



GREAT YARMOUTH
BOROUGH COUNCIL

Street Naming & Numbering: Business Name Removal

The Council can arrange for removal of business names, and where necessary, allocation of numbers in their place. For this service there is a fee of forty pounds (£40.00) which covers administration, the cheque being made payable to Great Yarmouth Borough Council.

How to apply

Anyone wishing to remove the name of their business, should apply in writing to the Council using the form attached, enclosing a site plan/map plus a cheque for forty pounds (£40.00).

Please return this form to; Mrs L. Cox (Street Naming & Numbering Officer), Town Hall, Hall Plain, Great Yarmouth, NR30 2QF.

What we will do:

- The Council, in offering this service, will undertake all necessary consultation and will inform all relevant agencies, including Royal Mail and Council Departments, of your address within 21 days, a list of which will be sent to you on completion.

Caveat

Please note that once all relevant agencies have been notified it then becomes their responsibility to update their records and databases accordingly. The Council cannot be held responsible if they fail to do so and any complaints in regard to this should be forwarded directly to either the agencies concerned or Royal Mail Head Office, as appropriate. We do not offer a money back policy.



Request to Remove a Business Name

APPLICANT DETAILS

Name:	
Address:	
Postcode:	
Tel number:	
Mobile:	
Email:	

Please note that confirmation of your application will be sent to you via email. If you would prefer to receive this by post, do not include your email address above.

Please indicate (✓) which of the following applies to you in relation to the property:					
Freeholder	Of whole site		Leaseholder	Of all of the site	
	Of part of the site			Of part of the site	
Occupier (tenant/other)					

If you are not the freeholder of the property, please attach a signed letter confirming that the applicant is acting on the freeholders' behalf.

If you are not the only freeholder, please attach details of other freeholders affected by this application. We have to check all freeholders have been consulted before assigning or removing a name.

PROPERTY DETAILS

Current full address of business requiring name removal:
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Please state reason for removal (i.e. change of use from business to residential)

Please make sure you enclose a map clearly identifying your property

PROPERTY DESCRIPTION

Please describe your business (i.e. Public House, Guest House, Retail Premises etc)

If the business is within a multiple occupation building, which floor/s does it occupy?
Please circle (if applicable).

Property as
marked on
plan

Basement

Ground

1st floor

2nd floor

3rd floor

Other

If you require further information or assistance please contact the Street Naming and Numbering Officer on the numbers given above or alternatively visit <http://www.great-yarmouth.gov.uk/environment-planning/building-control/street-naming-and-numbering.htm>

Name:

Signature:

Date: