

Policy

Addressing – rural and urban

Version 1.3

Adopted by Council at its meeting on 16 June 2022

Division:
Section:
File Reference:
Historical Reference:

Engineering
Legal Services
Council Policies/Protocols/Procedures
See Version Control

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1. Policy objective

To ensure that there is a comprehensive rural and urban addressing system within the Tweed Shire area which provides users with an easy-to-use reference source that contains information on all aspects of addressing.

Provision of clear and unambiguous addressing information to Council, land owners and visitors to assist them in the location of properties within the Tweed local government area.

This policy is also provided to assist with the compliance of regulations for plan lodgement at NSW Land Registry Services (LRS) which states that deposited plans (including Community Plans) must show the street address where available for each new lot in a plan under clause 60 of the *Surveying and Spatial Information Regulation 2017*.

In accordance with Australian Standard 4819:2011 - Rural and Urban addressing, Council is the addressing authority or agency responsible for assigning addresses.

In accordance with the *Roads Act 1993* (NSW) section 162(1) - "A Roads Authority may name and number all public roads for which it is the roads authority."

1.1. Definitions

Address (rural or urban): The conventional means of describing, labelling or identifying an address site.

Complex Site: Generally large sites comprising multiple owners, tenants or access points and facility address points.

Cul-de-sac: A road closed at one end.

Datum Point: The commencement point for any sequence of address numbering used on any public or private road. Synonymous with "start point".

NSW Addressing Database: A central database containing geocoded rural and urban addressing and mapping for the state of NSW, compiled and maintained by NSW Department of Customer Service, Spatial Services Division.

Principal Address: The primary or officially recognised rural or urban address allocated and applied by Council.

Road Deviation after Addressing: Deviations that are created after addressing has been completed will require the re-addressing of affected properties.

Rural Address Number: A number derived from the distance between a datum point and a property access point.

Secondary Address: An additional address provided by Council where a primary address site contains more than one location requiring an address. Examples include apartment blocks or dual occupancy house sites. Also known as a sub address.

Alternative Address: An additional address provided by Council where a primary address site has more than one access point, examples include corner blocks or properties with a separate access lane.

2. Policy

2.1 Rural addressing

Rural addressing applies to properties lying outside the limits of an urban numbering system.

Allocation of rural address numbers is carried out in a logical sequence based on the distance of the property access point (driveway) from the nominated start of the road (Datum Point).

Where a property has a road frontage but no access point, a rural address number may be assigned to a point on the boundary fronting the road.

Rural numbers are calculated by dividing the distance in metres from the datum point by 10 and rounding to a whole number, with odd numbers being allocated to the left hand side of the road and even numbers being allocated to the right hand side of the road. For example a property located

4,592 metres from the datum point and located on the left hand side of the road will have a number of 459.

Number Signs

Number signs are used to confirm the arrival at a nominated address.

All rural numbers should be placed at the property entrance attached either to a mail box, gate post or other permanent structure. The sign should be at least one metre above the ground and directly facing the road. Number signs should not be placed on a gate.

Property parcel identifiers known as Lot numbers will not be recognised by Council as a rural street address.

2.2 Urban addressing

Urban addressing applies to properties within the limits of an urban address area. Urban addressing consists of simple or complex addresses.

A simple address includes detached houses or locations with no buildings.

A complex address includes locations with multiple addresses such as units, flats, duplexes, shopping centres, caravan parks, industrial sites and the like.

The numbering starting point is the position on a road determined to be the point from which urban numbering commences. The following applies to the numbering start point for different road types;

