

PROPERTY NAME CHANGE / ADDRESS CHANGE APPLICATION FORM

An administration charge of **£49.62** per property is required for this service

The fee is not refundable should the application be withdrawn or refused

This application is for properties officially addressed by a name and NOT a number

Advice Notes can be found at www.islandroads.com

Contact details:

Title.....	First name/Initials:
Surname:	Contact No:
E-mail:	
<u>We will email you confirmation that we have received your application and a copy of our letter once your application has been completed. If you have gmail or google account please check your spam folder.</u>	
Address:	
.....	
.....Postcode:	

Existing address details:

Current full address (change from, if different from above)
.....
.....
..... Postcode:

Do you own the aforementioned property?		
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Third Party: <input type="checkbox"/>
Please attach a copy of your Title Deed proving ownership.		
If you are in the process of purchasing the property, we will be unable to process your application until such time that you are the legal owner. We understand that it can take time for the Title Deed to be registered and therefore, a letter / email from your solicitor confirming ownership will be sufficient.		
If you are a third party, please supply written evidence from the owner confirming they are happy for you to apply on their behalf to change the name and / or address of the property. You must still attach a copy of their title deed.		

Address change details:

Is the main entry point to the property accessed off the road which currently forms part of the existing address?

Yes:

No:

Please complete Section 2 below

Please complete Section 1 below

Section 1

Proposed New Address Details:

.....
.....
.....

Proposed new name (change to) if applicable:

1st Choice:

2nd Choice:
(If first name not deemed suitable):

You are required to submit a plan / drawing with your application clearly marking the new point of entry for your property. In addition to this you may also submit photographic evidence to support your application.

Section 2

Proposed new name (change to):

1st Choice:

2nd choice:
(if first name not deemed suitable)

For the purposes of the emergency services, names should not conflict with any other similar named properties in the vicinity and should be easy to pronounce.

Signed:
Print Name:
Date:

PLEASE NOTE: This application form applies to properties that are currently addressed **ONLY** by a house name which requires amending and / or a property which is to have its main access (point of entry) changed from their existing address to another road name. This can be due to a new road being created changing your existing access or if a property is on a corner of two roads and the main entrance / driveway is blocked off / relocated.

Properties that are solely changing their name must only apply if the house name is the main property identifier instead of a street number. (e.g. The Cottage, High Street, Shanklin or 1 Rose Cottages, High Street, Shanklin).

Properties that are currently using a name in addition to their official street number is what we deem an 'alias'. This name does not form part of the official address and does not need to be recorded with Land Registry.

Whilst an alias can be used on correspondence and displayed on a property, it must be in addition to the official number, which **must** be displayed on the property and quoted at all times. (e.g. Dove House, 1 Main Road, Rookley). It is the number that the emergency services etc will use to locate your property. Alias data is only visible to third parties that opt to purchase alias information from Royal Mail.

You will receive a letter confirming that the change has been made approximately 10 days after this form is received by us. At which time you may alter any signage that identifies your property. It is advisable to display a notice for a short period of time i.e. 3-6 months, informing persons of the previous property name to aid delivery of post still marked with the old address.

Please send completed forms to:

Searches & SNN Officer
Development Control
Ringway Island Roads Ltd
St. Christopher House
42 Daish Way
NEWPORT
PO30 5XJ

Tel: (01983) 822440 / 828500 Enquiries email: developmentcontrol@islandroads.com

Please make cheques payable to: Ringway Island Roads Ltd

Alternatively: You may contact Island Roads during office hours to pay with a debit or credit card. Please note that your application will **NOT** be processed until payment has been received.