owner of the address you wish to change or have approval from the owner to do so. Failing to do so will result in us being unable to process your request.

### Changing, adding or removing a property name:

Please give the property name that you would like to remove. Please note to remove a name, the property must have and existing number as well.

To save time in processing your requested change, please give a choice of 3 names to use. In all instances, unless a conflict is found with an existing address in the area, the first name listed will be the one used.

1)
2)
3)

**Please note the property number must always be retained.**

### Your contact details:

Telephone number:

Email address:

Signature:

Date:

**Please note, if we have difficulty locating or identifying your property, we may require you to supply a location plan of the address you are requesting to amend.**

We will look to process your request within 21 days. Once we have consulted with the Royal Mail and received confirmation back from them, a formal letter or email will be sent to you confirming the change, with an accompanying invoice for the **admin fee of £34.00**.

We will also inform the Emergency Services as well as internal council departments.