



NAMING OR NAME CHANGE: EXISTING PROPERTIES

A Guide for Applicants

The Council can arrange for property name changes, or a name added to a property, which has a number only. For this service there is a fee of forty pounds (£40.00), the cheque being made payable to Great Yarmouth Borough Council. The applicant should complete the slip on page 2 and send it to:

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

giving details of the property(s) existing name and number and full address, and your proposed name, including the cheque for the above amount. A location plan showing your property would also be helpful. Please note you **cannot** replace a number with a name.

In return we will consult with the Royal Mail, as 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.

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.

You must, therefore, be aware that if you call the Emergency Services you must quote your old name/ number as well as the new, as the Ambulance, Fire and Police services are unlikely to receive the updated information until Ordnance Survey verify the information given and include it on all new Ordnance Survey digital maps.

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

