



Street naming and numbering

*Application for naming or renaming
an existing property*

This form should be used by anyone who wants to name or rename an existing property. Please complete the information below and return, with full fees, to the address at the bottom of this form.

Sections marked * must be completed.

*Address of property
that you want to amend
the name of

*Proposed name

*Do you own this
property?

Yes No

If 'No', please provide your expected completion date :

*Contact name

Email

*Phone

*Your current address
(if different from above)

- Names will be considered in consultation with the Royal Mail. If the name is the same or similar to any house within the locality it will be rejected and another name will have to be considered.
- Where a property already has a number, a name will not replace it and can only be used in conjunction with the number. Both name **and** number must be displayed.
- Royal Mail will only display a property name on their website where no number exists. If your house is already numbered then they will hold a name as an alias address only.
- Please note that a name will only be made official once you own the property.
- A fee of £30 is payable for this service. Please enclose a cheque made payable to 'Mid Sussex District Council' with this form. For card payments, please use our [online service](#).
- Further guidance on property naming can be found on the Council website at: <http://www.midsussex.gov.uk/streetnaming>

Please return this form with any supporting information to:

Street Naming & Numbering Officer, Digital & Customer
Services Division, Mid Sussex District Council, Oaklands Road,
Haywards Heath, West Sussex, RH16 1SS.

Phone: 01444 477175

Email: addressqueries@midsussex.gov.uk

For office use only
Ref :
Fee :
Rtn Date :
Chq No :