

Street Addressing Procedures

To facilitate the allocation of street numbers consistently, the following procedures apply. They have been based on your own councils Policy, which by the way you should all read and be familiar with.

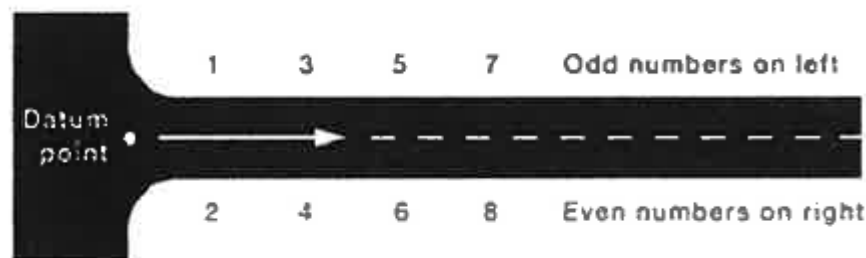
- All applications for changes to street numbers shall be made in writing to Council stating the reasons as to why it needs to be considered.
- The allocation of street numbers is by Council delegation to staff that will be responsible for the interpretation and application of this policy.
- Where a proposed subdivision results in a change of street numbering, advice of the proposed street numbers is to be forwarded to the owner of the property and/or the applicant for the subdivision.
- When new or changed street numbers have been allocated, advice will be forwarded to the property owner.

Further assistance will be provided to the property to assist them in notifying all relevant service providers of a change in street number.

- SA Water, Australia Post, Land Services and the Australian Electoral Commission are all notified by Council of the street numbering change.
- Council also provides assistance to property owners with the generation of a letter that can be presented to other service providers when updating details such as electricity, gas and telephone services.

Street Number Methodology

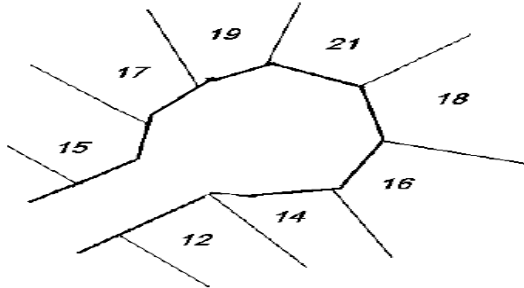
1. Street numbers are allocated on the basis of:
 - Commencing from the starting point, property addresses will be allocated with odd numbers on the left and even numbers on the right.



2. The starting point (Datum point) for address numbering should be at the commencement of the road from where access to that road is most common, or is planned to occur. For major roads, the datum point should commence at the capital city, major city or town end and should be consistent throughout the locality. However the existing application (system) that is at variance (different to new system) with this approach should take precedence (priority).

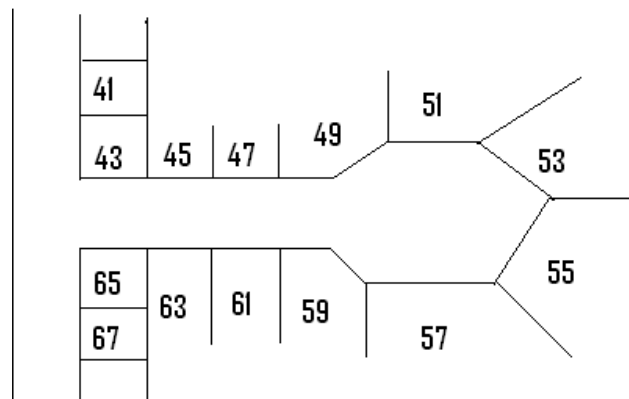
- Any new cul-de-sac developments will follow the example set out by the Urban Addressing Standard (see Fig.1 for example). Here the start point is the entrance to the road and odd numbers will be allocated to the left side, and even numbers to the right side of the road.

FIG.1 Example of standard to be adopted.



- If a cul-de-sac has the same name as the adjoining street, the numbering for that street will continue into the cul-de-sac, as in Fig. 2 However, such a practice should be avoided, and a separate street name shall be created for the cul de sac.

FIG.2 Example where cul-de-sac has same name as adjoining street.



