

FAQs

When should we apply?

Generally at Building Control Application stage. Utility companies are reluctant to install services without an official postal address and allocated postcode.

Problems can arise if purchasers have brought properties which have been marketed and sold under an unofficial name and legal documentation such as Title Deeds has already been drafted. Developers should be wary of using a name for marketing purposes if it has not been approved by the Council.

Can I add a name to my house number?

Yes. Complete the on-line application form and submit it with the fee. If you are not the property owner, you will need to gain their consent first. The Council will record the name as well as the number, but note that Royal Mail will not normally record a name on their Postal Address File when a property has a number.

Can I change the name of my house?

Yes. Complete the appropriate form and submit it with the fee. If you are not the property owner, you will need to gain their consent first.

Can I change the name of a property before I move in?

A name change cannot take place until you are the owner of the property. However, you may register the change in advance to take place on an agreed date.

Can I change the number of my house?

No, not normally. The Council only considers renumbering properties when new developments render the existing numbering scheme untenable. The right to allocate property numbers lies entirely with the council (Town Improvement Clauses Act 1847) and property owners have no rights of consultation, objection or appeal to the number allocated.

Can I change the name of my street?

No, not normally. Street names are only changed when there is clear evidence of a problem with properties not being found. If a street is renamed the procedure set out in the Public Health Act 1925 will be followed. See the Street Naming and Numbering Policy for more details.

Who is responsible for my address?

The property owner is responsible for the building name. Warwick District Council is responsible for the property number, street name, and the locality and town (recorded to BS7666 standard). Royal Mail are responsible for the postcode, post town and post locality.

How do I check my postal address?

The Royal Mail website gives all active postal addresses in their correct form.

I have a new property which has been registered with the Council but Royal Mail doesn't show my address on their website. How can this be added?

They may need to make the address live, and as such require notice from the Council that the property is now occupied. Contact the Street Naming and Numbering Officer to arrange this. There is no additional charge for this service.

My address is not being shown correctly. Can you correct this?

If there has been an error in recording the name, number, street or post code of your property, we will correct it and pass the corrections to Royal Mail. There is no charge for this service. Note that if Royal Mail corrects a street in an address, they may alter the postcode of the property.

However, if either the postal address or the BS7666 address differs from the one you customarily use, the Council or Royal Mail will not change it. Other forms of an address may exist (such as that on title deeds or held by third party databases) but have no legal standing.

I have a property name and number; can I use the name instead of the number?

The property number is the primary address; the name is regarded as an alias and must be used in conjunction with the number. The name cannot be used instead of the number.

I have a property number; can I remove this and use a name instead?

No, a name can be added as an alias but the property number will remain as the primary address.

Why do you charge for street naming and property numbering services?

We charge for the discretionary services that we provide on a 'not for profit' basis in line with other local authorities. The fees charged are on a cost recovery basis only.

How long does it take to allocate an address?

Once payment has been received, we will aim to complete your request within 10 working days (subject to the consultation process).

Do I have to pay each time I want to update the name or is it a standard one off fee?

Yes, the fee will be due each time a property is renamed.

Is there a fee to remove a property name?

Yes, there is a fee for all street naming and property numbering services.

I have a query regarding the delivery of mail, who can help with this?

Visit the [Royal Mail website](#) for queries regarding post codes.

Who do you notify of my new or amended address?

The Council will notify interested internal and external parties including the Royal Mail, emergency services, public utilities companies, national land and property gazetteer and other government departments. Addresses will not be allocated until the appropriate fee has been received.

What will happen if I decide not to use your service to allocate an address to my property or development?

Royal Mail will not assign a post code until the Council has notified them of the official address. Failure to do this will mean that emergency services will not be informed of any addressing changes.

Furthermore, it is likely to mean that the address will experience difficulties in obtaining utility services, receiving mail and ordering from internet based companies.