

URBAN AND RURAL STREET ADDRESSING POLICY

PURPOSE

To ensure the correct street addressing and clear identification of all properties within the Shire of Quairading and to outline the process and procedure of numbering and renumbering properties within the Shire of Quairading.

OBJECTIVE

The purpose of this Policy is to provide a transparent process for Shire of Quairading employees as well as the Quairading community to follow with regards to numbering a property, or requesting a property number to be changed. This Policy ensures that we are compliant with the *Local Government Act 1995*, Landgate addressing requirements and Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

POLICY

The Shire of Quairading is responsible for assigning a street number to all land throughout its municipal district to ensure unambiguous and easy identification of each lot.

That number, when used in conjunction with the other address components such as the road name and locality, needs to uniquely and clearly identify each address site and enable it to be easily located.

The address number is crucial in enabling an address site to be readily locatable by emergency service responders and service delivery providers.

Addresses are assigned using a lodged survey plan supplied to the Shire by Landgate. The addresses assigned by the Shire are shared with Landgate. This ensures Certificate of Title issued by Landgate contain the addresses assigned by Council.

In exceptional circumstances, the Shire may from time to time assign a new street number to a lot instead of what was previously assigned, including all lots in a street whether previously numbered or not.

Urban Street Addressing

1. Allocation of Street Address

- a. The main pedestrian access from a road to a building/dwelling (i.e., the front door) determines the correct street address.
- b. Each individual lot shall be allocated a street number prior to occupation and as early as practicable in the subdivision and development process. An address number may also be assigned to utility sites and reserves.
- c. A street number will be allocated dependent to where the main access point (driveway), letterbox and front door of the property are located.
- d. Street numbering shall be sequential, ranging from lowest to highest from the main access point of the road.
- e. The use of a building name as a street address is not permitted.

2. Identification of Street Address

In accordance with the Landgate guidelines and to meet the requirements of Emergency Service responders and other service providers, properties must:

- a. Have the front door or access to a property clearly identifiable and not obstructed by a garage door or other barrier.

- b. The owner or occupier of the subject property is to paint or affix and maintain the current number on a conspicuous and visible place on the front of a building on the property or on the fence, wall, or letterbox adjacent to the road fronting the property within 14 days after the property is first occupied. Numbers are to be clearly displayed and visible and legible from the road.
- c. The house number should be displayed on the letterbox. Letterbox requirements are as follows:
 - i. Must be located at the front boundary access to the property. It must be close to the main access point.
 - ii. The minimum dimensions for each number on a residential letterbox are 75 millimetres high.
 - iii. The minimum dimensions for each number on a non-residential property are 150 millimetres high.

3. Street Addressing for Subdivisions and Developments

The start point for street addressing is to commence from the start point of the subject road. The following methods are to be used to determine the start point:

- a. For roads between two other roads, the start point is to be at the intersection of the road of higher order, in relation to road hierarchy; and
- b. For roads of equal order, the start point is the closest to the General Post Office (GPO) Perth; and
- c. The start point for cul-de-sac is the entrance to the road.

4. Street Addressing Patterns

- a. Street addresses will be consecutive and where a street address has been allocated to a property, then that address must be used.
- b. Odd and even numbers cannot be used on the same side of a road.
- c. Odd numbers will generally be allocated to the left-hand side of a road, and even numbers to the right-hand side, commencing from the start point of the road.
- d. Every lot will be allocated a street address, including reserves, schools, public utilities, drainage reserves and the like. Usually, one street address will be allocated per lot, but if foreseen by the Shire and where possible, additional numbers will be set aside to allow for the development potential of the subject lot.
- e. Where a lot has two road frontages and the orientation of the dwelling/building has not yet been determined, then the subject property will be allocated a street address for both roads where possible. In accordance with the Australian/New Zealand Standard AS/NZS: 4819 20011, upon completion of the development, a primary address in one frontage shall be allocated. The unused number will be reserved in case of future use.
- f. All street addresses will be sequential, ranging from the lowest to the highest, for example 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and so on.
- g. If a new subdivision is being developed in stages and the first stage occurs in the middle portion of what will eventually be a continuous road of dwellings or buildings, an estimate will be made of the total number of lots likely to be created along the entire road. This will be aligned with the Residential Design Code provisions for density, and lot frontage widths for properties.
- h. Street addresses for subdivisions, amalgamations, survey strata and strata subdivisions will be allocated at the clearance/endorsement of documentation stage. In the case of amalgamations, the Shire of Quairading reserves the right to retain any street addresses not used, as it deems appropriate.

