

This form is to be filled in by the person who is requesting the street naming/numbering service. If the form is unfamiliar please read the guidance notes or contact buildingcontrol@gedling.gov.uk.

1 Applicants details

Name:	
Address:	
	Postcode:
Telephone:	Email:

2 New / Alteration of Property Number (s)

All applications must be accompanied by a scale plan, preferably to scale (1:1250, 1:1000 or 1:500 are more suitable) which shows existing road names and property numbers and enough of the surrounding area so that it can be referenced to Ordnance Survey mapping data. For multi-storey buildings a floor plan showing plot numbers is required for each level. Please clearly mark points of postal delivery with an arrow.

Reason For Request	
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3 New Street Name(s) (For New Roads / Developments)

All applications must be accompanied by a scale plan, preferably at a scale of 1:1250, showing the proposed road(s) and plot numbers and enough of the surrounding area, including existing road names and property numbers, so it can be referenced to Ordnance Survey mapping data.

Development Marketing Name	
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Choice	Proposed Road Name Please supply two alternatives	Why Name is Appropriate
1 st		
2 nd		
Continue on separate sheet if necessary		

4 Fees

Details of fees can be found on the Gedling Borough Council website or alternatively contact Building Control at buildingcontrol@gedling.gov.uk for further information.

Fee: £	
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5 Declaration

I understand that all street naming and numbering needs to be confirmed before a postcode can be allocated or local land charge searches accepted.

Name:	Signature:
Date:	

Privacy Notice

We will use the information provided by you to process your street naming and numbering application. The basis under which the Council uses your personal data is that you have given your consent. The Data Controller is Gedling Borough Council, our Data Protection Officer can be contacted at Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU or by email at dataprotectionofficer@gedling.gov.uk. Further information including how long we retain your data, who we share with and your rights can be found at <http://www.gedling.gov.uk/development-services-pn/>

JUNE 2018