



*A great place to live, work & play*

# STREET NAMING AND NUMBERING

## Developments situated on existing highways

### **Using your personal information**

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at [www.scarborough.gov.uk/gdpr](http://www.scarborough.gov.uk/gdpr) or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email [dataprotection@scarborough.gov.uk](mailto:dataprotection@scarborough.gov.uk)).

### **APPLICANT DETAILS**

Name	
Address	
Postcode	
Telephone	
Mobile	
Email	

Please indicate (X) which of the following applies to you in relation to the development:					
Freeholder	Of whole site		Leaseholder	Of all the site	
	Of part of the site			Of part of the site	
Occupier (tenant/other)					

If you are not the freeholder of the property, please attach a signed letter confirming that the applicant is acting on behalf of the freeholder(s).

If the building is in multiple occupation, or you are not the only freeholder, please attach details of other residents/freeholders affected by this application. We have to check all occupants/freeholders have been consulted before assigning a new address.

## DEVELOPMENT DETAILS

Site Address:
Description of works carried out:
Planning permission reference number:
Building Control application number:

## PROPERTY DETAILS

Please indicate (X) which describes the property/properties, if it is a mixed development please specify the property descriptions on the plan							
Detached House		Bungalow		Flat/Apartment		Terraced House	
Semi-detached House		Chalet		Two Storey Barn		Single Storey Barn Conversion	
Other (please describe)							

If you wish the properties to be named, please give first preference and alternatives. Property numbers will also be assigned		
Property as marked on plan	New preferred name	Next preferred choice
1		
2		
3		
4		
5		
6		
7		
8		

If the property/properties is a maisonette, flat or apartment, which floor(s) does it occupy? Please indicate (X). Does the property/properties have a shared or private letterbox?							
Property as marked on plan	Basement	Ground	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	3 <sup>rd</sup> Floor	Other	Letterbox (private/shared)

Please use additional sheets if necessary

**IMPORTANT - PLEASE ENCLOSE A SITE LOCATION PLAN (PREFERRABLY A4 OR A3) WITH PLOT NUMBERS CLEARLY INDICATED**

Name	
Signature	
Date	

**Please return this form, along with the appropriate fee and a site location plan, to:**

Planning Services  
 Scarborough Borough Council  
 Town Hall  
 St Nicholas Street  
 Scarborough  
 North Yorkshire  
 YO11 2HG

Tel: 01723 232323  
 Email: [planning.services@scarborough.gov.uk](mailto:planning.services@scarborough.gov.uk)