

Building Control Services  
Lisburn & Castlereagh City Council  
Civic Headquarters  
Lagan Valley Island, Lisburn  
BT27 4RL  
E: [building.control@lisburncastlereagh.gov.uk](mailto:building.control@lisburncastlereagh.gov.uk)  
W: [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk)



## APPLICATION TO NAME A NEW STREET OR FOR A POSTAL NUMBERING CERTIFICATE

If you require assistance filling in this form or you would like an alternative format, such as larger font size or another language, please contact this office.

1	<p><b>APPLICATION TYPE</b></p> <p>Application for a:</p> <ul style="list-style-type: none"><li>• Street name proposal for a new street: <input type="checkbox"/></li><li>• Request for a postal numbering certificate (for an existing property): <input type="checkbox"/></li></ul> <p>Please tick as appropriate.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date received: _____</p> <p>Payment received from _____</p> <p>Cash/cheque/card:£_____</p> <p>Bank: _____</p> <p>Reference No: _____</p> <p>Receipt No: _____</p>
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2	<p><b>APPLICANT</b></p>
	<p>Company name: _____</p>
	<p><b>Mr / Mrs/ Miss/ Ms (please delete as appropriate)</b></p>
	<p>Forename: _____ Surname: _____</p>
	<p>Address: _____</p>
	<p>Postcode: _____</p>
	<p>Tel: _____ Mobile : _____</p>
<p>Email: _____</p>	

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**LOCATION**

Location of works: \_\_\_\_\_

Street name proposals: First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Street Name linkage to Council Policy – Please outline and provide supportive information for your choices. Please ensure you outline social, geographical, historic or topographical links to the character of the area – See notes on following page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**BUILDING CONTROL REFERENCE**

If this proposal is for a new street name created by a housing development, an application should have already been lodged with the Building Control Service. Please confirm reference number and if possible, provide a numbering proposal along with this application.

Building Control Application Number: \_\_\_\_\_

Numbering Proposal Included with this application? YES  NO

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**FEES**

No fee is required when the application is to propose the name of a new street.

The fee for a postal numbering certificate of an existing property is £30.00

You can call this office to make a card payment over the phone or alternatively you can pay by cash at our reception desk or by cheque (payable to Lisburn & Castlereagh City Council and cross Account Payee.

Signature of applicant/authorised agent: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

1. The Elected Members of Lisburn & Castlereagh City Council possess the delegated powers to name new developments under Article 11, The Local Government (Miscellaneous Provisions) (NI) Order 1995. All name proposals are subject to the consultation and ratification by the Royal Mail and Elected Members of Lisburn & Castlereagh City Council.
2. Considerable favour will be given to street name proposals that reflect the local heritage with a social, historic, geographic or topographic link to the characteristics of the area. Names which bear no relation to the area will not be automatically refused but there will be a presumption against such names unless the applicant can make a valid case for the same.
3. All applications for new street names should be accompanied by an accurate location plan, site plan and supportive information for the name choices.
4. All applications for new street names must be accompanied by an accurate site layout for street naming and numbering purposes. This information can be provided in PDF format and emailed to [building.control@lisburncastlereagh.gov.uk](mailto:building.control@lisburncastlereagh.gov.uk) otherwise please print and post 3 copies to the Building Control Office. Applicants please be aware that any information provided may be passed to other Government Agencies to aid and improve the identification of street names and properties within the Lisburn & Castlereagh City Council area.
5. **You are providing your personal data to a Council, a Data Controller under the General Data Protection Regulations (GDPR). The lawful basis for processing the data is the legal obligation to administer and enforce the Building Regulations. For more information about how your data will be used, see Lisburn & Castlereagh City Council's corporate privacy notice or the Building Control privacy statement which can be found on the reverse of this application form.**

## **BUILDING CONTROL PRIVACY STATEMENT**

Your Personal Data:

### What we need

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. We only collect basic personal data such as name, address, phone contact and email.

### Why we need it

We require this personal data from you for the purposes of administering and enforcing the Building Regulations. Our lawful basis is 6 (1) (c) -processing necessary compliance with a legal obligation. This is in accordance with the following legislation, the Building Regulations (Northern Ireland) Order 1979, the Building Regulations (Northern Ireland) 2012 (as amended), the Buildings (Prescribed Fees) Regulations (Northern Ireland) 1997 (as amended), the Rates (Northern Ireland) Order 1977 and the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### What we do with it

All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union and may be shared internally with other Council Services. No third parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### How long we keep it

All information will be held in accordance with the Council's retention and disposal schedule and will be disposed of securely when no longer required. The Building Regulations do not stipulate a retention period after which basic personal data collected for this lawful purpose is to be destroyed. We will retain this data to aid ongoing legal searches requested by solicitors involved in the process of property conveyancing.

### What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer can be contacted at [data.protection@lisburncastlereagh.gov.uk](mailto:data.protection@lisburncastlereagh.gov.uk)

Full details of the LCCC Primary Privacy Notice can be found on the Lisburn & Castlereagh City Council website: [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk).