



Application Form for Property Name Additions / Amendments / Removals including Alias

There is a charge for this service of £50 (these charges are not subject to VAT). Please make cheques payable to “West Somerset Council”.

The official postal address of a property is the responsibility of West Somerset Council, NOT Royal Mail. Therefore, please complete this form and return to the address at the end of this form to apply for address changes.

If the property does not have a postal number (i.e. it has a house name only) this can be changed in accordance with the policy. If the property has a postal number, this must be retained, however, you can incorporate an “alias” house name into the address in accordance with the policy.

For clarity please complete the form in block capitals.

1. Applicant Details

Name :

Mr/Mrs/Ms

Address :

Postcode

Daytime contact telephone
number/s :

e-mail address :

2. Proposed Name/s Requested *(Please provide 2 names for the property in block capitals in order of preference)*

1.

2.

3. Declaration

I confirm that I am the current legal owner of the above property or I have exchanged contracts and am due to complete on :		Date :
Name :	Signature :	Date :

4. Address for correspondence, if different from above

5. Location Plans Required

Please include a location plan of the area, showing the property clearly marked

6. Next Step

- You may submit this application by email, or post, contact details below.
- Once the application and payment is received, the Street Naming & Numbering officer will check that the proposed name is acceptable.
- If it is acceptable, the Council will then forward the change/addition to Royal Mail.
- If the name is not acceptable you will be contacted to review your choice.

For advice and further information please see our Street Naming and Numbering policy on our website, or contact the Street Naming and Numbering Officer, Karen Wright on 01984 635381 or email addressmanagement@tauntondeane.gov.uk.

Street Naming and Numbering
Property & Development
West Somerset Council
West Somerset House
Killick Way
Williton
Taunton
TA4 4QA