



## RUSHMOOR BOROUGH COUNCIL ALLOCATION OF OFFICIAL POSTAL ADDRESS

The allocation of an official postal address is the responsibility of the Local Authority.

Please complete Section A and then either B or C of this form and return it to: -  
Street Naming and Numbering Officer, Building Control, Rushmoor Borough Council,  
Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU

### A: Please complete your details (Address to which correspondence will be sent)

Name:

Address:

Contact Telephone Number:

### B: CHANGE OF HOUSE NAME

**This is only applicable if the property does not have a postal number**

The fee payable is £25, cheques payable to **Rushmoor Borough Council** or payment can be made online at [www.rushmoor.gov.uk/payforbuildingcontrol](http://www.rushmoor.gov.uk/payforbuildingcontrol) and click Building Control other payments quoting reference 'SNN'.

If your property has no street number and is known by name only, changes have to be registered officially through us. Once an official postal address is confirmed, we will notify the emergency services and other bodies. You will need to notify all personal correspondents for example Banks, Building Societies and utilities companies.

Address:

Post Code:

Existing House Name:

Proposed House Name:

I confirm that I am the registered owner of the above property or that we have exchanged contracts and are due to complete on        /        /

Signed:

Date:

**C: NEW BUILDINGS (Residential or Business)**

All new buildings, both new builds and conversions require an official postal address. This has to be registered by us.

Please enclose appropriate payment (see scale of charges).

Address of development:

Planning Application No:

Proposed Address:

*(If applicable, 3 or more names in order of preference)*

Status: \*Built/not yet built (\*delete as appropriate)

**Please attach an A4/A3 copy of an approved site plan and if applicable A4/A3 floor layouts showing all entrance doors for flat developments to individual flats.**

Signed:

Date:

## General Data Protection Regulation (GDPR) Privacy Notice

### 1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for personal information you provide on application forms, general enquiries and complaints. You can contact the Council by phone on 01252 398715, via email to [buildingcontrol@rushmoor.gov.uk](mailto:buildingcontrol@rushmoor.gov.uk) or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at [data.protection@rushmoor.gov.uk](mailto:data.protection@rushmoor.gov.uk)

### 2. What we need your information for and the legal basis for it

We need your personal information to process your application for Building Regulation Approval, Demolitions, Street Naming and Numbering and general enquiries about controlled building work. The law allows us to use your personal information in this way in order to carry out responsibilities under The Building Act 1984 and The Town Improvement Clauses Act 1847 which is one of the Council's public tasks.

### 3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

### 4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning, Environmental Health and Council Tax in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, HSE, Land Registry, HMRC and the Police in carrying out criminal investigations or third parties submitting requests under Freedom of Information Legislation. We may also need to consult with the following to enable us to ensure applications comply with the Building Regulations:

- Public Utilities
- Independent Structural Engineers
- Fire Engineers

### 5. How we will store and look after your information

Your data will be held electronically or in a paper file and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

### 6. How long we will retain your information

We will normally keep your details in our current database for as long as we are required to do so by law, or in accordance with our operational requirements. For further information on our policy for retaining personal information, see our retention guidelines.

### 7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

### 8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

### 9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under The Building Act 1984 and The Town Improvement Clauses Act 1847. It may be an offence to not provide it, in the event of enforcement action being taken under Sec 35, 36, 77 or 78 of the Building Act 1984 or Section 64 of the Town Improvement Clauses Act 1847.