# APPLICATION FOR NAMING OF NEW STREETS AND NUMBERING PROPERTIES ON THOSE STREETS

**The Public Health Act 1925: Sections 17 & 18**
**Towns Improvement Clauses Act 1847: Sections 64 & 65**

Wiltshire Council
Where everybody matters

***Please complete this form if a new street(s) is required for the development***

| APPLICANT DETAILS | |
|---|---|
| **Name** | |
| **Address** *(inc. postcode)* | |
| **Email** *(if supplied, all correspondence will be sent via email)* | |
| **Tel No.** | |
| **Mobile** | |

| DEVELOPMENT DETAILS | | |
|---|---|---|
| **Development Marketing Name** *(if applicable)* | | |
| **Development Site Address** | | |
| **Are you the registered owner of the property/land (or agent for the owner)?** | Yes ☐ No ☐ | |
| **Has planning permission been granted:** Yes ☐ No ☐ | ***Please note: The application cannot be processed unless planning permission is in place*** | |
| **Planning Application No.** | | |
| **Building Regulation No.** | | |
| **No of streets to be created** | | **NB: All suggested street names should be listed on Form A and attached to this application form.** |
| **No of new addresses to be created** | | |

**Sign** ..... **Date** .....

**PLEASE ENSURE YOU INCLUDE THE FOLLOWING WITH YOUR APPLICATION (in electronic format if possible):**

a) **Completed application form**
b) **Form A (Authorisation from Town/Parish Council)**
c) **Form B (Consent : Living Person(s))** *(if relevant)*
d) **Form C (Consent : Deceased Person(s))** *(if relevant)*

} **To be completed by the Town / Parish Council**

e) **Correct fee** *(see separate document entitled "Street Naming & Numbering Fees")*
f) **Site location plan**
g) **Site layout plan** *(showing plot numbers (if applicable), access details and house types)*
h) **Floor plans of any flats/apartments** *(showing plot numbers (if applicable) and access details for each)*

**Please return completed application to:**

**Address Information Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN**

**Tel: 01225 770517 / 01225 770504 / 01225 770518 / 01225 770273 / 01225 712626**

**Email: streetnaming@wiltshire.gov.uk**

| OFFICE USE ONLY | | | | | |
|---|---|---|---|---|---|
| **Date Received** | Permission granted? ☐ | Is Existing street correct? ☐ | **Notes** | | |
| | All plans received? ☐ | Do RM have same street? ☐ | | | |

# APPLICATION FOR NAMING OF NEW STREETS AND NUMBERING PROPERTIES ON THAT STREET

## STEP 1

Complete the application form, and submit to the Council with the following documents (in electronic format if possible):

- **Form A** (Authorisation from Town / Parish Council)
- **Form B** (Consent : Living Person(s)) *(if relevant)*
- **Form C** (Consent : Deceased Person(s)) *(if relevant)*
- **Correct fee** – cheques should be made payable to **Wiltshire Council**, or alternatively, payment can be made over the phone by calling the numbers overleaf
- **Site location plan**
- **Site layout plan** *(showing plot numbers (if applicable), access details and house types)*
- **Floor plans of any flats/apartments** *(showing plot numbers (if applicable) and access details for each)*

## STEP 2

The Address Information Team will, on receipt of the application:

- Allocate addresses to plot numbers and create draft numbered plan and schedule.
- Send draft numbered plan and schedule to developer for approval.
- On receipt of approval, request postcodes from Royal Mail.
- On receipt of postcodes update our address database
- Notify all interested parties
- Issue Certificate of Postal Address to developer

## NOTES

- *New street names should not be difficult to pronounce or awkward to spell.*
- *Names which could give offence should not be used nor should names which encourage defacing nameplates.*
- *We will not adopt any unofficial "marketing" titles used by developers in the sale of new properties.*
- *All new streets should ideally end with one of the following suffixes:*

| | |
|---|---|
| *Street (for any thoroughfare)* | *Road (for any thoroughfare)* |
| *Way (for major roads)* | *Avenue (for residential roads)* |
| *Drive (for residential roads)* | *Grove (for residential roads)* |
| *Lane (for residential roads)* | *Place (for residential roads)* |
| *Crescent (for a crescent shaped road)* | *Mews (for residential roads)* |
| *Court/Close (for a cul-de-sac only)* | *Square (for a square only)* |
| *Hill (for a hillside road only)* | *Circus (for a large roundabout)* |
| *Vale (for residential roads)* | *Rise (for residential roads)* |
| *Row (for residential roads)* | *Wharf (for residential roads)* |

*Gardens (for residential roads) subject to there being no confusion with any local open space*

*All new pedestrian ways should end with one of the following suffixes:*

*Walk*
*Path*
*Way*

- *New street names should not duplicate any similar name already in use in a town or village or in the same postcode area. A variation of the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.*
- *If amendments are received to an application once the Street Naming & Numbering process has commenced, the Address Information Team will request a resubmission of the full scheme and this will incur a new full application cost.*

## PRIVACY NOTICE

- **Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at dataprotection@wiltshire.gov.uk.**
- **The Address Information Team will only use any contact and financial details you provide for the purpose of contacting you regarding your query, application details or application payment.**
- **We will share your personal data where necessary and lawful within the Council, but we will not share your data with any other third parties unless we are required or permitted to do so by law.**
- **For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy notice on the website at http://www.wiltshire.gov.uk/privacy.**

## DATA SUBJECTS' INFORMATION — Address Information Team

**To be provided to the data subject at the time of obtaining personal data from them**

### 1. Data Controller

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at ICO register of data controllers.

### 2. Data Controller Contact Details

We can be contacted by:

- Phone (0300 456 0100 lines open 9am - 5pm Monday to Friday)
- In person at Council offices, open Monday to Friday from 8.30am until 5.30pm (reception 9am - 5pm Monday to Friday)
    - County Hall, Wiltshire Council, Bythesea Road, Trowbridge
    - Monkton Park offices, Monkton Hill, Chippenham, Wiltshire SN15 1ER
    - Bourne Hill, Salisbury, Wiltshire, SP1 3UZ
    - Sheep Street, Devizes, Wiltshire, SN10 1DL
- In writing (Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN)

### 3. Data Protection Officer

Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk

### 4. Purpose of processing

The Address Information Team will process your personal information for the following purposes:

- maintaining our own accounts and records
- licensing and regulatory activities
- local fraud initiatives
- corporate administration and all activities we are required to carry out as a data controller and public authority
- the provision of all non-commercial activities including refuse collections from residential properties.
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives
- Reply to any messages that you send us
- Inform you of any application progress
- Help us keep a timeline of address history to help with future queries (up to our 7-year data retention policy)

### 5. Legal basis for processing

Our processing shall be lawful because at least one of the following will apply:

a) The data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
c) processing is necessary for compliance with a legal obligation to which the Council is subject (Towns Improvement Clauses Act 1847, sections 64 & 65 and the Public Health Act 1925, sections 17 & 18).
d) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council

## 6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

- Local and Central Government
- Ombudsman and regulatory authorities
- courts and tribunals
- international law enforcement agencies and bodies
- Police
- partner agencies, approved organisations and individuals working with the Police
- licensing authorities
- legal representatives, defence solicitors

## 7. Retention Period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Retention periods have been determined for different categories on information. The information processed for the above purposes will be kept for 7 years from the date of the last recording about you.

## 8. Your rights

Your rights are set out in in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

## 9. Automated Decision Making

Wiltshire Council's Address Information Team does not use automated decision making in respect to your personal information.