The Royal Borough of Windsor and Maidenhead act as the Street Naming and Numbering Authority under the Town Improvement Clauses Act 1847 section 64, and the Public Health Act 1925 sections 17-19.

Under these acts the local authority has the power to ensure that all streets and properties are correctly named and numbered.

The guide will apply to:
- changing a house name for a named-only property
- adding a named alias to a numbered property
- re-numbering properties
- renaming and re-numbering streets.

It is council policy not to renumber properties that are numbered 13. Sequential numbering is used so that it is easier for the emergency services to locate a property.

Why address registration is important:
Many organisations including the emergency services and Royal Mail use this address data to locate specific properties. The data is also used by other organisations for the provision of certain services, such as credit checking, and insurance. Without the registration of a new or replacement addresses for properties this can lead to problems with the provision of these services.

Therefore, the council will only process address amendments that are submitted via the addressamendment form.

As from 6th October 2008 the council introduced charging for address management. Please see the schedule of fees.

How to change the house name of a named only property

Your obligations
1. Anyone wishing to change the name of their property needs to notify the council. All applications and documentations should be sent to address.management@rbwm.gov.uk.
2. The applicant should email or post the completed application form. See the correspondence information below.
3. The property owner is required to complete and sign an address amendment form. To change the name of the property you must be the owner of the building. If you are currently in the process of purchasing a property and wish to change the name, we cannot change the name until the completion date.
4. When a property has been allocated a property name or number it must be displayed and be clearly visible from the street. If the property has been allocated a house number then this number cannot be removed from the address and must be clearly displayed on the property. The owner is obliged to use this number.
5. Please do not make any changes to the address of your property until you have received written confirmation of the new name from the council.

RBWM Obligations
1. We will acknowledge the receipt of your application.
2. Check to ensure that there are no duplications/ambiguities of addresses. This includes liaising with Royal Mail. This process can take up to 7 to 10 working days.
3. If there is a problem with the proposed name change the council will contact you and seek your written approval to attempt to register the next choice name. This process will be repeated if the second choice name is rejected by Royal Mail.
4. Ensure data is published to the National Land and Property Gazetteer, Royal Mail, emergency services, and internally within the council to ensure the property can be located and services can be provided.
5. Royal Mail should alter their databases within 10 working days. However it will usually take some time for the change to be filtered through to other company databases.
6. Upon the completion of the application the council will generate and send an invoice for the amount payable to process the application. The invoice will be charged against the applicant details you supply on the form unless you specify otherwise.
### Your obligations

1. The applicant, the property owner, is required to complete and sign an address amendment form. To add an alias to a numbered property you must be the owner of the building. If you are currently in the process of purchasing a property and wish to add an alias, we cannot add the name until the completion date.

2. The applicant should email or post the completed application form. See the correspondence information below.

3. When a property has been allocated a property name or number it must be displayed and be clearly visible from the street. If the property has been allocated a house number then this number cannot be removed from the address and must be clearly displayed on the property. The owner is obliged to use this number.

4. Please do not make any changes to the address of your property until you have received written confirmation of the new name from the council.

### RBWM obligations

1. We will acknowledge the receipt of your application.

2. Check to ensure that there are no duplications/ambiguities of addresses. This includes liaising with Royal Mail. This process can take up to 7 to 10 working days.

3. If there is a problem with the proposed name change the council will contact you and seek your written approval to attempt to register the next choice name. This process will be repeated if the second choice name is rejected by Royal Mail.

4. Upon successful clearing of the alias name the council will agree to hold the combined property number and property name as an alias. However, the council re-iterates that the property number remains the official address of the property.

5. Ensure data is published to the National Land and Property Gazetteer, Royal Mail, emergency services, and internally within the council to ensure the property can be located and services can be provided.

6. Royal Mail should alter their databases within 10 working days. However it will usually take some time for the change to be filtered through to other company databases.

7. Upon the completion of the application the council will generate and send an invoice for the amount payable to process the application. The invoice will be charged against the applicant details you supply on the form unless you specify otherwise.

### How to add a named alias to a numbered property

In exceptional circumstances residents can apply to the council to rename a street. This may be done because:

- There is confusion over the street’s name
- The residents are in agreement that the street name should be changed.
- The current numbering system is causing issues.

#### Your obligations

1. The applicant, usually a property owner on the affected street, should complete an address query form.

2. The applicant should email or post the completed application form. See the correspondence information below.

#### RBWM obligations

1. We will consult with existing residents and their views sought. It is council policy that a street name change can only occur if all the occupiers (business or Council Tax payers) of the affected street are in written agreement to the change.

2. We will consult with ward councillors, the parish councillors and Royal Mail, and where applicable with the emergency services. This may lead to a post code change for the affected properties.

3. It is not council policy to pay for the new street signage and applicants are referred to the Street Care team on 01628 796801 for information on street signage costs.

### Correspondence

Please address all correspondence to:

- Address Management, Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF
- address.management@rbwm.gov.uk
- 01628 796487

### Other Links

If you are building a new development you must apply to the council to register the new address. Please see the new address registration guide.

If you have another query relating to your address please fill in an address query form or email address.management@rbwm.gov.uk.

Disclaimer: The allocation of a postal address or addresses does not prejudice remove or abrogate the obligation to obtain building regulation approval, planning consent or consent under any other legislation in respect of the use, construction or alteration of the building or structure to which an address or addresses has been allocated. Failure to obtain such consents, where required, risks enforcement action being implemented. Further it is the responsibility of the owner and or the occupier to ensure compliance with the legislation relating to Business Rates or Council Tax where appropriate.

RBWM is unable to guarantee the accuracy or currency of address data in third-party organisations including Google.