

**Part C Reason for application**

**C1 Reason for applying to change an address**

Give the reason for this application. ❶

Give the name of any person or company who is shown on our records using this address.

Give as much detail as you can about where the address can be found on our records.

Explain why the company and/or person named is not entitled to use this address.

**You must provide copies of any relevant documents or information to support this application (do not send originals). ❷**

Reason for applying

**❶ Notes for guidance here**

Tell us why this is not an appropriate ROA, and/or why it's not an effective correspondence (service) address; or why it's not a person's principal office address and tell us where the address can be found ie on what form(s)

**❷ Relevant documents or information**

In the case of a private individual, where the address is being used without their authority, this may include:

- documents showing the applicant's proprietary rights in the address, including leasehold or freehold
- a written agreement entitling the applicant to use the address
- a utility bill sent to the applicant at the address dated within the last 6 months

The above examples may also apply to a service provider where their address is being used without their authority.

In the case of a service provider, where a contract has been entered into and subsequently terminated, this may include:

- written evidence of the start and termination of the contract, such as the applicant's initial request for the service or a receipted invoice showing proof of payment or any other evidence of the company's direct involvement in the process, or
- a copy of the signed contract and the termination letter.

We will consider any other evidence on a case by case basis.

**Continuation pages**

Use a continuation page if necessary.