



Please use this form to request a change to an existing street name sign or to request a new additional street name sign only

ACS1

1 NAME OF PARISH OR TOWN COUNCIL

Parish Council:

Address:

Postcode: Contact Name:

Telephone:

Email:

2 LOCATION OF STREET NAME SIGN

Street Name:

Parish:

Specific Location:

3 DETAILS OF SIGN

Change to an existing sign New additional sign

Please provide details of the existing and desired text for a change to a street name sign and state your reasons for this proposed change.

For the provision of a new or additional sign, please give your reasons as to why you feel the additional sign is needed.

4 CHARGES

There are no administrative charges levied for this type of application. However, the Parish or Town Council will need to pay for the supply and installation of any new or altered sign.

5 STATEMENT

The Councils Babergh District Council or Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing the Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website either <http://www.babergh.gov.uk/> or <http://www.midsuffolk.gov.uk/> and click on "Your Right to Information" or call customer services on 0300 1234000 and ask to speak to the Information Governance Officer.

The submission of this application and associated documents forms a request to the Council to consider a change to a sign or to provide a new additional sign as necessary, all as detailed above.

I/We confirm:

- All information required has been submitted.
- That we are the responsible parish council.
- We agree to pay for the purchase and installation costs of the sign

Signature:

Name:

Date:



Section Guidance Notes

① If the proposals involve any change in the name of a street or road, please contact the Corporate Manager to discuss this before any application is made. It is not necessary to make an application where the existing sign needs to be replaced due to its dilapidated condition or because it has been damaged. In these circumstances, please ring us and provide full details of the sign and its location.

1 NAME OF PARISH OR TOWN COUNCIL

Enter the parish or town council and contact details of the clerk or representative acting for the council. If the details are not completed in full, we may have difficulty in contacting you should there be any problems. Please note that we will not consider any application of this type from any individual or organisation other than the Parish or Town Council.

2 LOCATION OF EXISTING SIGN OR SUGGESTED POSITION OF NEW SIGN

State the name of the existing road or street and the parish it is in. Please state where the sign is, which way the sign faces, the side of the road it is on etc. A site location and/or layout plan will always be beneficial so that we know exactly which sign is involved or where you think a new sign should be located.

3 DETAILS OF THE SIGN

Indicate by ticking the relevant box whether the application is for a new additional sign or a changed replacement of an existing sign. Please provide full details of your proposals; include the existing and desired text for a change to a street name sign, or the desired text for a new sign. If there is insufficient space, please continue on a separate sheet.

When an application has been submitted, we will visit the site, review the proposals, and consider the most appropriate action, if any, to be taken. We will of course keep you informed of the outcome. Please note that no guarantee can be given that any particular proposal will be accepted. The decision of Babergh and Mid Suffolk District Council is final.

4 CHARGES

The Parish or Town Council is required to finance the supply and installation of any change to, or addition of a new sign requested by them. The costs of supply and installation will not be known until the type, fixing detail, content or layout of the sign is known. We will advise approximate costs before any order is placed. By signing this form, you are committing to pay for any supply and installation costs. Signs are typically between £150 and £350 installed.

5 STATEMENT

Print your name and sign and date the form to confirm that all details are correct and to confirm acceptance of the statement.

GENERAL GUIDANCE

Need Any Further Assistance?

If you need any help in completing this form or for any other building control related matter, please contact the relevant authority on the contact details shown below.

Useful documents/items to be submitted with application

- Location plan showing location of sign to be changed or additional sign provided.
- Photograph of site.

Welcome • Witamy • مرحباً • Sveiki

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

Babergh Building Control and Mid Suffolk Building Control

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IP1 2BX

General enquiries telephone: 01449 724510
Email: address.management@baberghmidsuffolk.gov.uk

www.babergh.gov.uk
www.midsuffolk.gov.uk

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