



## Rural Addressing Policy

Application	Rural Property Owners
Responsible Officer	Director Infrastructure Services
File No	CM:POL:CWP
Authorised by	Council
Effective Date	0979 / 25.06.2019
Distribution	Internet / Intranet / Public Exhibition

### Purpose

The purpose of this policy is to provide a unique and easy to identify address for each rural property located with the Carrathool Shire Council to facilitate emergency vehicle responses and enable prompt and efficient response from service providers.

### Definitions

Council:	Carrathool Shire Council
Locality:	Officially gazetted names as per Geographical Names Board

### 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.

NSW Addressing User Manual 2016  
AS/NZS 4918:2011

### Policy statements

1. Carrathool Shire Council will assign every rural property that has a dwelling/worksite (including shearing sheds, packing sheds etc) an address to assist in the identification of that property for service delivery, emergency assistance and otherwise.
2. 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 main access point to the property is, not where the post is installed or where any mailbox may be located. The number and post shall not obstruct services or traffic and should be visible from both directions.
3. From the start of the road (datum point) odd numbers will be issued for properties on the left hand side of the road and even numbers will be issued for properties on the right hand side of the road.
4. Properties with more than one dwelling which are accessed from the same access point shall have a rural address assigned to each dwelling. The numbers are to be displayed at the entrance to the properties as well as at each dwelling to facilitate identification. The subsequent number plates will be included in the original application, any replacements hereafter will be at the owners cost. See 12.
5. 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.

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6. If there is more than one access point to the property, the main access point is to be nominated for the address to be supplied for; however a secondary address point may also be requested.
7. Only Council issued rural number plates are to be installed.
8. Carrathool Shire Council shall maintain a system of rural addressing into the future.
9. Council apply, as a condition of development consent to all new rural subdivisions, a requirement of the provision of property addresses in accordance with AS/NZA 4819:2011, including the payment of an appropriate fee for each new allotment created.
10. Council apply, as a condition of consent for all new rural dwelling development applications, a requirement for the provision of a property address in accordance with AS/NZS 4918:2011, if one does not already exist and if not, include the payment of the appropriate fee.
11. Requests for new Rural Addresses be committed through Council's "Rural Addressing – Request for New/Replacement/Secondary Number" form.
12. The first set of Rural Address Number Plate and post for each rural address are supplied by Council. Any further replacement of the items will be at the expense of the owner in accordance with Council's adopted Schedule of Fees and Charges.
13. Replacement addressing plates and posts will be installed by the Council upon receipt of the Landholder's application for a replacement number and payment of the required fee.
14. Changes to rural addresses as a result of realignments or roads or rail crossings, shall be included in the cost of the road alignment or rail project. These costs may include the identification of new property access, calculation and population of addresses, supply and installation of posts and notification to service providers.
15. As part of the allocation of a rural address Council will notify NSW Spatial Services and Australia Post.
16. Where circumstances arise that is not covered by this policy the AS/NZS4918:2011 shall be referred to as it forms the basis of this policy.

### Revision Table

Minute /Date	Amendment Summary (Reason or Reference)
0979 / 25.06.2019	Adoption

### Associated Documents

Procedure for Allocation of a Rural Address No.IS003

Rural Addressing – Request for New/Replacement/Secondary Number Form No.241

### Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.