

**For Official Use Only:**

Date received:

Ref no:

## Application for a change/addition of property number or building/business name

### 1. Applicant Details

Name of contact

Company name

Contact address

Telephone number – Land

Telephone number – Mobile

Email address

Would you prefer to be contacted by email?

### 2. Application Details

Type of application

- Numbered property – change/addition of name  
 Unnumbered property – change of name  
 Business property – change/addition of name

Current full property address

New property/building/business name details

### 3. Declaration

By signing the box below and submitting this application to the Council, you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application.

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Signature	Print name	date

### 4. Fees

As of 1<sup>st</sup> April 2008, North West Leicestershire District Council levy fees against certain street naming and numbering functions. The fee for naming or renaming a property, building or business premises is £41.50.

Cheques for fees should be made payable to North West Leicestershire District Council and enclosed with the completed application form. Alternatively, card payments can be made at the Customer Contact Centre at the Council Offices.

### 5. Next Step

Please complete this application form and submit it by sending it to the email address below. Alternatively, you may print this form and return to the address below. The Street Naming and Numbering Officer will now check that the new name is acceptable, if it is, the Council will then forward the change/addition to Royal Mail. If the name is not acceptable you will be contacted to review your choice. All postal addresses are allocated in accordance with BS7666.

Address Management Officer (Street Naming & Numbering) North West Leicestershire District Council The Council Offices COALVILLE Leicestershire LE67 3FJ	Email: <a href="mailto:newaddresses@nwleicestershire.gov.uk">newaddresses@nwleicestershire.gov.uk</a>  Tel: 01530 454512
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