Allocation of street numbers to properties having no street frontage

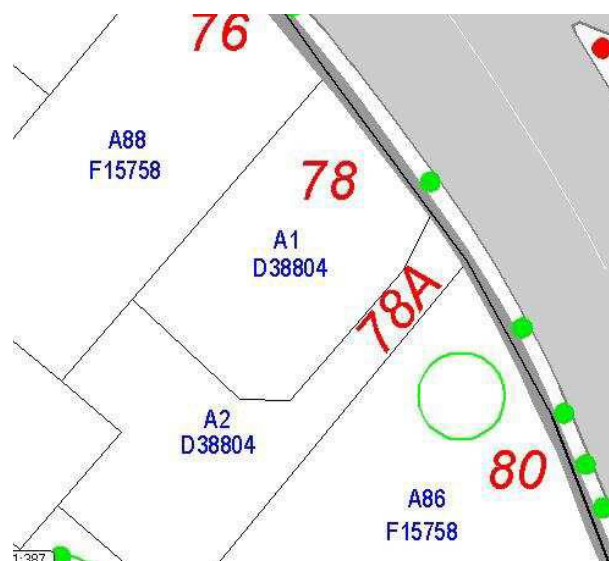
- Where a block of land fronting a street contains a number of buildings, some of which do not have a street frontage, where possible, the street number most applicable to the access to such buildings will be the street number applicable to the access to those buildings.
- In the case of units and flats in buildings having no street frontage or where there is not a separate street level access for each unit or flat, the address for the units or flats will be the flat/unit number followed by the street address of the most likely perceived access to the units or flats.
- Normal practice would be to allocate a street number in conjunction with the unit number, established by the Developer e.g. Unit 601/160 Fullarton Road.

- Numbering shall continue to ascend in the same direction as the numbers assigned in the street, or, where appropriate, from the front of the street towards the rear.

Use of Suffix

- Where it is necessary to adjust the existing street numbers to overcome anomalies or through re-subdivision, the method causing least inconvenience should generally be chosen. Adjustments occasioned by redevelopment should be dealt with as follows:
 - ✓ Where only one street number was previously allocated and multiple occupancy occurs, it may be sufficient to allocate a suffix to each of the new occupancies. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street. In Fig 3 below, the original street number for the one allotment was 78 Linden Avenue, Hazelwood Park. As a result of sub-division (original house allotment and a hammer head block), new numbering 78 (existing) and 78A Linden Avenue, Hazelwood Park is allocated. Where it is necessary to allocate 'A' numbers, wherever possible, the 'A' number should follow the primary number in the street numbering sequence (i.e. 78, 78A, 78B, 80: **not** 78A, 78B, 78, and 80).

