



<b>POLICY NO</b>	CP/PMG-3782	
<b>POLICY</b>	Property Street Numbering Policy	
<b>RESPONSIBLE DIRECTORATE</b>	Community Development	
<b>RESPONSIBLE OFFICER</b>	Senior Planning Officer	
<b>COUNCIL ADOPTION</b>	Date: 23 February 2016	Resolution No: 11262
<b>REVIEWED/MODIFIED</b>	Date: February 2018	Resolution No:
	Date:	Resolution No:
<b>REVIEW DUE</b>	Date:	
<b>LEGISLATION</b>	<i>Local Government Act 1995 Australian/New Zealand Standard 4819:2011: Rural and Urban Addressing</i>	
<b>RELATED POLICIES</b>		
<b>RELATED ORGANISATIONAL DIRECTIVES</b>		

#### **PURPOSE:**

The provisions of this policy apply to the numbering of new properties and the numbering or renumbering of existing properties.

At the time of subdivision all new properties will be allocated street numbers.

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 address numbers to cater for the development or redevelopment of areas, particularly as a result of infill subdivision/development proposals.

The objectives of this policy are to:

- To provide a consistent approach for the street numbering of properties within the Shire;
- To determine the allocation of street numbers to properties within the Shire in accordance with Australian/New Zealand Standard 4819:2011: Rural and Urban Addressing;
- To outline the process and procedure of numbering and renumbering properties within the Shire.

#### **DEFINITIONS:**

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

**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 or undeveloped land.

## **POLICY STATEMENTS:**

### **1. Identification of Street Address**

- 1.1 Properties will be allocated a street number within the street from which the primary access to the property is gained.
- 1.2 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. Numbers are to be clearly displayed and visible and legible from the road.

### **2. Allocation of Street Numbers for new properties**

- 2.1 The allocation of street numbers for new properties is to be undertaken in accordance with AS/NZS 4819:2011: Rural and Urban Addressing.
- 2.2 In addition to the above AS/NZS, 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 20 metres of street frontage in residential, mixed use, composite and light industrial areas;
    - One number per 10 meters of street frontage in town centre areas;
    - One number per 40 metres of street frontage in general industrial areas
    - In accordance with the distance-based address numbering method for rural areas.
  - (c) 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.
  - (d) Where one number is available yet more than one building requires numbering, developments will be allocated alphabetical suffixes, for example 1A, 1B, 1C and 1D, however cannot exceed four such suffixes.
  - (e) Where one number is available yet more than four buildings/tenancies 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 the AS/NZS 4819:2011.
  - (f) The start point for street addressing 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.

### **3. Renumbering of existing properties**

- 3.1 The Shire will consider a request for a change in street number or will initiate renumbering of properties in the following circumstances:
  - To achieve a logical sequence of street numbering within the street;

- In response to difficulties associated with the identification of a property;
- Where the ability remains to accommodate the future allocation of numbers to properties where the development potential exists; and
- Where the change is in accordance with AS/NZS: Rural and Urban Addressing.

3.2 The Shire will resist requests for street renumbering:

- Where the existing allocated street number is considered to be 'unlucky';
- For religious reasons;
- To improve the feng shui of a property;
- For personal preference;
- Where the existing street number is considered to be 'not good for business';
- Where the property is difficult to sell;
- Where the number is considered to devalue the property; or
- Where the request is contrary to the provisions of this policy.

3.3 The numbering of existing properties is to be undertaken in accordance with Clauses 2.1 and 2.2.

3.4 An existing dwelling shall retain the number and a new dwelling shall be allocated an alpha suffix if there is only one street number available. In battle-axe lots the front property shall retain the number and the rear be allocated a suffix.

3.5 Requests for a change of street address that comply with AS/NZS 4819:2011 and which do not affect any other property can be approved.

3.6 If other properties are affected by a request, the Shire will consult with those owners, and if any objections are received a report will be presented to Council.

3.7 Where a change of street address is approved, the Shire will notify Landgate. Landgate will include the new/amended address in the State of Western Australia's Address Database. The following agencies and organisations will also be notified by the Shire:

- Australian Electoral Commission;
- Western Australian Planning Commission;
- Telstra;
- Horizon Power;
- Water Corporation;
- St John Ambulance;
- Department Fire and Emergency Services;

3.8 All costs associated with the change of street address notifications remains the responsibility of the property owner/developer. This includes the replacement or relocation of numbers on buildings, signs, fences, kerbs or posts, to be clearly displayed and 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 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 Australian/New Zealand Standard 4819:2011: Rural and Urban Addressing.

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

**RISK:**

**Risk:** Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:** Review policies and procedures in accordance with review schedule.