

## STREET NAMING/ NUMBERING APPLICATION

Town Improvements Clauses Act 1847 Section 64, extension of the Public Health Acts

Amendment Act 1907, Section 17, 18

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For Official Use Onl	y: and 19 01 the	e Public nea	IIIII ACI 1925	
DATE RECEIVED	REF NO:			
	CHARGE	DATE	RECEIPT	
CHARGE				
FORMS RECEIVED AND CHECKED BY:				

We can only accept applications from the property owner or their agent. PLEASE TYPE or USE BLOCK CAPITALS. If the form is unfamiliar please read notes on the back. Communication will be via email.

mamai	_ ,,
Name:	Email:
Address:	
_	Postcode: Tel:
Agent's [	etails (if applicable)
Name:	Email: [
Address:	Postcode: Tel:
	on Numbers
	plication Number:
Building Re	gulations Application Number:
Property	Use (please tick multiple where applicable)
Residential Resident	Commercial
Residential Resident  Detached	Commercial  Terraced Semi Detached Number of Properties:
Residential Resident  Detached Apartment/	Commercial  Terraced Semi Detached Number of Properties:  Number of Apartment Blocks:  Number of Internal Apartments:
Residential Resident  Detached	Commercial  Terraced Semi Detached Number of Properties:  Number of Apartment Blocks:  Number of Internal Apartments:
Residential Resident  Detached Apartment/ Commerc	Commercial  Terraced Semi Detached Number of Properties:  Number of Apartment Blocks:  Number of Internal Apartments:
Residential Resident  Detached Apartment/	Commercial  Terraced Semi Detached Number of Properties:  Flat Number of Apartment Blocks:  Number of Internal Apartments:
Residential Resident Detached Apartment/ Commerc Retail	Commercial  Terraced Semi Detached Number of Properties: Flat Number of Apartment Blocks:  Number of Internal Apartments:  Stal  Offices Agricultural Leisure Industrial Transport  Holiday Let Number of Units:  Number of Internal Units:

LABC

## Suggested Property Name

preference, please include tv	e proposed where there is no numbering sequence wo or more proposals including appropriate suffix, e form before completing your application.	
h		
υ		
Existing Property Name		
Suggested Street Names	s	
	road is to be built, in order of preference (please on a separate sheet if necessary – Please refer to sation.	
a		
b		
C		
d		
Village (if applicable) _		
Postal Town		
Grid Reference Eastin	g Northing	9
Postcode Required (See	Note 3)	
Yes No		
Plans (See Note 4) A loc	ation <u>p</u> lan must be submitted	
		_
Name:	Signature:	Date:

**Data Protection:** Cumberland Council takes your privacy seriously and your data will be used to provide you with the services you request. It will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK data protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require. We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Civic Centre, Rickergate, Carlisle, Cumbria, CA2 8QG (tel: 01228 817000/email: dataprotection@carlisle.gov.uk or by using the Individuals' Rights form on our website. For further information please see the Privacy

dataprotection@carlisle.gov.uk or by using the Individuals' Rights form on our website. For further information please see the Privacy Notice and individuals' Rights section at <a href="https://www.cumberland.gov.uk">www.cumberland.gov.uk</a>. If you are dissatisfied with the way we have processed your data you may contact the Information Commissioner's Office at <a href="https://www.ico.org.uk">www.ico.org.uk</a>

## **GUIDANCE NOTES**

- 1. The applicant is the buildings owner.
- If the development is apartments or flats and located over different floor levels, please include floor plans to indicate which levels these refer to so that the allocated numbering will be logical. Alternatively, you may provide us with the planning or latest building control reference number in order that we may use the plans submitted.

The Council operates a policy of **not** omitting number 13 from the numbering sequence.

The use of letters for addressing purposes will only be considered where necessary for internal numbering and on existing streets where the development is infill e.g. Flat A or 14B.

3. Please indicate whether the property requires postcode allocation. Postcodes are allocated by the Royal Mail not the Council through this application process will only be allocated where there is a postal delivery point at the property and where the property is either a main permanent residence or a business which requires postal delivery service. The address will then be included in the Royal Mail Postcode Address File (PAF) for service delivery.

Holiday cottages and second homes are not postcoded by the Royal Mail and postcodes for this type of property are allocated by the Council to the nearest postcode for referencing and locating purposes. The Royal Mail will not include these addresses on the PAF as this is not a main permanent residence or commercial property which requires the delivery of mail.

4. Please include the latest planning or building control reference in order that we can view the most recent development plans, alternatively you can submit a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted along with this application. Alteration in either street name or property numbering allocation to new developments after the initial street naming and numbering has been undertaken and confirmed to you due to plan or plot changes will incur costs. You should contact this department as soon as you have permission for these changes in order that we can either rename or re-number the development to ensure that the allocated numbering sequence is logical and sequential. A developer does not have the authority to re-name or re-number a development.

## **Important Information**

The Council allocates property and street names in accordance with the current Guidance/Policy Document which can be found on our website along with further information, you should refer to this document prior to completing and submitting any application.

www.cumberland.gov.uk/Residents/Planning-Building-Control/Building-Control/Street-Naming-Numbering

**Property Number Allocation** – Where there is a current numbering scheme the Council has an obligation to add the property into the numbering sequence, also where there are two or more properties a numbering scheme may be considered to be implemented.

**Property Name Allocation** – Where there is no numbering scheme in operation or the development is for one property only the property may be named.

**Street Name Allocation** – Where there is a new street or access road to development this street or access road must be named, this process may take some time, therefore you should apply for this before construction is commenced.