

Street Name Plate Relocation Application Form

Applicant

Forename		Surname	
Address			
		Postcode	
Email:		Tel No:	

Reason for request- please include map and photographs of existing street name plate and proposed new location. (Refer to guidance at <https://www.gloucester.gov.uk/media/1033/street-nameplate-information-sheet.pdf> point 4)

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If changes are being made to your drive way, please ensure you have read any relevant guidance. Visit www.gloucester.gov.uk/planning-development/ for more information.

Have you consulted your neighbours regarding the proposal to relocate the street name plate?	☐ Yes	☐ No
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Fees and charges

A standard application fee of £63.86 is payable to carry out the initial viability investigation. Relocating an existing or installation of a new street name plate:

Costs for installing new/moving the plate: £117.00

(please note if the existing street name plate is located on anything other than the standard metal posts or the existing ones are damaged there will be a charge for a new street name plate and new metal posts)

New street name plate (if applicable): £55.00

New posts (2) (if applicable): £40.00

How would you prefer to receive your invoice? ☐ Email ☐ Post

Payment Note: Application fee is non-refundable and the applicant will be invoiced after application has been received. Payment must be received prior to any site visit carried out by council representatives. Other charges will be invoiced as applicable and are payable in advance of work being carried out.

Please return this form and relevant details/plans to: **Environmental Services (Eastern Avenue Depot, Eastern Avenue, Gloucester, GL4 6PG**, or by email at environment@gloucester.gov.uk

Signature		Date	
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The Street Name Plate will remain the property of the Council even if you have paid for the relocation. Should the Street Name Plate need to be re-sited again there is no refund for payment already made.

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 the relocation of a Street Name Plate, 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 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.