

## PROPERTY NAME OR ADDRESS CHANGE APPLICATION FORM

An administration charge of **£109.00** per property is required for this service

**The fee is NOT refundable should the application be withdrawn or refused**

Advice Notes can be found at [www.islandroads.com](http://www.islandroads.com)

### Contact details:

Title: ..... First name/Initials: .....

Surname: ..... Contact No: .....

E-mail: .....

**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.**

Address: .....

.....

..... Postcode: .....

### **Existing address details:**

Current full address (change from, if different from above)

.....

.....

..... Postcode: .....

Do you own the aforementioned property?

Yes:

No:

Third Party:

Please attach a copy of your Title Deed proving ownership or confirmation from your Solicitor on letterheaded paper that you are the legal owner.

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.

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 and 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 1 below

Please complete Section 2 below

**Section 1**

Proposed new name (change to):

1<sup>st</sup> Choice: .....

2<sup>nd</sup> choice: .....  
(if first name not deemed suitable)

**Section 2**

Proposed New Address Details:

.....

.....

.....

Proposed new name (change to) if applicable:

1<sup>st</sup> Choice: .....

2<sup>nd</sup> 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.**

Signed: .....  
 (I confirm that I am the Legal Owner of the Property)

Print Name: .....

Date: .....

<b>VAT Receipt Required (Please circle appropriate box)</b> <b>This is <u>strictly for business purposes</u> only and is NOT a personal receipt.</b>	Yes	No
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	<b>Cheque</b>	<b>BACS</b>	<b>Credit/debit card</b>
<b>Please confirm method of payment</b>			

**Please make cheques payable to: [Ringway Island Roads Ltd](#)**

Send the completed form and supporting documentation by email or post to:

Development Control,  
 Ringway Island Roads Ltd,  
 St. Christopher House,  
 42 Daish Way,  
 NEWPORT,  
 PO30 5XJ

**Credit/debit card** – Once your application / documents have been received and logged, we shall issue a unique secure payment link for you to input your card details.

**BACS** – If you wish to pay via BACS, we will provide our bank details and a unique reference number once your application / documents have been received and logged.

Enquiries can be directed to Development Control team:

Tel: (01983) 822440 / 828500  
 Email enquiries: [developmentcontrol@islandroads.com](mailto:developmentcontrol@islandroads.com)

**Note:** This form applies to properties that are currently addressed by a house name which requires amending and / or properties which are to have their main access 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 has been relocated.

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

Properties that are currently using a name as well as a street number (deemed an 'alias') may inform Island Roads Ltd via email and we will notify various bodies, but the number **must** be used / clearly displayed at all times (e.g. Dove House, 1 Main Road). It is the number that the emergency services, etc. will use to locate your property. As an alias does not form part of the official address, we do NOT require a fee.

You will receive a letter confirming that the change has been made approximately 10 days after this form and payment 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.

Whilst Island Roads shall notify **Land Registry** of changes in property names / addresses, it should be noted that property titles will not be amended as a result of this notification. The property owner will need to make a specific application to Land Registry for the change to the title and pay the appropriate fee.

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NEWPORT  
PO30 5XJ

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