



Request to Change or add 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 development:					
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 the building is in multiple occupation, or you are not the only freeholder, please attach details of other residents/freeholders affected by this application. We have to check all occupants /freeholders have been consulted before assigning a new name.

PROPERTY DETAILS

Current address of property requiring name change/addition:
Proposed Name:

Please make sure you enclose a map clearly identifying your property

Please indicate (✓) which describes the property.							
Detached House		Bungalow		Flat / Apartment		Barn Conversion	
Semi-detached house		Chalet		Farmstead		Terraced House	
Cottage		Other (please describe)					

If you require further information or assistance please contact the Street Naming and Numbering Officer on the numbers given.

Name:		Signature:		Date:	
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GREAT YARMOUTH
BOROUGH COUNCIL

Street Naming & Numbering: Business Name Changes

The Council can arrange for business name changes and additions. 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. Please return this form to; Mrs L. Cox (Street Naming & Numbering Officer), Town Hall, Hall Plain, Great Yarmouth, Norfolk NR30 2QF Tel: 01493 846432 Email: lc@great-yarmouth.gov.uk

How to apply

Anyone wishing to change or add a business name to their property, 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 make sure you give a contact phone number in case we have any queries.

What we will do:

- We check, in conjunction with the Royal Mail, that the name is appropriate. Once we have received notification from Royal Mail regarding your proposed name, we will confirm your new address with you.
- The Council, in offering this service, will undertake all necessary consultation and will inform all relevant agencies 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.