



Application Form Street Naming and Numbering Services

1. Applicant Details

Official Ref. Number

Applicant Name:

.....

Applicant Address:

.....

.....

Contact Name (if applicable):

.....

Telephone:..... Mobile:.....

Email:.....

Development Address (if different to the applicant address above):

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Preferred method of contact: Email / Telephone / Post

If your application relates to a new development (single or multiple properties) please complete Section 2 only

If your application is for a new property *name* or to change the existing property *name* please complete Section 3 only

2. New Development

Planning Application Number:

Number of new properties.....

Do you think the development requires a new street name(s)? Yes/No

If yes please supply a suggested street name(s) and brief details of the reasoning for this name choice:

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Please note: We can start the consultation process for new street names as soon as payment has been authorised. However, we are only able to provide property numbers once building foundations are in place.

3. New Property Name or Name Change

Does the property currently have a name? Yes/No

If yes what is the current name of the property:

.....

Please list 3 suggested new names in order of preference:

1:

.....

2:

.....

3:

.....

4. Next Steps

How to pay for your Street Naming & Numbering Application.

Send your completed application form to Cambridge City Council to,

Street Naming and Numbering
Cambridge City Council
PO Box 700
Cambridge
CB1 OJH

Please be aware that your application will not be processed until your payment has been received. If you have any query please call 01223 457121 or email nick.milne@cambridge.gov.uk or BuildingControl@3csharedservices.org

Pay by Post

Enclose the appropriate fee made payable to Cambridge City Council

Pay in Person

You can submit your application and make a payment with cash, cheque or a debit or credit card at the Customer Service Centre, Mandela House 4 Regent Street Cambridge CB2 1BY.

Pay by Telephone

You can pay by calling 01223 457200. You will need the development address (where the works are taking place), the official street naming and numbering reference number as shown above and your debit / credit card.

Receipt Number

Privacy Notice

Why are we asking for your personal information?

We require your personal data to provide you with a Street Naming and Numbering service and we will use it to process your enquiry.

The performance of a task in the public interest

This is a (Public task) Statutory Duty as laid out in Sections 17–19 of The Public Health Act 1925 and Section 64 and 65 of The Town Improvement Clauses Act 1847 we cannot process your request/application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out.

You hold the following rights with regard to the personal data you provide us:

Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.

Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.

Right to object to us processing your personal data where you have an objection on “grounds relating to your particular situation”.

Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Sharing your information

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the governments National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site.

We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards Cambridge City Council, South Cambridgeshire District Council and Huntingdonshire District Council are registered Data Controllers with the Information Commissioners Office. You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

