

DOCUMENT TYPE	Policy
TITLE	PROPERTY STREET NUMBERING
NUMBER:	POL-3010

PURPOSE

To establish guidelines for the process of applying street numbers to new properties and the numbering or renumbering of existing properties.

To provide a consistent approach for the street numbering of properties within the Shire in accordance with *AS/NZS 4819: 2011 Rural and Urban Addressing (AS/NZS 4819: 2011)*.

To outline the process and procedure of numbering and renumbering properties within the Shire.

DEFINITIONS

Owner is that same meaning given to it under the Local Government Act 1995.

Property means land in the Shire of Wyndham East Kimberley and includes houses, buildings, works, reserves, school, public utilities and structures in or upon the land and includes developed and undeveloped land.

POLICY STATEMENTS

(1) SCOPE

- The provisions of this policy apply to the numbering of new properties and the numbering or renumbering of existing properties.
- New properties will be allocated street numbers at the time of subdivision.
- There are a large number of properties that do not have existing street numbers, principally located outside of townsites, which will be required to be allocated in the future.
- On occasions, it may also be necessary to adjust or modify existing street numbers to cater for development or redevelopment, particularly as a result of infill subdivision/development proposals.

(2) IDENTIFICATION OF STREET ADDRESS

- 2.1. Properties will be allocated a street number within the street from which the primary access to the property is gained.

(3) DISPLAY OF STREET NUMBERS

- 3.1. The property owner is required to display and maintain the number in a conspicuous place.
- 3.2. Street numbers are to be reflective and affixed upon a conspicuous and visible place on the front of a building on the property or on a fence, post, wall or kerb

adjacent to the road fronting the property. Street numbers must be legible from the road.

(4) ALLOCATION OF STREET NUMBERS FOR NEW PROPERTIES

- 4.1. The allocation of street numbers for new properties is to be undertaken in accordance with AS/NZS 4819:2011.
- 4.2. In addition to the requirements of AS/NZS 4819:2011, the Shire will allocate street numbers as follows:
 - (a) In accordance with a logical sequence of numbers along the street.
 - (b) One street number will be allocated per lot, however additional numbers will be reserved, as required, on the following basis:
 - One number per 10 metres of street frontage in commercial and rural townsite areas;
 - One number per 20 metres of street frontage in residential, mixed use, light industrial and rural enterprise areas;
 - One number per 40 metres of street frontage in general industrial areas; and
 - In accordance with the distance-based address numbering method for rural areas.
 - Where a lot has two frontages (corner lot), two street numbers will be set aside, one from each of the streets adjacent to the lot. The number initially allocated to a corner lot will be determined by the street with the smaller frontage, or if developed, the street from which access to the property is gained. The unused number will be reserved in case of future use.
- 4.3. Where only one number is available, but there are more than four buildings/tenancies which require numbering, they will be allocated with a numerical prefix. For example: 1/12, 2/12, 3/12 etc. Further requirement for street numbering shall follow AS/NZS 4819:2011.
- 4.4. The start point for street numbering is to commence from the start point of the road. For roads located between two other roads, the start point is the intersection of the road where access is most common, or the closest to the town centre.

(5) RENUMBERING OF EXISTING PROPERTIES

- 5.1. The Shire will not consider requests for a change in street number based on any of the following:
 - (a) The existing number is considered to be unlucky;
 - (b) Religious reasons;
 - (c) To improve the Feng Shui of the property;
 - (d) Personal preferences;
 - (e) The existing number is considered not good for business;
 - (f) The property is difficult to sell;
 - (g) The number is perceived to devalue the property; or
 - (h) The request is contrary to the provisions of this policy.
- 5.2. The Shire will consider a request for a change in street number or will initiate renumbering of properties in the following circumstances:
 - (a) In response to difficulties associated with the identification of a property;

- (b) Where the ability remains to accommodate the future allocation of numbers to properties where development potential exists; and
 - (c) Where the change is in accordance with AS/NZS 4819:2011.
- 5.3. Requests for a change of street number that comply with AS/NZS 4819:2011 and which do not affect any other property will be approved under delegation.
- 5.4. If other properties are affected by a request the Shire will consult with those owners, and dependent on the nature of objections received, a report may be presented to Council for determination.
- 5.5. The numbering of existing properties is to be undertaken in accordance with Clauses 4.1 and 4.2 of this Policy.
- 5.6. Where there is only one street number available:
 - (a) The existing dwelling shall retain the number and any new dwelling shall be allocated an alpha suffix; or
 - (b) In battle-axe lots, the front property shall retain the existing number and the rear will be allocated an alpha suffix.
- 5.7. Where a change of street address is approved, the Shire will notify Landgate to include the new/amended street address in the State of Western Australia's Address Database. The Shire will also notify the following agencies and organisations:
 - (a) Australian Electoral Commission;
 - (b) Telstra;
 - (c) Horizon Power;
 - (d) Water Corporation;
 - (e) St John Ambulance;
 - (f) Department of Fire and Emergency Services.
- 5.8. All costs associated with the change of street address notifications remains the responsibility of the property owner/developer. This includes the replacement of relocation of numbers on buildings, signs, fences, kerbs or posts. Any replacement numbers must be clearly displayed and be visible and legible from the road.

EXPLANATORY NOTES

Under the Local Government Act 1995, the Shire is responsible for allocating street numbers, whilst Landgate has State Government custodial responsibility for the management of the State of Western Australia's Street Address dataset.

This policy outlines the process for determining the allocation of street numbers to properties within the Shire in accordance with AS/NZS 4819: 2011.

This policy should be read in conjunction with the AS/NZS 4819: 2011.

RISK

Risk: Failure to develop appropriate, meaningful policies which enable the administration to perform in an effective and efficient way.

Control: Policies updated and reviewed in accordance with an agreed schedule and operational requirements.

DOCUMENT AND VERSION CONTROL

Responsible Directorate	Planning and Community Development		
Responsible Officer	Manager Planning and Regulatory Services		
Statutory References	<i>Local Government Act 1995 Australian / New Zealand Standard 4819:2011: Rural and Urban Addressing (AS/NZS 4819: 2011)</i>		
Related Documents	Nil		
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	23/02/2016 - 11262	13.04.03	Council Adoption
2.0	22/11/2022 - 118754	12.3.1	Review Adopted by Council
2.1	15/11/2023 – CEO052	--	Reference Updates as per POL-1014 Policy Management (Previously CP-PMG-3782)
Date of Next Review	November 2027		