

New Named House/ Change Address Form

Please send or email this form with a location map to:-

Herefordshire Council Building Control
 Plough Lane
 Hereford
 HR4 0LE
snn@herefordshire.gov.uk

This form should be used if you wish to register a new house or change your house/company name.

For a new house please complete section 1, for a change of address please complete section 2.
 Please complete all relevant sections of the form to your request. Please use **BLOCK LETTERS**

The fee for change of address service is £30 plus VAT (£36.00) **this applies for section 2 applications ONLY**. Payments can be made on our website or include your phone number to enable us to contact you for payment. Application must be accompanied by a 1:1250 location plan and block plan clearly indicating the property.

Details		
Title		
Surname		
Forename		
Is the property gated or key coded entry (for Royal Mail)		
Section 1 (new named property)	New Property Address	
Section 2 (house name change only)	Current Property Address	Change to Property Address

I enclose a detailed location map of the property.

Owner's signature _____ Date _____

Telephone number _____

Email address _____