



## Rural Addressing Procedure

Application	All employees
Responsible Officer	Director Infrastructure Services
Authorised by	Council
Original adoption date	0979 / 25.06.2019

### Purpose

The purpose of this procedure is to provide direction to Mangers and employees for the issuing and distribution of rural address numbers for all rural properties located within the Carrathool Shire Council area.

### Breach of this procedure

All employees must observe Council's health and safety policies, procedures and instructions. If an employee breaches any policy, procedure or instruction, they may be subject to disciplinary action in accordance with the disciplinary procedures under the Local Government Award.

### Definitions

Address	the conventional means of describing, labeling or identifying an address site
Locality	an area of defined boundaries within a local authority
Public Road	a road under appropriate land or road legislation and which the public is entitle, as of right to use as a thoroughfare or access Note: a public road may be sealed, gravel or formed.
Rural Address Number	a number derived from the distance between a datum point and a property access point.
Rural Address Plate	a number sign displaying a rural address number on a single plate

### Procedure

1. Application received for a new address or replacement sign (either through DA process or submission of "Rural Addressing – Request for New/Replacement/Secondary Number" Form 163).
2. Fees paid – if applicable
3. Allocation of rural address – refer Rural Addressing Manual
4. Submit to Spatial Services (ss-addressing@finance.nsw.gov.au) for registration and Australia Post through nswcouncil.contact@auspost.com.au
5. Submit to rates department
6. Order number plate(s)
7. Issue number plate and post (if applicable) to applicant

### Reference

Nil



**Associated Documents**

Rural Addressing Policy 163  
Rural Addressing Number Request Form 241

**Review**

This procedure may be reviewed as required and may be amended from time to time.

**Revision Table**

Date/Minute Number	Amendment - Reason or Reference
0979 / 25.06.2019	Adoption