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**POLICY TITLE:**

**PROPERTY NUMBERING**

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**FOLDER NUMBER:**

F2007/00307

**POLICY OWNER / DIVISION:**

Planning and Compliance

**POLICY OWNER / BRANCH:**

Regulatory Services

**FUNCTION:**

Development

**RELEVANT LEGISLATION:**

Roads Act 1993  
Local Government Act 1993

**POLICY ADOPTION/AMENDMENT DATE:**

12 September 2018    **REPORT NUMBER:** PL24/18

**REVIEW YEAR:**

2021

**AMENDMENT HISTORY:**

3 August 2011            PLN44/11  
17 July 2013            PL69/13  
9 December 2015        PL101/15

**RELATED POLICIES:**

Nil

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**POLICY PURPOSE / OBJECTIVES:**

**PURPOSE**

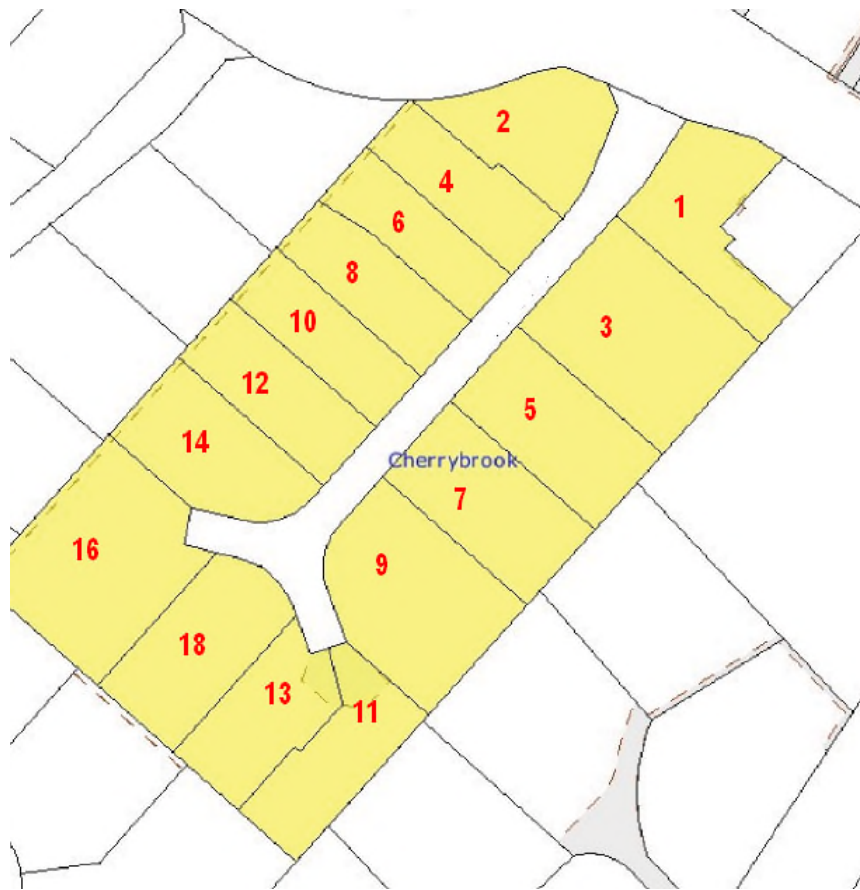
To provide guidelines for the numbering of properties within Hornsby Shire.

**OBJECTIVES**

1. To facilitate the identification of properties in the Hornsby Shire by using a system of street numbering that is consistent, clear, logical and unambiguous.
2. To assist drivers of emergency vehicles, Australia Post and the general public to establish the location of individual properties.
3. To be open and consistent regarding decisions concerning change of address.



8. The use of alphabetical prefixes is not permissible in allocating street numbers. Alphabetical suffixes will only be used where there is no reasonable alternative. An alphabetical suffix e.g. 'A' will not be allocated where a whole number is available.
9. Council will only consider altering an address of a property if there are difficulties associated with it's identification and location. If a corner property is allocated an address but the driveway and letterbox is facing the adjacent street, an application can be made to change to the alternate address. A site inspection will be carried out and administration fees will be applicable.
10. A wide range of cultures have an aversion to different numbers. If Council obliged requests for different property numbering based on cultural preferences, this would over time have an adverse impact on the legibility of property numbering throughout the Shire. Accordingly, Council will maintain a sequential numbering system where all numbers are used and not accede to requests for a change in street numbering based on race, superstition, creed, religious or cultural beliefs. Buyers should be aware that when purchasing a property, Council will not place any weight upon these types of considerations in determining any request to alter street numbering.
11. All costs associated with the change of address remain the responsibility of the owner. This includes the replacement and/or relocation of letterboxes, alterations to numbers on buildings, notifications to government agencies, business contacts, friends and acquaintances etc., as well as alterations to business and personal stationery.
12. To ensure efficient postal delivery, Australia Post delivery criteria must be met. Further enquiries may be made at Australia Post's Customer Contact Centre on 13 76 78 for recommended postal address and letterbox information.
13. All requests for altered street numbering must be in writing and signed by the owner(s).
14. In the case of a private accessway, odd numbers will commence on the left hand side, even numbers on the right. Any blocks at the end of the cul-de-sac would be addressed having regard to the driveway access, either on the right hand or left hand side of the block.



15. Unit Numbering (Strata Units)

- a) Unit numbers must correspond with the strata lot numbers, for example unit 1 would be lot 1 in a strata scheme. For example:

A block of units at 22 Smith Street, Hornsby;

Lot Number	Unit Number	Street Address
1	1	1/22 Smith Street Hornsby
2	2	2/22 Smith Street Hornsby
3	3	3/22 Smith Street Hornsby

- b) The authorised numbers are required to be displayed in a clear manner at or near the main entrance to each premise.
- c) No alpha prefixes, suffixes or letters in strata unit numbering will be accepted (ie. no unit B1 or 1B etc.).
- d) A schedule of the unit numbers and the corresponding strata numbers must accompany the application for a Strata Certificate when lodged with Council.
- e) Letter boxes must be provided in accordance with Australia Post's requirements. Details can be found at [www.auspost.com.au](http://www.auspost.com.au). A separate letterbox must be provided for the Body Corporate.