



# COUNCIL POLICY

## Property Numbering Policy

<b>Policy Number:</b>	PO035		
<b>Strategic Plan Objective</b>	Meet all legislative and compliance responsibilities		
<b>Policy Owner:</b>	Corporate & Community Services	<b>File Number:</b>	7.63.1
<b>Responsible Officer:</b>	Director Corporate & Community Services	<b>Minute Reference:</b>	145/2013 (10/07/2013)
<b>Date Adopted:</b>	10/07/2013	<b>Next Review Date:</b>	July 2018

### 1. POLICY OBJECTIVES

This policy provides guidelines for the numbering of properties within urban areas of the District Council of Yorke Peninsula to ensure consistency and clarity.

### 2. SCOPE

This policy applies to all properties on public and private streets or roads within the District Council of Yorke Peninsula.

### 3. DEFINITIONS

Street (for the purposes of this policy)	A public or private way or thoroughfare in a township, usually with a footpath or footpaths and typically with houses and/or buildings on one or both sides.
Road (for the purposes of this policy)	An area that is open to or used by the public and is developed for, or has as one of its main uses as the driving of motor vehicles

### 4. POLICY STATEMENT

#### 4.1 Numbering and re-numbering of premises

Council has acknowledged the need to have premises clearly identified so that emergency services, other service providers and the general public can easily locate premises and for the efficient delivery of mail in those areas of Council where a mail delivery is available.

It is Council's intention to have every property within urban areas of the Council district allocated a street number or number range. Such areas include public reserves, schools, buildings and all other fixtures and locations situated in urban areas.

This policy has been developed with reference to Section 220 of the Local Government Act 1999 and in line with Australian/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011.

The application of the Australian/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011 will be used for new street addressing, where

possible, as of the adopted date of this policy, however they are not intended to be retrospective.

Alterations required to existing numbering to address any anomalies will require consultation with affected property owners.

It is desirable that the least number of properties are impacted by any change of street address; however, Council may be required to make major changes to a particular street or road to ensure that all properties along the street receive a suitable street address.

Examples of this are, but not limited to:-

- Subdivisions of an existing allotment to create multiple allotments in townships where there has not been consideration given to the provision of street numbers many years ago.
- Where a road has previously been consecutively numbered on only one side of the road (i.e. 1,2,3,4 etc) and new development has taken place on the opposite side of the road and therefore the new development now requires allocation of a street addresses consistent with the Australian/New Zealand Standard for Rural and Urban Addressing AS/NZ4819:2011.

Council advises the Department of Planning, Transport and Infrastructure (DPTI) which is a division of the Land Services Group (through the LSG address notification mailbox [LSGRoad\\_AddressNotification@sa.gov.au](mailto:LSGRoad_AddressNotification@sa.gov.au)) of all new and amended street addresses.

This department makes this information available to the following agencies:- Lands Titles Office, Australia Post, SA Power Networks, SA Water, SAPOL, HealthSA, Telstra, DFEEST, Electoral Commission, CFS, MFS, SA Ambulance.

#### **4.2 Display of allocated street numbers**

Council's objective is to have all premises within the District Council of Yorke Peninsula, including residences, shops and other buildings, display adequate identifying numbers.

Under Section 220(6) of the Local Government Act 1999 an owner of the land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

Accordingly, it is suggested that for the benefit of others, including emergency services, that the street number be predominantly displayed on the property and be easily identifiable from a stationary vehicle located on the adjacent roadway. Any other number identifying the property should be removed to prevent any possible confusion.

### **5. COMPLAINTS**

Refer to the Director Corporate and Community Services

### **6. REVIEW**

This policy will be reviewed every five (5) years or as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

## 7. TRAINING

Council is committed to supporting employees in complying with this policy.

Training needs will be reviewed annually, during individual performance reviews and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

## 8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO057 Public Consultation Policy  
PO126 Street, Road and Public Place Naming Policy  
PO147 Complaints Policy

## 9. REFERENCES AND LEGISLATION

Local Government Act 1999  
Australian/New Zealand Standard rural and urban addressing AS/NZ 4819:2011

## 10. COUNCIL DELEGATION

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Corporate & Community Services

## 11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
House Numbering Policy	PO035	07/04/2003	08/06/2010