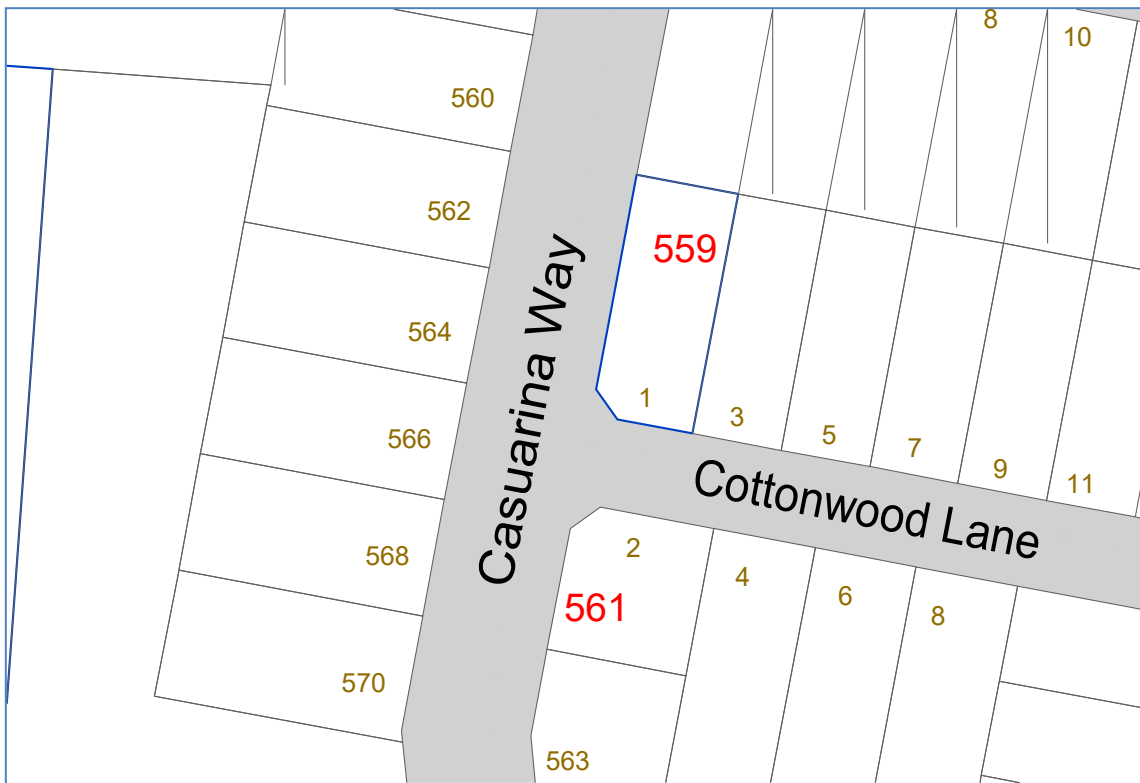
- a. Road running between two other roads - the start point may be at the end of the road of greater importance.
- b. Minor road running between several roads of equal importance - the start point may be at either end of the road. It shall be applied consistently to parallel roads.
- c. Cul-de-sac - the start point shall be at the entrance to the road.
- d. Loop road starting and ending at the same road - the start point may be at either end of the road.

As with Rural numbering even numbers are allocated to the right hand side of the road and uneven numbers are allocated to the left hand side of the road. Numbering start points should take into account unconstructed stages of planned developments.

