

POLICY REGISTER

POLICY TITLE: PROPERTY NUMBERING

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

POLICY PURPOSE / OBJECTIVES:

PURPOSE

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

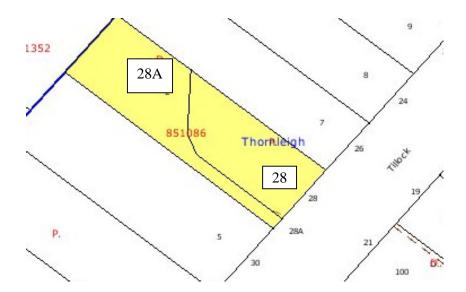
OBJECTIVES

- 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.

POLICY STATEMENT:

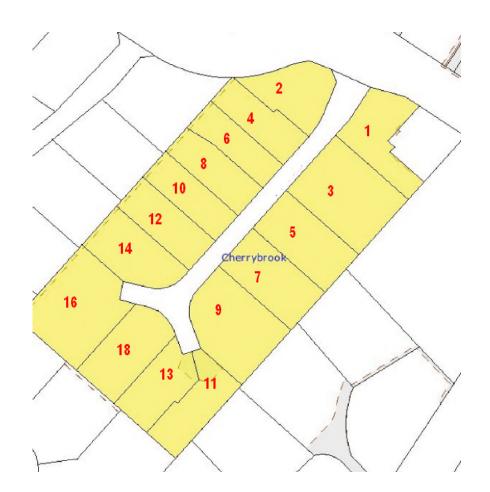
Councils have a responsibility to regulate the allocation of street address numbers. Street numbering is a regulatory function of Council under Section 162(1) Roads Act 1993. As the need arises, there is provision under Section 124 (Order No. 8) of the Local Government Act 1993, to order an owner or occupier of land to identify the premises with a marking that can be readily seen and understood from the road.

- 1. All properties in a street will be allocated a unique street number.
- 2. Numbering always starts at the beginning of the street.
- The beginning of the street is defined as that end of the street closest to a main road. If the street
 begins and ends at a main road, the beginning of the street will be that end closest to the Post Office
 responsible for delivering mail.
- 4. Standing at the beginning of the street, looking up the street, even numbers will be allocated along the right hand side of the street commencing at the number two. Odd numbers will commence at the number one and be allocated along the left hand side of the street.
- 5. Lots fronting two streets or corner lots should be allocated a number to both streets. The unused number will become an *alternate address*.
- 6. In a street with existing numbers, the new number should fit into the existing sequence.
- 7. In the case of a Torrens Title subdivision where there is no whole number available, the property will take the number from the parent property with the prefix 'A', 'B' etc. The general rule is the front property will retain the original number and the block accessed by the access handle has the 'A' etc. If the existing dwelling is on the rear parcel, a request can be submitted to retain the original number.



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- 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 <u>13 76 78</u> 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. A separate letterbox must be provided for the Body Corporate.

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