

**FOR OFFICIAL USE
ONLY**

Ref No:
Date Received:

**Mid Devon District Council
Street Naming and Numbering
Phoenix House
Phoenix Lane
Tiverton EX16 6PP**



**Tel: 01884 234309 or 234250
Email: 1135SNN@middevon.gov.uk**

ALLOCATION OF AN OFFICIAL ADDRESS FOR NEW PROPERTY / DEVELOPMENTS / CONVERSIONS

***Note:** The allocation of an official address is the responsibility of the Local Authority. Royal Mail is responsible for allocating the postcode and post town. Mid Devon District Council will obtain this service from Royal Mail and provide the customer with a complete postal address.*

Please complete Section A & Section B (overleaf) and post or email the form to the above address.

A. Please complete your details (address to which correspondence will be sent)

Name:

Address:

.....
..... Postcode

Telephone number:

Email address:

Privacy Notice

What personal information do you hold?

We will collect your name, address, telephone number and email address.

Who is collecting it?

Street Naming and Numbering, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.

How is it collected?

We collect your information on the Street Naming and Numbering application form and transfer it to our computer system.

Why is it being collected?

We have a statutory duty under the Public Health Act 1925 section 17, 18 and 19 for the administration and approval of house numbering/naming schemes throughout the district. In order to process your application we will require your contact details.

How will it be used?

Your personal contact information is used to contact you should there be queries whilst processing your application and to confirm to you your official address and postcode when your application is complete.

Who will it be shared with?

We do not share your personal contact details with anyone. Once complete, the new/updated address details (not your personal contact details) are shared with other services within Mid Devon District Council (Local Land and Property Gazetteer, Council Tax/ Non Domestic Rates, Electoral Registration, Building Control, Waste Services, and Planning). The new/updated address (not your personal contact details) will also be shared externally with Royal Mail and National Land and Property Gazetteer.

What are you doing to ensure the security of personal information?

All ICT systems are accredited to Public Service Network standards with access restricted to relevant staff. All paper records are stored securely and we have a clear desk policy.

How long will you be keeping the personal information?

The new/updated address details are retained permanently on our computer system. Your personal contact details will be removed after a period of up to two years from completion of your new/updated address.

(Please see over)

B. Details of new property / development / conversion

Location of property/development/conversion.....

By placing a cross in the box and submitting this application to the Council, you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application

Planning permission reference: (if applicable)

No. of properties being built:

Status: Built/Not yet built (delete as appropriate)

Proposed address/es

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New Street Name Suggestions (if applicable):

Choice 1:

Choice 2:

Choice 3:

NOTES

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