

Please return the form to:
Place and Growth, Street Naming and Numbering,
Cheltenham Borough Council,
Municipal Offices, Promenade, Cheltenham Glos, GL50 9SA

email: streetnaming@cheltenham.gov.uk



Category 2 – New developments not involving new street naming

Naming or numbering of new single/multiple build(s) residential dwelling(s) or industrial unit(s) not involving new street naming **OR** Naming or numbering of more than one apartments/flats (2+ properties), not involving new street naming.

- Numbering of new plots on an existing street - £50 per plot (VAT exempt)
- Numbering of block of flats on an existing street – up to 10 plots - £50 per plot (VAT exempt)
- Numbering of block of flats on an existing street - 10+ plots - £600 (VAT exempt)

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

PLEASE READ THE GUIDANCE NOTES ATTACHED BEFORE COMPLETING THIS FORM

A: Applicants details

Developer Name:

Contact Name:

Address:
(Address to which
correspondence
will be sent)

Address of
development:

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.

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

Signed:

Date:

Please refer to our policy and guidance attached to this form for information on the Data Protection Act 2018

B: Proposed new address/addresses

Planning application no:

Expected completion date:

Number of plots:

Please give details of proposed new addresses

C: New block name

When applying for a new block name, please supply 3 alternatives and give reasons for choices. Preference will be given for names with historical or local relevance.

Planning application no:

1

2

3

Number of plots in new block:

If the development involves more than one new block, please provide details of the additional blocks on a separate page.

D: Checklist

- A completed and signed form
- A site location plan
- A plot plan with plot numbers and front entrance clearly identifiable
- Floor plans (for blocks) indicating the location of each flat.
- Payment* (Category 2 - £50.00 per plot/unit (VAT exempt) to a maximum of £500 per street)

Please be aware that the process may take up to 6 weeks as all information has to be verified and confirmed with the emergency services and Royal Mail.

*Payment can be made in the following ways:

In person at Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham

By phone via credit/debit card 01242 264329

By cheque made payable to **Cheltenham Borough Council**

Street Naming and Numbering Policy and Guidance

Street naming and numbering is a statutory function. The relevant powers for local authorities are contained in Sections 17, 18 and 19 of the Public Health Act 1925. They enable the local authority to maintain a good standard of street nameplates, naming and numbering schemes and to improve standards where necessary. All are essential for the efficient functioning of the postal and emergency services as well as for the convenience and safety of the general public.

Cheltenham Borough Council is responsible for the naming of all streets within the borough including private and unadopted streets therefore it is essential that developers consult with Cheltenham Borough Council at the earliest possible time to allocate new street names. It is strongly recommended that giving streets similar names within the same locality i.e. Queens Street, Queens Avenue and Queens Close, be avoided as it can prove to be a source of confusion for the emergency services.

Guidelines to naming and numbering policy

- Even numbers on the right hand side and odd numbers on the left hand side from the start of the road
- A Cul-de-sac will have sequential numbers
- 3 proposed names to be submitted for any new street, apartment block or house name which will be approved and allocated after consultations with fire department, the police, the ambulance services, Royal Mail and the ward/parish council and Royal Mail
- A property is deemed to be addressed as the street that its entrance is accessed from
- A property that contains flats will be numbered and/or named
- Flats will always be numbered 1 – x e.g. Flat 1, Flat 2, Flat 3 etc
- Business units will be numbered 1 – x e.g. Unit 1, Unit 2, Unit 3 etc
- Additional units will be appendixes a – x e.g. 1a, 1b, 1c etc
- All properties will be given a number for its address and will not use a commercial name as the primary name to identify it

All new street names should end with a descriptive suffix word (chosen by the council), such as:

- Road
 - Street
 - Avenue
 - Lane
 - Place
 - Crescent - For a crescent shaped street only
 - Drive - For a small quantity of dwellings only
 - Close - For a cul-de-sac only
 - Garden - Can be used on road names as long as there is no confusion with any local space area
 - Square - For a square only
 - Hill - For a hill only
 - Circus - For a roundabout only
 - Terrace - For a terrace of houses but **NOT** as a subsidiary name within another street
 - Mews - This is currently popular and considered acceptable only in appropriate circumstances (but other words such as 'End' or 'Wharf' would not be allowed).
- } These titles are acceptable for any type of new street

All new pedestrian ways should end with:

- Walk
- Path
- Way

All named blocks should end with one of the following:

- Court - For flats and other residential buildings
- House - Residential blocks or office
- Tower - High residential or office blocks (five or more floors)

It is recommended that the use of existing names in the vicinity are avoided (a change in the suffix word is not considered a different name: 'Chestnut Close' would not be allowed if there were already a 'Chestnut Street').

