Please return the form to:
email: streetnaming@cheltenham.gov.uk

You can apply online at:
https://www.cheltenham.gov.uk/forms/form/211/changes_to_an_existing_postal_address

CHELTENHAM
BOROUGH COUNCIL

Category 1 - Changes to an existing postal address

- Renaming of an existing single residential dwelling or industrial unit or adding a name to a numbered property - £50.00 (VAT exempt)
- Merging of multiple plots into one address - £50.00 (VAT exempt)

Please do not use your desired address or print any letterheads or stationery until you have a received a formal notification from us to confirm your new address has been approved.

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

A: Applicants details (Address to which correspondence will be sent)

Name:

Address:

Tel: **Email:**

Freeholder — of whole site ☐ / of part of the site ☐

Leaseholder — of whole site ☐ / of part of the site ☐

occupier (tenant or other) ☐

- If you are not the Freeholder of the property, you must attach a separate document giving the Freeholder's contact details and their written permission for you to apply for the new name or number.
- If the building is in multiple occupations, or you are not the only Freeholder, please attach details of the other residents and Freeholders affected by this application. All occupants and Freeholders must be consulted before assigning a new address.

B: Change of or adding a house name

Site address: (including existing house name)

Proposed new name/ number:

Reason for proposed name/number change:

C: Declaration:

I declare that the information contained on this form is correct to the best of my knowledge and belief.

Signed: **Date:**

Please see reverse for application checklist, payment options & the Data Protection Act 2018

D: Checklist *

- A signed form
- Payment **

* If we cannot locate your property based on the information you provide, we may ask you to submit a location plan in addition to the above checklist.

**Payment can be made online at: Street naming & numbering – please select either CBC (Cheltenham Borough Council) or TBC (Tewkesbury Borough Council) based on the location of the site address.

To return your application form by post please send it to: Street Naming and Numbering, Place and Growth, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA

Data Protection Act 2018

Cheltenham Borough Council (the council) is a data controller under the General Data Protection Regulation 2016 and can be contacted at:

Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA. Tel: 01242 262626

Street Naming and Numbering is a statutory function Cheltenham Borough Council provides in exercise of its powers and duties under the Public Health Act 1925 (street naming) and Town Improvement Clauses Act 1847 (building numbering). We collect your information to process your application to amend an existing address or to register new addresses. If you do not provide the information required on the form then we will not be able to process your application as we are unable to complete our obligations under the contract (application you have submitted).

Your data will be kept for 7 years (six years plus current) following construction completion, in line with our retention policy.

Your data may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share the data under other legislation.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the council for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the council at customerrelations@cheltenham.gov.uk

Any complaints regarding your data should be addressed to the Council, at the above address, in the first instance. If the matter is not resolved you can contact the Data Protection Officer at dpo@tewkesbury.gov.uk.

For further information about our Data Protection Policies or how the council uses information it holds about you please go to www.cheltenham.gov.uk and visit our pages on how we use your data. Further information regarding the General Data Protection Regulation can be obtained from the Information Commissioner's Office at: www.ico.org.uk/your-data-matters/

Further guidance on the street naming and numbering policy and process can be found on our website www.cheltenham.gov.uk, alternatively contact us on 01242 264329 or email streetnaming@cheltenham.gov.uk