

## Add / rename / remove a name to an existing numbered property

When completing the form, please follow the instructions carefully to ensure that you provide all the information required. Failure to do so could delay the processing of your application.

The Local Land and Property Gazetteer and Royal Mail are consulted on all new property names for similar names already registered in the immediate vicinity.

If you require assistance in completing the form or would like it in an alternative format, please contact the Council's Street Naming and Numbering (SNN) Officer at [llpg@caerphilly.gov.uk](mailto:llpg@caerphilly.gov.uk)

### Section A - Applicant Details

Name:

Address:

Phone:

Email address:

### Section B

Current full address of the property:

Proposed new name (1st choice):

Proposed new name (2nd choice):

(The 2nd choice name will only be pursued if we cannot approve the 1st choice)

## Section C - Ownership Details

Are you the owner of the property?

Yes

No\*

\*If you are not the owner of the property affected, you must enclose with your application written consent from the owner/ landlord and their contact details.

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## Section D - Applicant's Declaration

I declare that the information I have provided is correct and true to the best of my knowledge.

Signed

Date

## Checklist:

Please read (and tick) the following checklist to make sure you have sent all the information for your application:

- Completed application form, signed and dated
- Location Plan identifying the property
- Correct fee
- Enclosed the required ownership details if you are not the owner

Please return the completed application form to [llpg@caerphilly.gov.uk](mailto:llpg@caerphilly.gov.uk)

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## How to pay:

SNN payments can be made by any of the following means:

### ELECTRONIC BANKING TRANSFER (PREFERRED OPTION)

Payment can be made by either BACS or CHAPS into the following account:

Bank: Barclays Bank Plc  
Sort Code: 20-10-42  
Acc No: 93455750

Such payments must contain the reference 'SNN' to which the payment relates as an identifier. Anyone making a payment by electronic banking transfer must also email: [llpg@caerphilly.gov.uk](mailto:llpg@caerphilly.gov.uk) letting us know when the payment is going through.

### CHEQUE

Cheques must be made payable to Caerphilly County Borough Council and forwarded to the following address:

Head of Regeneration and Planning  
Caerphilly County Borough Council  
Tredomen House  
Tredomen Park  
Tredomen  
Ystrad Mynach  
Hengoed  
CF82 7WF

A letter or note containing the reference 'SNN' and the property address address must accompany cheques.