

Address (change of)

1. Any written notification of a change of address should be noted in a special minute. If paragraph 3 below does not apply, the new address should be written out in full in the minute, to make sure that it will not be missed.
2. Where a change of address is notified by telephone the applicant should be asked to confirm it in writing (if practicable).
3. If there is a current application form on the file, and the new address will relate to all the applicants on the file:
 - a. the old address should be crossed out and the new one pencilled next to it, and
 - b. the computer record should be amended to show the change of address.
4. If the new address will not relate to all the applicants on the file, the address details on the computer record should normally be replaced by "inhibitors" and the certificate etc despatched manually.