

PROPERTY ADDRESSING POLICY



Responsible Department: Corporate Services
Responsible Section: Property Services
Responsible Officer: Manager Property Services

Objective

The objective of this policy is to provide a clear and consistent understanding of property addressing across the Narrabri Shire Council Local Government Area (LGA).

Council now has an urban and rural addressing system to cover the LGA, with the following primary objectives:

- To provide a unique and identifiable address for each property within the LGA;
- To facilitate emergency vehicle response; and
- To provide for prompt and efficient responses from service providers.

Introduction

Urban Addressing

This numbering applies to properties within the limits of an urban address area. Every address within the boundary address area may be given a number or a number range. Such sites may include public reserves, schools, public buildings and any other fixtures.

Both developed and undeveloped properties should be provided with a number.

Rural Addressing

The allocated rural addressing number is determined in a logical sequence based on the distance of the property access from the road datum. Each number represents the distance (in metres), divided by 10 from the road's commencement point (the datum), and adjusted slightly to achieve odd numbers on the left-hand side and even numbers on the right-hand side of the road.

The rural address number will replace roadside mailbox numbers (RMB's), lot numbers and other numbering systems used in the past. If properties are identified by a property name, this name may still be used in conjunction with the rural address.

To ensure uniformity of the system throughout the LGA, Council provides standard number posts with the reflective rural address number adhered to both sides of the post.

Council does not permit the post to be moved once installed as they are based on a specific distance. As the Rural Addressing scheme is a national system, it would be considered a serious offence to alter any details regarding the scheme.

Policy

- Narrabri Shire Council will allocate every dwelling, or structure with an address to assist in the identification of that place for service delivery, emergency or otherwise;
- Narrabri Shire Council shall maintain a system of rural and urban addressing into the future;
- Council apply, as a condition of development consent to all new rural subdivisions, a requirement for the provision of property addresses in accordance to AS 4918:2011, including the payment of the appropriate fee for each new allotment created;
- Council apply, as a condition of consent for all new rural dwelling development applications, a requirement for the provision of a property address in accordance with AS 4918:2011, if one does not already exist and if not, include the payment of the appropriate fee;
- Council apply, as a condition of consent for all urban development applications and subdivision applications, a requirement for the provision of property addresses in accordance with AS 4918:2011;
- Requests for new Rural Addresses be committed through Council's 'Rural Address Application' form;
- Rural Addressing number posts shall meet Council's specification in terms of size, material, character and location. Reference should be made to the Rural Address Post Specification;
- In the case of easements, rights of way, crown roads or private vehicle accesses, rural address numbers shall be located at the junction of a public road so as to be visible from a public road;
- The fee for the provision of the Rural Address shall be in accordance with Council's adopted Scale of Fees and Charges; however, the fee will only be recovered if the address is for a feature established after 1 January 2009. Fees do not apply for urban addresses;
- For replacement posts required as a result of vandalism, theft, damage or otherwise, the landholder must make application for a new number post and pay the prescribed fee to Council, after which Council will install the replacement post;
- Changes to rural addresses as a result of realignments of roads or rail crossings, shall be included into the cost of the road alignment/rail project. These costs may include the identification of new property accesses, calculation and population of addresses, supply and installation of posts and notification to service providers such as:
 1. Landholders;
 2. Australia Post;
 3. NSW Lands and Property Information (LPI);
 4. Australian Electoral Commission;
 5. Telstra;
 6. Country Energy;
 7. Emergency Agencies:
 - Police;

- Ambulance;
- Fire;
- Rural Fire Service; and
- Local and District Management Committees.

References

- Australian and New Zealand Standard - Geographic information – Rural and urban addressing 4819:2011.

History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
286/2006	16 May 2006	Adopted
239/2009	19 May 2009	Reviewed
26/2012	21 February 2012	Reviewed
210/2013	2 April 2013	Reviewed
164/2017	15 August 2017	Reviewed