

Street numbering policy

Corporate and Council Policy – Street Numbering Policy

Monday February 02, 2009

Policy Statement

To clearly define the standard and procedures for street numbering of all properties within Council. All relevant departments that are involved in the Planning and Building process will have a responsibility to ensure that property address information are consistent and correct as per Council's Corporate Database.

Context / Rationale

The provision of Schedule 10, Clause 5(d) of the Local Government Act 1989 gives the responsibility for allocation and administration of street numbering for all properties in a municipality to Council.

With the tremendous growth currently experienced in the City of Whittlesea, it is essential Council has a logical and consistent street numbering policy. This is not only necessary for Council but also for other authorities such as the Police, Water Authorities, Gas, Electricity, Electoral Offices, Australia Post and ESTA.

Objectives

- 1.1 To specify how Council facilitates identification of properties in the Municipality by the use of logical established pattern of street numbering and in accordance with AS/NZ 4819:2003 Geographic Information - Rural and urban addressing.
- 1.2 In allocating street numbers, to consider the need to promptly establish the location of properties by drivers of emergency vehicles.
- 1.3 To review specific administrative procedures to ensure that owners and occupiers of properties and all relevant authorities are notified of newly allocated numbers.
- 1.4 To ensure that property developers are made aware of Council's policy requirements and proposed street numbers at the early stages of proposed developments.

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- 1.5 To implement the Local Government Act 1989 Section 5 to ensure that all premises display the correctly assigned street number and when needed allow Council to change the street numbers as required.

These objectives will be achieved by:

It is proposed that all street numbers be allocated in accordance with this policy which shall be applied in any of the following circumstances:

- 2.1 Creation of new allotments
- 2.2 Physical changes to existing allotments i.e. subdivision of land
- 2.3 Changes in the number of disposition of tenancies i.e. amalgamation of tenancies in/out of buildings.
- 2.4 Where a submission is received from any person, body or authority requesting a change to a property's number.
- 2.5 Where Council receives a submission for a planning or building permit for complex multi occupancy development such as apartments, multi use developments and multi level offices.

Street names will only be given to roads (right of way) that:

- (a) Are constructed to Council specifications and,
 - (b) Can carry emergency vehicles and service vehicles e.g. Garbage trucks.
- The above mentioned application for road naming, excludes common areas and lane ways.

Policy Guidelines

3.1 Procedures

To facilitate the allocation of street numbers, it is proposed the following procedures apply:

- 3.1.1 All applications for changes to existing property numbers shall be made in writing to the GIS Coordinator.
- 3.1.2 Allocation of property numbers is the responsibility of the Subdivision Approvals Coordinator or the GIS Coordinator depending on the nature of the application as stated in the Application guide (2) mentioned above
- 3.1.3 The Subdivision Approvals Coordinator and his/her constituents will be responsible for numbering all new land subdivisions and those applicable via the Subdivision Act 1988.

- 3.1.4 Where a proposed subdivision will result in a change of street numbering, advice of the proposed Council allocated numbers is to be included in the certification advice and a copy of such advice is to be forwarded to the owner of the property and/or applicant for the subdivision.
- 3.1.5 The GIS Coordinator and his/her constituents will be responsible for numbering properties as described in the Application guide 2.2 to 2.5 above.
- 3.1.6 When a new or changed street number have been allocated, advice shall be forwarded to the property owner, the occupier, all authorities specified in the Local Government Act 1989 as amended, and all Council departments having an interest in the numbering of properties.
- 3.1.7 Upon the receipt of a planning or building permit, Council's Planning and/or Building permit shall advise the applicant to check with Subdivision and/or GIS to verify all street numberings before commencement of any advertising for sale or lease.
- 3.1.8 In the instance where a building permit is received from an external building surveyor, the Building Department shall notify GIS and provide if possible, a digital copy of the building plan to allow GIS to facilitate the numbering of such building and/or tenancies within these buildings.
- 3.1.9 As per Council's General Municipal Law 2008 Part 10.2 "Property numbers to be displayed", must be adhered to at all times