- i. Single houses and grouped dwellings may be required to share a street number.
- j. If a property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear and there is only one street number available, the existing dwelling/building will retain the original street number and the new dwelling/buildings will be allocated a suffix to the property street address in accordance with Clause 4.I below.
- k. If an existing lot is developed and split adjacent to the road into two or more separate lots with direct road frontage, the following provisions will be applied:
 - i. where available, whole street numbers will be allocated, and the allocated property numbers will follow the current street numbering pattern; or
 - ii. where there is only one street number available, the lot closest to the road starting point will retain the original street number and thereafter numbers with suffixes will run sequentially from that point.
- l. Where there is only one street number available, developments will be allocated suffixes, for example 1A, 1B, 1C and 1D. Where more than four (4) suffixes are required, they will be allocated with a numeric prefix, for example 1/17, 2/17, 3/17 and so on.
- m. Where there is a mixed-use development (as per the Residential Design Codes of Western Australia), standard street address rules apply.

Rural Road Numbering

Rural Road Numbering is the style of property addressing used for rural and semi-rural areas in Western Australia.

This numbering style was introduced to aid emergency services when responding to time-critical situations and service providers in locating rural and semi-rural properties more easily and efficiently. Residents are encouraged to apply for a rural road number if you own a rural property that is currently still using a lot number for addressing i.e. Lot 100 Rural Street.

Rural Road Numbering is a logically established method of numbering a property containing one or more habitable dwellings based on the distance from the start of a road, and usually a Rural Road Numbering plate is erected at the intersection of another road.

Allocation of a Rural Road Number

Allocation of a rural road number is carried out in a logical sequence and in accordance with Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'. The number is based on a distance from a starting point, usually a road intersection to the property entrance, with odd numbers on the left hand side and even numbers on the right hand side.

The number is equal to the number of metres along the road the property is located and divided by ten. As an example, if a property is 3270 meters from the beginning of the road then your RSA plate will display 327.

Properties that have two entries to separate buildings will be allocated a separate address. This is to ensure that Emergency Service can locate you as quickly as possible. One number may have been allocated for the homestead and another for the shearing shed if they are accessed separately.

Location of a Rural Road Numbering plate

A Rural Road Numbering plate must be mounted at the beginning of a relevant driveway of a rural property. The plate can be mounted by star picket, strainer box post or any other fixture, as long as the number can be clearly seen from the side of the road in either direction. If a property has more than 1 entrance, each entrance can have an individual Rural Road Numbering plate assigned.

Applying for a Rural Road Number

To apply for a Rural Road Number, the property owner can submit a written request to the Shire's Chief Executive Officer by email (shire@quairading.wa.gov.au) or post (i.e. PO Box 38, Quairading WA 6383). Only the property owner can apply for a rural road number.

Request to change a Rural Road Number or Urban Street Address

The Shire accepts change of property address applications in writing (with reasons) addressed to the Shire's Chief Executive Officer via email (shire@quairading.wa.gov.au) or post (i.e. PO Box 38, Quairading WA 6383), however, it must be noted the Shire will only consider changing a property address if there is a valid reason for the request, such as:

- a. Problems with mail or service delivery;
- b. Difficulties locating a property;
- c. If the main access point for an urban property located on a street corner is located on the opposite street frontage to the address currently in use.

Should a change of property address application be successful, the resident can't choose the number allocated to their property. The numbering must still adhere to the numbering standards.

The Shire will not consider changing a property address for the following reasons:

- a. The number is considered "unlucky";
- b. Religious reasons;
- c. To improve the "feng shui" of the property;
- d. Personal preferences;
- e. The number is not good for business;
- f. The property is difficult to sell; **or**
- g. The number/address "devalues" the property.

An unused street number which has been set aside for a corner lot will not be re-allocated to the adjoining other property as this number may be required for future purposes.

Council will only consider re-allocating other unused street numbers if the adjacent property cannot be further developed.

If an owner requests a change of address and it is accepted, the Shire will notify Landgate, Australia Post, all key essential service providers (i.e. Water Corporation, Western Power, Telstra etc.), the State and Federal Electoral Commissions, the Police, St John Ambulance and the Department of Fire and Emergency Services to update their property information records.

Any costs associated with a change of street address remain the responsibility of the property owner. This may include:

- a. The replacement and/or relocation of letterboxes;
- b. Cost of new numbers;
- c. Alteration to numbers on buildings;
- d. Replacing/removing painted kerb side numbers; and/or
- e. Notifications to other Government agencies, business and personal contacts.

Costs regarded as consequential will not be covered by the Shire. The Shire 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 Shire in relation to the addressing of any property. Such damages, losses or costs include, but are not limited to, loss of profits, interest, income, market or utility.

