**Street Naming and Numbering Application Form**



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| Applicant |  |
| Forename |  | Surname |  |
| Address |  |
|  |  | Postcode |  |
| Email: |  | Tel No: |  |
| Details of Application |
| Planning Application Ref: |  | Building Regulation Application Ref: |  |
| Are you the Property Owner | [ ] Yes | [ ] No |
| Details of Proposed Development / Change of Name |
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| Payment (Note: *Fee is non-refundable and the applicant will be invoiced after application has been processed*) |
| Application Fee: |  |
| Important Note: *If you are not the owner of the property, for example, if you are required to provide letter from the owner agreeing to the contents of this application. If a property has already been named and numbered, a request to remove the number from the official address would be normally refused.* |
| Attached Information Checklist |
| Important Note: Please ensure the following information is attached. Failure to do so may delay your application. |
|[ ]  Completed Application |
|[ ]  A scaled location plan and sufficient detail to accurately locate properties and frontages**.** |
|[ ]  If the development is for flats, please confirm where post boxes will be located via annotation on the location plan and their breakdown |
|[ ]  Confirmed layout Plan showing the road layout and plot numbers (including internal layout plans for developments including flats) |

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| Please return this form and relevant details/plans to: Street Naming & Numbering, Gloucester City Council, PO Box 2017, Pershore, WR10 9BJ, 01452 396396 or by email at systems@gloucester.gov.uk |
| Signature |  | Date |  |

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| Freedom of Information, Environmental Information Regulations and Data Protection |
| Personal information given on this form will be used for the purposes of processing your request for Street Naming and Numbering, and will not be used for any other purposes. If the Council receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to show information relating to Street Naming and Numbering questions they are obliged to do so unless the information is exempt under the Act. We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain Street Naming and Numbering issues the applicant would be advised to complete the commercially sensitive checklist that should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council. |