



Allocation of Urban & Rural Addresses

Application	Property Owners/Council Staff
Responsible Officer	Manager Infrastructure Services
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Authorised by	Council
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Purpose

The purpose of this policy is to provide a unique numbering system in a consistent manner which will assist motorists, emergency services; mail delivery and other service providers locate rural properties within the Carrathool Shire Council Local Government Authority Area.

Definitions

“Authorised Person” – refers to the Geographic Information System Section.

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Australian Standard 4819:2003 section 2.4.10 – Number Signs
- Local Government Act 1993 section 124 (chapter 7, part 2, division 1, clause 8)

Policy statements

GUIDELINES

Numbers will progress from the start of the road increasing with even numbers to the right and odd numbers to the left.

For corner allotments (allotments with two different street frontages) two numbers are to be allocated, one for each street. However, once a building is erected the Authorised Person is to issue a directive as to the official number to be used, the other number is to remain for possible future subdivision.

Alpha numeric extensions may only be used when an infill subdivision warrants it and the alternative of renumbering is unacceptable or unwarranted. The first lot in the street numbering progression is to receive a number without an alpha numeric extension, the second lot an “A” extension, the third lot “B” and so on.

Land locked parcels (no street frontage) are to be issued an alpha numeric extension where suitable.

Where separate buildings are located on the one parcel, these are to be treated as units in most cases.

Multiple tenancies in the one building are not to receive separate numbers, unit numbers should be issued.

Where there is an incomplete development, the Authorised Person shall provide bulk allocation of numbers based on increments of 20m (standard frontage) to the land not yet configured and will be used for the new development.

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Where allotments are amalgamated (merged) into one allotment, the previously allocated numbers are to remain. However, depending on the type of development one number can be allocated based on the location of the main entrance, or a number range used, e.g. 12 – 16 Curlew St. Where a circumstance is encountered not covered by this policy the Australian Standard 4819:2003 should be referred to and forms the basis of this policy.

Locality names used in addresses are to be the official gazettal locality names.

Where addressing crosses locality, Local Authority or into private estates, allocated numbers should progressively increase from a common point.

1 URBAN LOCATION

- The numbering is to commence at the most common or main entry into the street or traffic route in general numbering is to begin at the :
 - North end of north/south roads and progress to the south; and
 - East end of east/west roads and progress to the west;
- Where a road is opened at one end only and undedicated at the other (e.g. extends as part of a staged subdivision), the numbering is to start at the opened end;
- In the case of loops and crescent roads, numbering should progressively increase in the clockwise direction;
- Cul-de-sac numbering should progressively increase so that odds and even numbers meet at the top of the court head (i.e. odd numbers should never continue onto the evens side and vice versa);
- Units / Flats should be numbered with numbers allocated to the dwelling progressing in the same direction as the street where practical to do so.

2 RURAL LOCATION

- The road numbering is based on increments of 20m from the nominated start (datum) point of the road. The road number adopted is to be the number where the access point to the property is, not where the post is to be installed;
- If there is more than one access to the property, the main access point is to be nominated for the address to be applied to;
- The same rules apply as above for urban locations;
- Only approved rural address marker posts and numbers are to be installed;
- The colour, shape, size, font and material of the address markers are to conform to the guidelines established in Australian Standard 4819:2003 section 2.4.10 – Number signs; and
- Rural addressing is officially recognised by the Australian Electoral Commission, Emergency Services and in nominated areas, Australia Post. As such rural addressing must comply with the Australian Standard.

SUPPLY OF RURAL ADDRESS NUMBERS

Council will supply the rural number plates free of charge for the rural residents use. However, replacement numbers will be supplied by Council at the cost of the rural resident.

All rural properties having a dwelling are to be issued with a rural address.

DISPLAY OF ADDRESS

Urban numbers are to be displayed in a prominent and visible location from the street and positioned on the street the address refers to.



Rural numbers are to be displayed on a star picket driven into the ground adjacent to the main property driveway / turnout or access point onto the road, and in position which does not obstruct services or traffic.

RENUMBERING

Where practical, renumbering should be avoided. However, under some circumstances, Council at its discretion may in consultation with the Land and Property Management Authority and residents, renumber sections of or an entire length of road.

NOTIFICATION

Council will notify the owner / occupier of a properties allocated rural or urban address.

For rural addresses, Council will issue a letter advising;

- The rural address number;
- Road name; and
- Locality name.

For urban addresses, notification will be done at time of purchase through the rates search.

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
0741 / 16.10.2018		

Associated Documents

Replacement of Rural Address Number Plate Form (still in progress)

Review

This policy will be reviewed as required and may be amended from time to time with reference to any relevant legislation, best practice guides, or other factor.