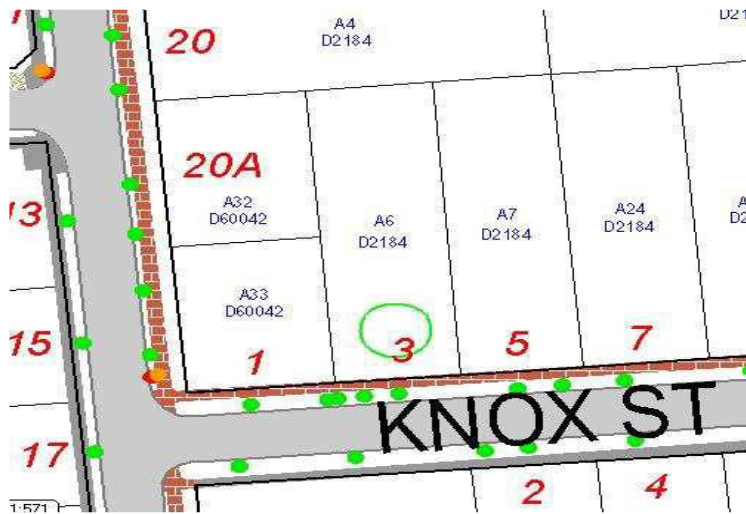
FIG. 3 Example



Corner allotments

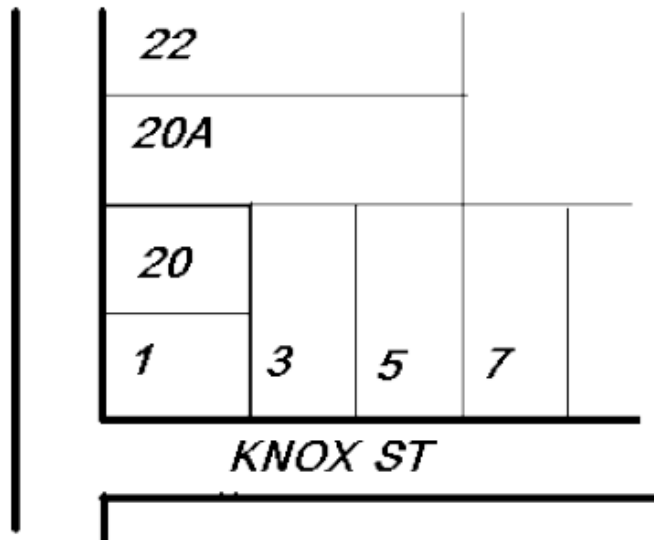
- New corner allotments will be issued with a street number on each street boundary, with the access point (e.g. front door) determining the principle street number.
- In FIG. 4 following, 1 Knox Street was subdivided into 2 allotments, 1 Knox Street and 20A North Street. This example applies to existing established properties.

FIG 4 Example



- Note, the example in FIG.4 is not ideal. It would be preferable to number 20A as 20, and the existing 20 as 20A, because the next number along the street is 22. However, this would cause disruption to the existing owner of 20 North Street. In a new development this could be achieved. See FIG.5 for this example.
- Where it can be avoided, suffixes shouldn't be allocated to subdivided properties that relate to a property number that was not involved in the subdivision. For instance, the above diagram allocated 20A North Street to a newly subdivided property. However, 20 North Street wasn't involved in the subdivision and this number allocation may cause mailing issues and disruption to the residents of number 20.

