



A great place to live, work & play

STREET NAMING AND NUMBERING

Confirmation of correct address

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 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).

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.

DETAILS OF ADDRESS USED BY APPLICANT

House number	
House name	
Street name	
Locality	
Town	
County	
Postcode	

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 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 st Floor	2 nd Floor	3 rd Floor	Other	Letterbox (private/shared)

Please use additional sheets if necessary

IMPORTANT - PLEASE ENCLOSE A SITE LOCATION PLAN (PREFERABLY A4 OR A3)

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

GUIDANCE NOTES

Step 1

Complete the application form, and submit to the Borough Council with the following documents:

- Site location plan
- Cheque (made payable to Scarborough Borough Council)

Step 2

The Street Naming and Numbering Officer will, on receipt of the application

- Look into the address problem to find a solution
- Work with the owner/Royal Mail to resolve the problem

Please note we do not have any jurisdiction over postcodes. The Royal Mail allocate the Postcodes.

Once agreement has been reached on a correct address the Street Naming and Numbering Officer will:

- Arrange for the address database to be updated
- Notify all relevant parties
- Send a letter of confirmation of postal address to the applicant