

HBT
SMART TOOLS

MOVING HOUSE: CHANGE OF ADDRESS CHECKLIST

Everyone to tell, with room to tick them off

- ✓ Before, during and after the move
- ✓ The three address changes people forget
- ✓ Tracker for every organisation you tell
- ✓ Checked against gov.uk on 18 October 2026

BEFORE YOU MOVE

Your move timeline

BEFORE MOVING DAY

☐	Choose a moving date and write it on the tracker page
☐	Collect quotes if you are using a removal firm
☐	Start the change-of-address tracker (page 4) and add every account you hold
☐	Ask your bank, insurer and employer how they want to be told
☐	Book time off work for moving day if you need it
☐	Decide who will take the final meter readings

MOVING DAY

☐	Photograph meter readings at the old and new home
☐	Check every room, cupboard and the loft before you hand the keys back
☐	Keep important papers with you, not in the removal van
☐	Note down the new address, postcode and any access codes

SUGGESTED FOR THE FIRST WEEK

☐	Register to vote at the new address
☐	Update your driving licence and vehicle log book (page 3)
☐	Send your new address to everyone on the tracker
☐	Check your post is arriving at the new address

THREE CHANGES

The ones with rules attached

DRIVING LICENCE AND VEHICLE LOG BOOK (DVLA)

You must update your provisional or full driving licence when you move. You can be fined up to £1,000 if you do not tell DVLA when your address changes. It does not cost anything to change your address with DVLA.

You must also update a vehicle's log book if you are the registered keeper.

gov.uk says the online licence process is for residents of Great Britain: there is a different process in Northern Ireland.

REGISTER TO VOTE AGAIN

Moving house means registering again with your new address. It usually takes about 5 minutes. You will be asked for your National Insurance number, but you can still register if you do not have one.

HMRC

You can report an address change using the HMRC app. If you file a Self Assessment return, your details are updated once you have reported the change. If you run a business, you also need to update your business records separately.

DONE?

Change	Date done	Done
DVLA: driving licence address		☐
DVLA: vehicle log book (if you are the registered keeper)		☐
Registered to vote at new address		☐
HMRC told		☐

Source pages: gov.uk/change-address-driving-licence, gov.uk/register-to-vote, gov.uk/tell-hmrc-change-of-details.

Who I have told, and meter readings

CHANGE-OF-ADDRESS TRACKER

Organisation or account	Reference	Date told	Done

METER READINGS

Meter	Old home reading	New home reading	Date
Electricity			
Gas			
Water			

Tip: photograph each meter with the date visible and keep the photos until your final bills arrive.

General information only, not professional advice. Facts checked against the pages listed in sources.md on 18 October 2026.

Rules change: check the page before you act.