

Policy – Street Numbering



Objective

To provide a consistent and clear procedure for the street numbering of properties within the City.

Policy

Street numbering and addressing through the City is to be in accordance with the Policies and Standards for the Geographical Naming in Western Australia, section 2.1 from Landgate - <https://www0.landgate.wa.gov.au/maps-and-imagery/wa-geographic-names> (23 June 2020) or any superseding standard adopted.

The City's responsibilities include confirming street numbers for new subdivisions, and advising landowners, authorities and service providers of any changes to existing street numbers.

The following, which is based on the Australian/New Zealand Standard 'Geographic Information – Rural and Urban Addressing' AS/NZS 4819:2011, or any superseding standard adopted shall apply.

1. Scope and Application:

- 1.1 The City will assign urban and rural street numbers and may change them in accordance with –
 - a) the Street Numbering Local Law ;
 - b) the Policies and Standards for the Geographical Naming in Western Australia, section 2.1 from Landgate - <https://www0.landgate.wa.gov.au/maps-and-imagery/wa-geographic-names> (23 June 2020) or any superseding standards adopted; and
 - c) this Policy.
- 1.2 The property owner is required to display and maintain the number in a conspicuous place as viewed from the street prior to the property being first occupied.
- 1.4 A number painted on the kerb is permitted if clearly visible.
- 1.5 Where a number is not clear or is misleading, the City may bring this to the attention of the owner in accordance with the Local Law, and request that the owner complies with the Local Law.

2. Details of Street Number Allocation and Addressing:

- 2.1 The start point for street addressing is determined in accordance to the Start Point – Numbering system established in the Australian/New Zealand Standard.
- 2.2 A number is defined as a positive integer.
- 2.3 Numbering is to be consecutive with odds and evens on opposite sides of the street.
- 2.4 Odd numbers shall generally be allocated to the right and evens to the left commencing from the start point, where practical, as according to established local convention.
- 2.5 Each lot shall be allocated a number. In the case of a lot with two street frontages where the orientation of a building is yet to be determined, one number for each road frontage shall be allocated. In accordance with the Australian/New Zealand Standard, upon completion of the development, a primary address for one frontage shall be allocated, correlating to the primary frontage of the building, or driveway access, whichever is more appropriate. The unused number will be reserved in case of future use, and will not be reallocated to the adjoining property.
- 2.6 All lots (including new reserves) shall be allocated a number.
- 2.7 Where possible new road junctions shall be allocated a number.
- 2.8 If subdivision is to occur along a street in stages, an estimate will be made of the numbers to be included within any temporary gaps between developed areas. This estimate is based on the likely average frontage of future developments.
- 2.9 Numbers shall be allocated when survey plans are lodged with Landgate, upon Landgate's request.
- 2.10 Rural lots shall have street addresses allocated by the City once the access point is known.
- 2.11 Where one number is available yet more than one building requires numbering, developments will be allocated alphabetical suffixes (such as 'A'), and a single development will not exceed five of such suffixes. Where more than five (5) such allocations are required, they will be numeric prefixes (such as 1/71). Further requirement for street numbering for subdivided properties shall follow the Australian/New Zealand Standards and shall be allocated in a logical, sequential sequence.
- 2.12 An existing dwelling shall retain the number and a new dwelling shall be allocated a suffix if there is only one street number available. In battleaxe lots the front property shall retain the number and the rear be allocated a suffix.
- 2.13 Suffixes shall begin at A and not exceed E.

- 2.14 Numeric prefixes shall begin at 1.
- 2.15 Units shall be numbered in a clockwise or anti-clockwise direction, following the direction of the numbers allocated on the street.
- 2.16 Multi-level buildings shall be addressed in accordance with the sub-addressing numbering method for multi-level buildings as established by the Australian/New Zealand Standard.
- 2.17 Dwellings where the primary orientation is on to Public Open Space with access from a rear laneway shall be allocated an address that correlates to the rear laneway, with letterboxes oriented to the laneway.
- 2.18 Private roads may be numbered and shall be numbered as per this policy or in accordance with the Australian/New Zealand Standards.

3. Display of Street Numbers:

- 3.1 The minimum dimensions for each number on a residential letterbox shall be 50mm and 150mm for non-residential property and of construction and materials in accordance to the Australian/New Zealand Standard.
- 3.2 Where a lot has a rear laneway access for garages/carports, the street address will be the primary street frontage of the residence. Owners must display this number at the front of the residence and on the letterbox.
- 3.3 The City may specify the location of a letterbox and property number on a Detailed Area Plan/Local Development Plan and/or Structure Plan and/or development approval, particularly if variation to this policy is required.
- 3.4 When assessing and approving engineering drawings, the City's Technical Services Directorate may require the provision of letterboxes in uniform front fencing where appropriate.

4. Changes to Street Numbers and Addresses:

- 4.1 Requests to change a property number would require payment of application fee and provision of reasons. Considerations relating to numbers being preferred or not preferred on the basis of luck, religion, 'feng shui' or similar, or the effect on property values will not be considered.
- 4.2 Owners and occupiers of affected properties shall be consulted on proposals to change street numbers where required or appropriate.
- 4.3 Where a change to a street number is accepted, the City will notify the property owner, Landgate and:
 - Western Australian Electoral Commission
 - Telstra

- Alinta Gas
- Synergy
- Water Corporation
- St John Ambulance
- Department of Fire and Emergency Services
- Australia Post
- WA Police
- Western Power
- ATCO Gas

or any modification to the names of the abovementioned agencies

- 4.4 Informing all other agencies or organisations, business contacts, family, friends and acquaintances and amendments to business and personal stationary, of changes to the street address, is the responsibility of the owner/s. The City is unable to change personal details.
- 4.5 All costs associated with changes to street numbering shall be met by the applicant, ie. the property owner or developer. This includes the replacement or relocation of letterboxes, costs of new numbers, and amendments to numbers on buildings.
- 4.6 Costs regarded as consequential shall not be generally covered by the City. The City excludes any claim for consequential or special losses or any indirect loss to the extent permitted by Law, arising out of any act or omission by or on behalf of the City in relation to the addressing of a residence. Such damages, losses or costs include, but are not limited to, loss of profits, interest, income, market or utility.

Applicable legislation

Act	<i>s.2.7 Local Government Act 1995 – Role of Council</i>
Regulation	
Local law	Street Numbering Local Law 2010 Activities and Trading in Thoroughfares and Public Places Local Law
Related Policy	

Delegation of Power

Nil

Link to influencing strategies or plans

2.5.1 – Implement and administer the City’s Town Planning Scheme and Local Planning Strategy to deliver quality development outcomes.

Plans - <https://www.armadale.wa.gov.au/structure-plans>

Town Planning Scheme No. 4 and Local Planning Strategy-
<https://www.armadale.wa.gov.au/town-planning-scheme-and-local-planning-strategy#toc-1>

Link to procedure

Nil

Other implications

Financial/Budget Implications

Nil

Asset Management Implications

Nil

Environmental Implications

Nil

Occupational Safety and Health Implications

Nil

Administrative information

Adopted on	26 October 2020 (D68/10/20)
Reviewed or amended	
Responsible department	Planning Services