3.2 Method of Application

- 3.2.1 In the case of extensions to the street, property numbers shall follow the existing pattern within the street, where possible.
- 3.2.2 The use of alphabetical prefixes shall be avoided in allocating street numbers, wherever possible. Alphabetical suffixes will only be used where there is no reasonable alternative and the property being numbered has a clear street abuttal with no common property.
- 3.2.3 The use of alphabetical prefix e.g. "A" is not to be allocated where a whole number is available.
- 3.2.4 For any other land use as described below the appropriate alpha suffix will be applicable:
- K – kiosks
- W – Council owned land
- Y – Yarra ValleyWater owned land

M – Melbourne Water owned land

E – reserved land for substation

R – Roads

V – Vic Track owned land

T – transportation purposes (i.e. land reserved for tram lines)

3.2.5 Dual occupancy (Post 1988 Subdivision Act)

Additional Occupancy on same lot

1. If there is an existing house numbered, then the new dwelling on the same land parcel will be allowed an alpha-numeric combination e.g. If the existing house number is 4, the new dwelling would be 4A.
2. If there is a common property (i.e. strata subdivision) the numbers will be units will be numbered to reference the primary address e.g. 1/4, 2/4.
3. If one or more dwellings are built directly behind an existing dwelling, whether or not there is a subdivision, then ALL dwellings shall be renumbered to reference the primary address e.g. front house was 4 shall be renumbered to 1/4 and new dwelling directly behind shall be 2/4.

Lots with double frontage (not corner lot)

Subdivision of a lot at the rear of the primary street address resulting in frontage to an access way which is not a designated street (e.g. right of way), the lot is to be numbered with either a unit number and/or suffix number to the primary street address.

Corner lots

All new lots created on existing corner sites shall be given an address to the more prominent road i.e. the front lot will retain the existing street number; the second lot must be given a street number of the street it is fronting.

- 3.2.6 Re-numbering of all or part of the street will be considered where there are multiple numbering problems and then only after consultation with the owners and occupiers affected.

3.2.7 Multiple Occupancy Properties

1. In cases of multiple occupancy properties i.e. single/multiple storey, each occupancy shall be allocated a separate identifying number which may be a street or a street and unit number.
2. Where the existing numbering pattern and the design of the development allows and where each occupancy has its own clear and substantial street abuttal, each

flat, lot or other occupancy may be given a separate street number to its street abuttal, except in the case of corner subdivisions where no number is available for the rear lot(s).

3. Where there are insufficient street numbers available, where occupancies do not each have their own clear and substantial street abuttal, or where the disposition of the occupancies precludes the arrangement referred to in 2 above, the individual occupancy shall be allocated a unit number relative to the original street number for the parent property. Where practical, the occupancy number shall coincide with the lot number on the plan of subdivisions

- 3.2.9 Property numbers for all new streets shall commence from the main feeder road leading to the new street with odd numbers commencing on the left, even numbers commencing on the right, unless this is in conflict with numbering patterns in surrounding streets.

Multilevel Level Complex Development

- 3.2.10 Multilevel complex approved via the Subdivision process or via a building permit, shall adopt the same addressing standards as outlined in AS/NZ 4819:2003.
- 3.2.11 For multilevel complex approved via the Subdivision process, the provision of the Form 8 is applicable.
- 3.2.12 For multilevel complex approved via the Building process, GIS will formally contact the developer/builder to notify the adopted street number registered by Council

Complex Single Story Development

- 3.2.13 Complex single story development approved by a planning and/or building permit shall be given the appropriate street numbers by GIS using the standards as set out in AS/NZ 4819:2003.
- 3.2.14 If the tenancies within the complex are set out in a sequential manner and follow the convention similar to those outlined in AS/NZ 4819:2003, then Council may adopt the tenancies numbering as the registered street numbering.

Postal Address Details

- 3.2.15 If a property is advised to have a direct mail service, then the property address as registered by Council will be the official mailing address of the property. No other address details shall be adopted.

Evidence of Error in Address Details

3.2.16 If evidence provided by an applicant, clearly indicates that Council has not taken due care to prevent wrong address details being used during the relevant planning and development phase of an application, Council will work with the applicant to amend Council documentations and relevant contact details when ever possible to reflect the correct address and such registered within Council's corporate database and that of the relevant utilities

Key linkages

- General Municipal Law No.1 2008
- Local Government Act 1989
- ASN/NZ 4819:2003 Street Addressing Legislation
- Subdivisions Act 1988