Property with number and name

Where a property has a number, it must be used and displayed. Where a name has been allocated as well as a number, this must always be used with the number. It cannot be regarded as an alternative.

Private garages/similar buildings

Private garages and similar buildings used only for parking cars, etc are not usually numbered.

Entrance in more than one street

If a building has entrances in more than one street but it is a multi-occupied building and each entrance leads to a separate occupier then each entrance should be numbered in the appropriate street. Exceptions may be made depending on the circumstances for a house divided into flats.

New estates and streets

Most of the large developers are familiar with the Cheltenham Borough Council street naming and numbering functions and will approach the Council at an early stage with street naming proposals. Should this not happen, the sites will subsequently be identified through a property search at the point of sale, through the Council Tax Inspectors when rating the property or by the first time occupier making an application for services (electric, telephone, gas etc)

Site Notices will go up in the vicinity of the site giving members of the public 21 days in which to respond, if they wish to, to the proposed names. The emergency services, Royal Mail and Parish/Ward Councils will be consulted on all proposals and have 21 days in which to respond.

Once the new name has been approved it will be sent to Royal Mail for registering and allocation of a Postcode.

When the name has been agreed a layout plan and the Street Numbering and Naming Schedule is prepared which allocates a number and street name to the developer's plot numbers. Purchasers of new properties should be aware when issuing their "new address" details that the POSTAL number and not the PLOT number should be quoted.

Once the process has been completed notification is sent out to the applicant and relevant Council departments are informed of the new address.

For new developments, it is the responsibility of the developer to supply and install any new street name plates to Cheltenham Borough Council and Department of Transport specification before they leave site, and for maintenance in the 12 months thereafter.

After 12 months, Cheltenham Borough Council then takes on responsibility for maintenance of street nameplates for adopted streets.

For existing streets where at least two thirds of the residents have requested a street name change they will also have to pay for removal of old plates, re-supply and install of new plates by Cheltenham Borough Council. The responsibility for maintenance of the new street nameplates will remain with Cheltenham Borough Council. This is subject to the approval by all consultees.

Post codes

Cheltenham Borough Council is not responsible for issuing new postcodes; it is the responsibility of Royal Mail. However Royal Mail will not issue a postcode for a new street unless requested to do so by the Council.

Street naming

- Names should have a local connection, historically, geographically or culturally
- Names of living or deceased people should be avoided
- Names should not have a commercial connection
- Names should not be duplicated within the same postcode district e.g. GL53

The name proposed will be checked for compliance with the policy. Numbers will then be allocated to properties and formal postal addresses registered. Our policy is to restrict registered postal addresses to a street name and number where possible.

Individual properties

Individual properties are generally built on parcels of land or in large gardens and numbered into the existing numbering of the relevant street, if there is not a sequential number available we will use the addition of letters e.g. 2a etc. Where there is no street numbering system in operation, properties are simply given an individual house name.

House names

Cheltenham Borough Council has no objection to a house name being added to an existing postal address, but the postal number cannot be deleted from that address.

House names alone are not favoured by the Council or the emergency services as a number readily identifies the location of a property in a street. Other than in exceptional circumstances, a house number should be prominently displayed, so it can be easily read from the public highway. Unless the house name is the fundamental part of the postal address then Royal Mail keep house names in their 'alias' file.

Renaming and renumbering of streets

Under Section 18 of the Towns Improvement Act the local authority can alter the name and numbers of any street without consent of the ratepayers.

Renaming or renumbering Streets will only be considered for the following reasons:

- A minimum of two thirds of the occupants of the street or relevant part of the street submit a request
- In the interests of public or highway safety
- If there is evidence of a serious problem due to similar names or the location of a property in a street

If the residents of a street wish for the name to be changed for whatever reason they can petition the Council who will judge the case on its merits.

Freeholders

- 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.

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/

Please note that a registered address does constitute or form part of any planning permission, therefore in your own interest please ensure that you have the correct permissions in place before activating and/or using your desired address. For planning enquiries please or visit www.cheltenham.gov.uk/planning_and_development