Corner address sites

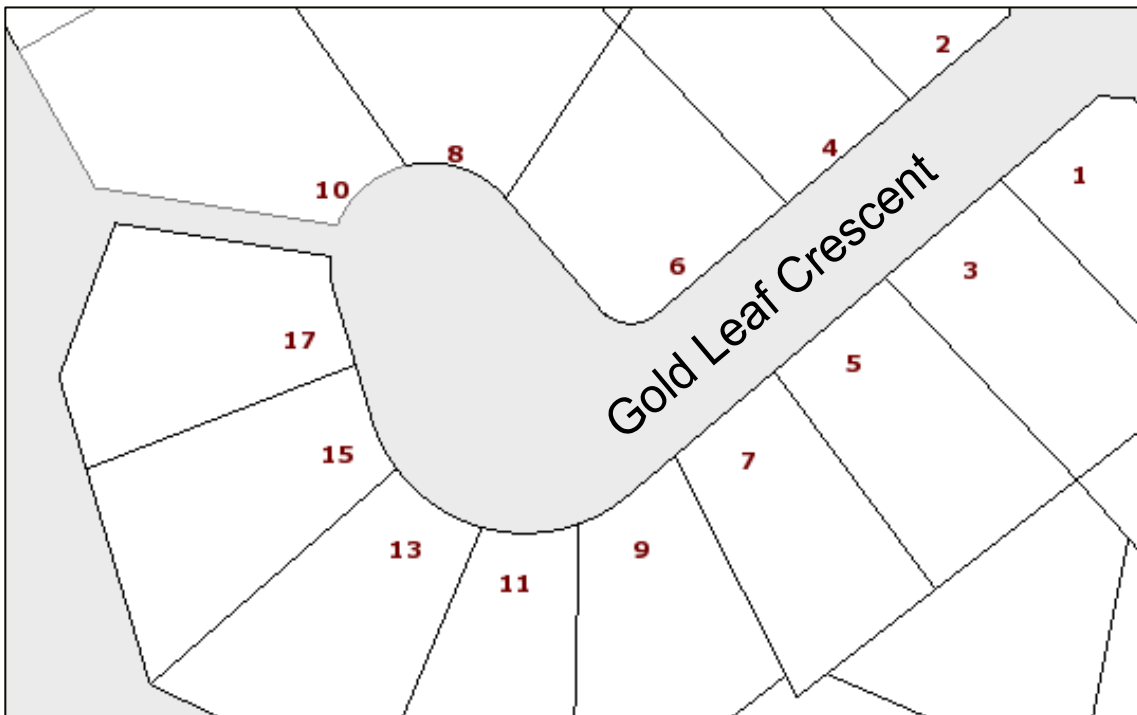
A corner is classified as the intersection of two distinct roads. Numbers shall be reserved for both frontages of corner address sites. The primary address to one frontage shall be allocated upon completion of the site development. The alternative number is reserved in case of future subdivision of the property.

The diagram below shows the parcels on the corner of Casuarina Way and Cottonwood Lane. They have been given a primary address to Cottonwood Lane and an alternative addresses to Casuarina Way.



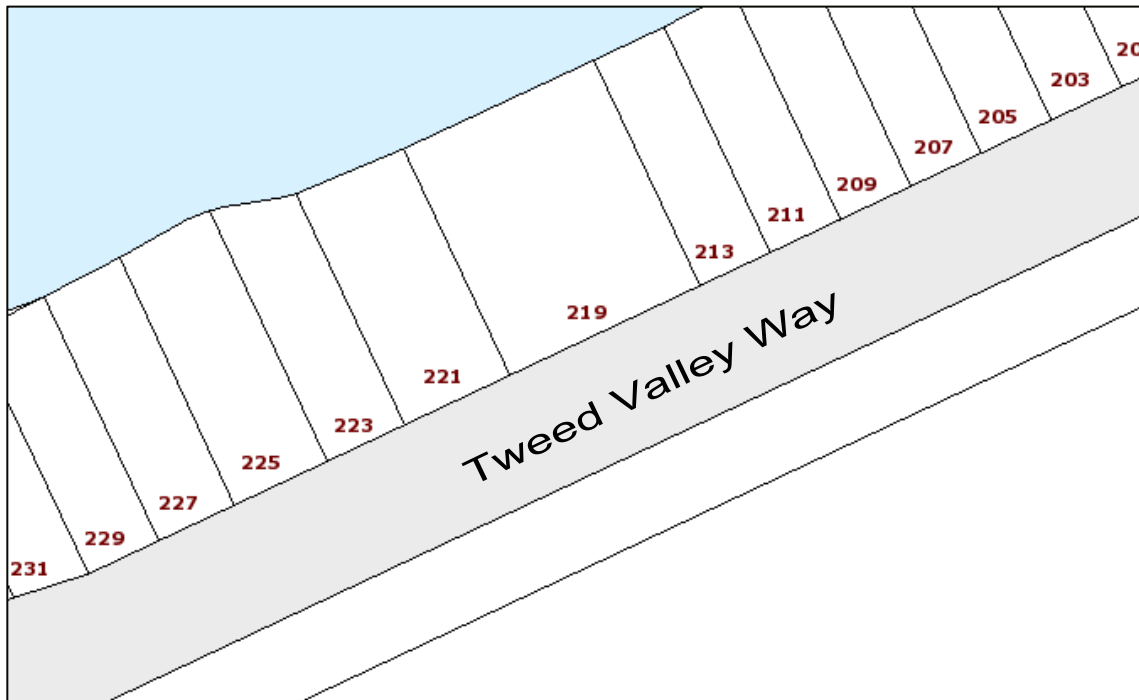
Cul-de-sacs

Neither odd nor even numbers should face each other in a cul-de-sac.
The correct format for numbering a cul-de-sac is shown below:



Larger address sites

Additional urban address numbers, based on the frontage allowed for normal house blocks or properties, should be allocated or reserved for larger sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.



