

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 4 – Renaming an existing street

Application to rename an existing street name.

The charge for this application category 4 is £336.00 (VAT exempt) per street and £39.50 per unit to be changed

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.

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

Contact Name:

Address:

Telephone:

Email:

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: New street name

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

1

2

3

C: Reason for change (Please give reason for change to existing street name)

D: Checklist

- A signed form
- A site location plan at 1:1250 scale
- Declaration of agreement of at least two thirds of residents
- At least three name suggestions with reason for choice
- Payment* (Category 4 - £336.00 per street and £39.50 per unit)

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 not 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