FIG 5



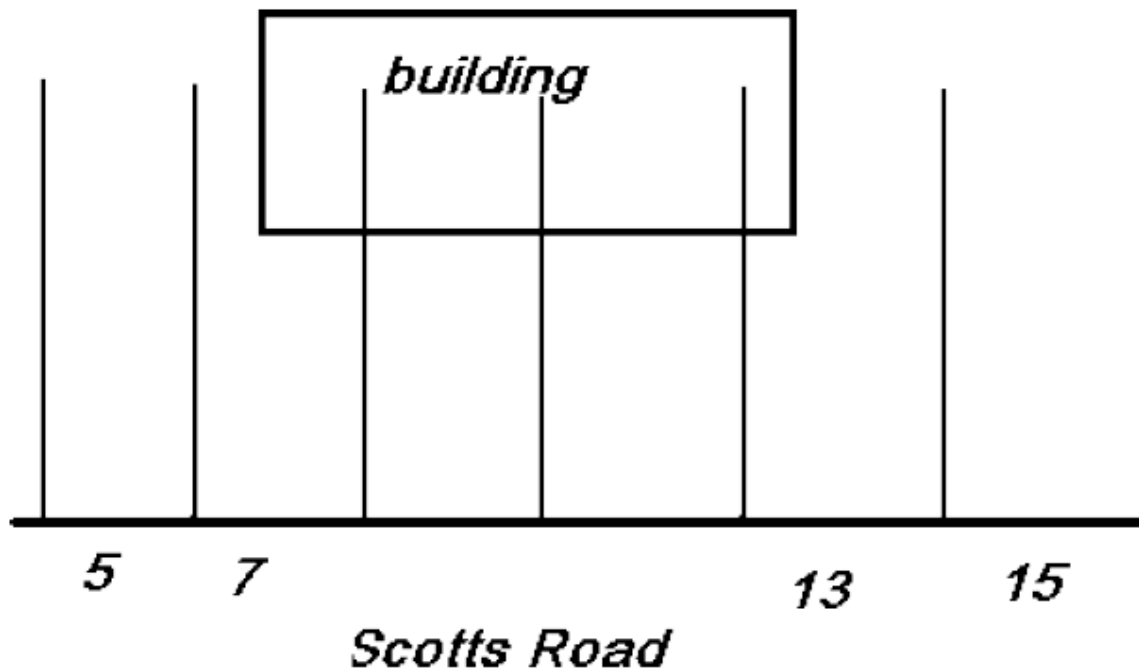
New and Incomplete sub-divisions

- Council will formally advise owners of a sub-division of the correct street numbers as soon as practicable upon issuing development approval.
- If, however, the sub-division is for land only, the Council may provide a land owner with notice of an indicative street number which is subject to change pending the approval of any development application for the construction of buildings on the land. If the number provided is an indicative number, this will be notified to the landowner.
- If a sub-division occurs in the middle of a section of what will eventually be a continuous street or the subdivision of an existing allotment into smaller parcels for a Torrens Title or Community Title development, an estimation should be made of the total number of allotments likely to be created along the entire street, before allocating numbers for the section subdivided.

Ranged addressing

- Where a large site, building or allotment occupies several lots or frontage greater than the standard street numbering module, a ranged address will be allocated to the allotment/s in common ownership (this will also aid if sub-division of the larger site occurs in the future).
- In Figure 6 below, the building may be addressed as;

FIG6



Display of Street Numbers

- The Council will encourage owners and occupiers to display in a prominent position at the front of the house or building on their land, the street number assigned to that house or building.
- The Council's preference is that the owners of vacant land display their street number, in particular in new sub-divisions. However, absent a formal request from the Council, the Council acknowledges that the display of an allocated number is at the owner/occupier's discretion.
- In any event, an owner/occupier must not adopt a number for a building or allotment (including by displaying a number on the land) that is inconsistent with the numbering system adopted by the Council. A failure to comply with this requirement is an offence under section 220(5) of the Local Government Act 1999 to which a penalty of \$2,500 applies.
- The Council may request a person to display the appropriate number for the owner's building or allotment. Any such request will be made in writing and where made, the owner of land must display the number in a form directed or approved by the Council.
- The owner shall be given 14 days' notice of a request to display and use the appropriate number.

The form of the display must have regard to;

- **Shape and size** – An address number signage shall consist of either a number plate or an edge-to-edge join of a series of single numeral plates. The address number specification (50mm X 90 mm) is the minimum required for a single numeral plate and may be enlarged if required. The numeral plate shall be rectangular, 50mm X 90mm, with the long axis vertical.
- **Colour** – Numbers should be readily legible, high contrast, reflective and easily distinguished both day and night from a moving vehicle. The preferred colours are the use of a nonreflectorised black lettering on a white reflectorized background. Brass or nickel-plated numbering is required as a minimum.
- **Numerals** – Numerals to be placed on the minimum size plate should be at least 75mm in height.
- **Materials** – The number sign should be constructed from aluminium sheet or from other material such as thermoplastic. The chosen material should be durable, UV stabilised, fire retardant and able to withstand extreme weather conditions. Supporting material and its method of fixing or adhesion should exceed the minimum durability and service life properties for the material making up the numerals and the numeral background.
- **Placement** – Number signs should be placed at address site entrances. For maximum visibility, number signs should be placed adjacent to a gate on the gatepost.
- Any failure to comply with the Council's request is an offence under section 220(6) of the *Local Government Act, 1999* – maximum penalty: \$750; Expiation fee: \$105.

Reimbursement of Costs

- Any costs incurred by an owner of a property in relation to a substitute number being assigned to a property for the purpose of a subdivision shall be borne by the owner.

Use of Incorrect Number

Where any person wilfully or maliciously substitutes a number that is different to the number assigned by the Council, as above, this is an offence. The person committing the offence shall be given seven clear days written notice to remove the incorrect number and to substitute the correct number at their own expense. The Council may also consider taking enforcement action against the person for an offence under section 220(5) of the Local Government Act 1999.

Request to Change a Street Number

- A request to change a street number must be lodged in writing and be addressed to:

Chief Executive Officer
Regional Council of Goyder
1 Market Square, Burra SA 5417

- The application must include an explanation of the reason for the request.
- The request will be considered in accordance with the provisions of this Policy. However, unless there is significant justification, the requirements of this Policy will prevail.
- Applications will be acknowledged in writing within 5 days of receipt, including advice to applicants about the expected timeframe for dealing with the matter. In most cases, applications will be considered within 21 days, although in some more complex circumstances it may take longer.