Urban street signage

A letterbox should be located on the front boundary of the property and clearly show the allocated urban street number. Large reflective numbers are recommended. For flood prone streets Council also recommends large reflective house numbers to be placed on the house above 1:500 flood levels to aid in flood rescue.

Property parcel identifiers known as Lot numbers will not be recognised by Council as an urban street address.

Number signs

Number signs are used to confirm the arrival at a nominated address.

All rural numbers should be placed at the property entrance attached either to a mail box, gate post or other permanent structure. The sign should be at least one metre above the ground and directly facing the road. Number signs should not be placed on a gate.

Property parcel identifiers known as Lot numbers will not be recognised by Council as a rural street address.

2.3 Allocation of addresses in a new subdivision

A property developer/surveyor is required as of 1 September 2012 to provide a table of addresses for each new parcel in a plan of subdivision. Addressing for such parcels must be approved by Council prior to registration of the plan of subdivision and shall comply with this policy and Australian Standard 4819:20011 Rural and Urban addressing.

2.4 Renumbering existing developments

Occasionally it may be necessary to adjust or modify existing address numbers. Council reserves the right to direct owners to change the address of a property where the existing numbering is inappropriate, ambiguous or confusing.

In these cases, the addresses will be updated on the NSW Address Database and Council will notify affected property owners as well as the relevant authorities. These include NSW Spatial Services, Australian Electoral Commission, Australia Post, Telstra, NBN, Essential Energy and the emergency services.

The following procedure should be implemented when renumbering a large number of properties.

1. The owners and/or residents of the properties affected are to be contacted in writing noting the proposal to change the street numbering and provided with the opportunity to comment on the proposal.
2. An advertisement is to be placed on Tweed Shire Council's website and in a local paper calling for written submissions to the proposal from the public.
3. The following emergency services and service providers will be notified of the proposal to adjust or modify existing address numbers requesting written submissions to the proposal:

Fire and Rescue
NSW
NSW Police Force
NSW Ambulance
NSW Spatial Services
Australia Post
Transport for NSW
Tweed District Rescue Squad – VRA Rescue NSW
State Emergency Services
NSW Rural Fire Service

4. A report will be provided to Council outlining the necessity for renumbering, providing any written submissions received to the proposal.
5. Upon resolution of Council to adopt/decline the renumbering of a street written notification shall be provided to the owners/residents of the properties affected along with the aforementioned emergency services and service providers.

It is the responsibility of the property owners to notify all other utility providers, agencies or organisations of the change of address details. Any costs associated with a change of street address will remain the responsibility of the land owner/occupier.

Start normal text for Policy.

3. Related legislation

In accordance with Australian Standard 4819:2011 - Rural and Urban addressing. Council is the addressing authority or agency responsible for assigning addresses.

"2.2.2 (b) and 3.2.2 (b) - Local Governments shall maintain responsibility for addressing and support address numbering integrity by applying the requirements of this Standard consistently and to the extent approved by the local government."

In accordance with the *Roads Act 1993* (NSW) section 162(1) - "A Roads Authority may name and number all public roads for which it is the roads authority."

4. Compliance

Not applicable.

5. Forms

Not applicable.

6. Review period

This policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or changes in circumstances.

7. Useful links

[Tweed Shire Council website](#)

[NSW Government Geographical Names Board](#)

8. Version control

Version #	Summary of changes made	Date changes made
1.0	Adopted by Council.	18/04/2013
1.2	Updated and adopted by Council and incorporated into new policy template.	16/06/2022
1.3	Incorporated into new policy template.	04/10/2022