

For SNN Dept Use Only – Official Number: _____

Application for an Address Amendment

(This form is to be used to add or amend a name to an existing property or to add a number to a named-only property)

Application Notes

House names must be used in conjunction with the street number and not in place of it, with the exception of named-only properties where a number was not originally allocated.

All suggested names are checked by the Address Management & GIS Officer with the Emergency Services & Royal Mail to ensure that there are no names the same or too similar within the same postcode sector. This is done to minimise any postal confusion or in case of emergency, so the Emergency Services are sent to the correct address.

Existing street numbers are only changed in exceptional circumstances. Requests to change numbers due to any superstitious connotations will not be granted.

It is a legal requirement under the Public Health Act 1925 (sections 17-19) that the street number/house name is displayed in a clear and prominent position so that it can easily be read from the street.

Once completed, please return the signed form to the Property Information Team, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR or by email to samantha.eastwood@dartford.gov.uk

Applicant Details

Name _____
Contact Address _____
(inc Postcode) _____

Telephone Number _____
Email Address* _____

*Email address is optional. However, by including it, we can help save the Environment by emailing all official paperwork to you

Current Property Details

Property Name (if applicable) _____
Street Address _____
(inc postcode) _____

I am (please tick one) The Current Owner
In the Process of Purchasing*¹ (Date of Completion*¹ _____)
The Tenant*² (Landlords' Contact Number*² _____)

*¹ Should this date change after the submission of this form, please contact us with the revised date on 01322 343425

*² The Landlord will be contacted to approve the name change/addition as the owner of the property

Proposed Names (please give at least two options)

1st Choice _____
2nd Choice _____
3rd Choice _____

In the event, that none of these names are suitable, the Address Management & GIS Officer will contact you as soon as possible to discuss further options

Proposed Street Number

Declaration - I confirm the above details are correct and give permission to Dartford Borough Council to amend my address as detailed

Signed _____ Date _____