

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

Place and Communities, Street Naming and Numbering,
Cheltenham Borough Council Municipal Offices,
Promenade, Cheltenham Glos, GL50 9SA



Category 3 - Developments requiring new street naming and numbering

Developments for residential or industrial units requiring new street naming and numbering

The charge for this application category 3 is outlined on our fee schedule - both Section A and Section B will be required.

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 prior to occupation, and for maintenance in the 12 months thereafter completion of the development.

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

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 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: New street name

Planning application no:

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.

Street No. 1

1

2

3

Number of plots on street 1:

Number of blocks on Street 1:

Street No. 2

1

2

3

Number of plots on street 2:

Number of blocks on street 2:

Street No.3

1

2

3

Number of plots on street 3:

Number of blocks on Street 3:

Please photocopy this form for additional streets

C: New block name

When applying for a new block name, please supply three alternatives.

Block number 1

1

2

3

Block number 2

1

2

3

Block number 3

1

2

3

Block number 4

1

2

3

Block number 5

1

2

3

Please photocopy this form for additional blocks

D: Checklist

- A signed form
- A site location plan at 1:1250 scale
- Larger scale plans of the development with a more detailed layout
- At least three name suggestions for each new road or block of flats/offices
- For blocks - floor plans that indicate each entrance and the number of units per entrance with plot numbers
- Expected completion date
- Planning application number
- Payment*

*Payment can be made online at: <https://www.cheltenham.gov.uk/address-pay>

You can contact us on 01242 264329 to discuss application and fee queries.

Please be aware that the process will take a minimum of 6 weeks as all information has to be verified, confirmed and consulted on with the emergency services and Royal Mail.



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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