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| Applicant/Developer Details *(contact person and postal address for invoicing)* | | | | | | | | | | | |
| \*Forename | |  | | | **\***Surname | | |  | | | |
| \*Current Address | |  | | | | | | | | | |
|  | | | | | | | **\***Postcode | |  |
| \*Email: | |  | | | | | | | **\***Tel No: | |  |
| Details of Application | | | | | | | | | | | |
| \*Granted Planning Reference: | | | |  | | Building Regulation Application Ref: | | | | |  |
| \*Are you the Property Owner | | | | Yes No | | Invoice by email | | | | Yes  No | |
| Important Note: *If you are not the owner of the property, 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.* | | | | | | | | | | | |
| Development Details (Description of addressing request) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| \*\*Application Fee: | | |  | | | | *Payment is non-refundable. Invoice will be dispatched upon process completion.* | | | | |
| Attached Information Checklist | | | | | | | | | | | |
| Important Note: Please ensure the following information is attached. Failure to include one or more items 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) | | | | | | | | | | |

**\***Mandatory fields **\*\***Final fee to be confirmed following submission

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| Please return this form and relevant details/plans to: Street Naming & Numbering, Gloucester City Council, Gloucester City Council, Eastgate Management Suite, Eastgate Street, Gloucester, GL1 1PA or by email to systems@gloucester.gov.uk | | | |
| Signature |  | Date |  |
| Freedom of Information, Environmental Information Regulations and Data Protection | | | |
| *Gloucester City Council has a duty to protect personal information and will process personal data in accordance with the current Data Protection legislation. For further information about how the Council uses your personal data, including your rights as a data subject, please see our* [*Privacy*](https://www.gloucester.gov.uk/media/2554/street-name-and-numbering.pdf) *notice.*  *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.* | | | |