

Please return the form to:  
email: [streetnaming@cheltenham.gov.uk](mailto: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 - £60.00 per plot (VAT exempt)
- Numbering of block of flats on an existing street – up to 10 plots - £60.00 per plot (VAT exempt)
- Numbering of block of flats on an existing street - 11+ plots - £698.00 (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\*\*

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.

**\*Please ensure no personal information is shown on any of the plans.**

**\*\*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](mailto: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](mailto: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](http://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/](http://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](http://www.cheltenham.gov.uk/planning_and_development)**