

APPLICATION TO ALLOCATE OR CHANGE A HOUSE NAME ON A NUMBERED PROPERTY

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

This is the form to use if you wish to:

- add a house name to an existing numbered property
- change a house name on an existing numbered property

APPLICANT DETAILS	Name	
	Address <i>(inc. postcode)</i>	
	Email <i>(if supplied, all correspondence will be sent via email)</i>	
	Tel No.	
	Mobile	

ADDRESS TO BE AMENDED	Existing Address <i>(address to be changed)</i>	
	Proposed Address <i>(please supply 3 suggestions in order of preference)</i>	
	1	
	2	
3		
Are you currently the registered owner of the property?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, please specify expected Completion Date		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
NB: Before your application can be finalised, you will need to contact us (via email if possible) on or after your completion date to confirm the sale is complete		

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

- a) Completed Application Form
- b) Site Location Plan *(showing the exact location of the property)*
- c) Correct fee *(see separate document entitled "Street Naming & Numbering Fees")*

Please return completed application to:
Address Information Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN
Tel: 01225 770517 / 01225 713152 / 01225 770273 / 01225 770518 / 01225 713031
Email: streetnaming@wiltshire.gov.uk

OFFICE USE ONLY	Date Received	Duplicates checked? <input type="checkbox"/>	Notes
	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Do RM have same street? <input type="checkbox"/>	

APPLICATION TO ALLOCATE A HOUSE NAME TO OR CHANGE A HOUSE NAME ON A NUMBERED PROPERTY

STEP 1

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

- **Site location plan** (showing the **exact** location of the property)
- **Correct fee** – cheques should be made payable to **Wiltshire Council**, or, alternatively, payment can be made over the phone by calling the numbers overleaf

STEP 2

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

- Check to ensure that the proposed name is not already in use in the local area. Any application to change the name of a property such that it would duplicate an existing property name, will not be acceptable.

Once agreement has been reached on a property name the Address Information Team will:

- Update our address database.
- Notify all relevant parties
- Send a Certificate of Postal Address to the applicant (via email if provided).

NOTES

- *The allocation of a property name is permitted where a numbering scheme is in place. This is under the condition the name would be **in addition to** the existing property number and **not a replacement for**. The property number should always be displayed on the property and quoted as part of the address in all correspondence. It is advisable, when considering a name for a property, to contact the Address Information Team to determine whether the proposed name is already in use in the local area, as duplicating an existing property name may lead to confusion to service delivery agents.*

PLEASE NOTE: *Royal Mail will only hold a name for a property where there is no numbering scheme in place. If a property is named and numbered, the name of the property will be held on their "Alias" database. For clarification, please contact the Address Information Team.*

- *The applicant is advised to submit 3 alternative property names, in case any of the proposed names do duplicate existing addresses.*

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>.**

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)
 - o County Hall, Wiltshire Council, Bythesea Road, Trowbridge
 - o Monkton Park offices, Monkton Hill, Chippenham, Wiltshire SN15 1ER
 - o Bourne Hill, Salisbury, Wiltshire, SP1 3UZ
 - o 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.