



NAMING & NUMBERING: NEW PROPERTIES

A Guide for Applicants

Planning and Development Department
Great Yarmouth Borough Council
Maltings House
Malthouse Lane
Gorleston-on-Sea
Great Yarmouth
Norfolk
NR31 0GY
Telephone: 01493 846432
e-mail: lc@great-yarmouth.gov.uk
FAO: Mrs. L. Cox

The applicant should complete the slip on page two and send it to the above address, including a location and layout plan showing the property. We will, in conjunction with Royal Mail, number the property and supply a postcode.

In some cases there may be a property in the near vicinity with the same or similar name. In this case, the Royal Mail will suggest that the applicant makes another choice to avoid future confusion.

After this a letter will be sent out to the applicant to confirm the acceptance of the requested name/number.

Finally we will notify all relevant agencies, which are:

British Gas Trading, EDF Energy, E.ON UK PLC, Essex and Suffolk Water PLC, Anglian Water, BT, Royal Mail (Great Yarmouth), Royal Mail Head Office (Doxford), Norfolk Constabulary, Ambulance HQ (Norwich), Fire Station (Great Yarmouth), Ordnance Survey (Norwich), Norfolk County Council, Whole District Land Registry (Hull), Valuation Office (Norwich), Siemens Energy Services, NAVTEQ Corporation and all Departments within the Council, including Council Tax.

The above list includes all the major companies, if you are with a private company i.e. NTL for telephone services, it would be up to you to notify them yourselves.

Please note, details of your property name/number will not be shown on an Ordnance Survey map until the details are verified and confirmed between the Council, Royal Mail and Ordnance Survey. This may take up to three months.

The Council, in offering this service, will undertake all necessary consultation and will inform all agencies, Council departments and Ordnance Survey within 21 days.

We make no charge for naming/numbering new properties, although we do have a charge of £40 for changing the name of an existing property. For this service a separate guideline/application form is available on request.

