



# STREET ADDRESSING COUNCIL POLICY

## POLICY STATEMENT

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This Policy defines the standards and procedures for the assignment and amendment of street numbering within the City of Bunbury

## POLICY SCOPE

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This policy applies to employees of the City of Bunbury.

## POLICY DETAILS

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Any requests for the assignment, renumbering or amendment of street addresses within the City of Bunbury will be considered in accordance with the *Australian / New Zealand Standard 4819:2011 – Rural and Urban Addressing*.

## POLICY PROCEDURE

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### 1. Determining the Street Address

The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road. This is in accordance with Landgate guidelines and to meet the requirements of Emergency Service responders, Australia Post and other service provider requirements.

### 2. Street Addressing for Subdivisions and Developments

- a) 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:
  - i. for roads between two other roads, the start point is to be at the intersection adjoining the road of greater importance;
  - ii. for roads of equal importance, the start point is the end closest to the GPO Bunbury;
  - iii. the start point for cul-de-sacs is the entrance to the road; and
  - iv. the start point of loop roads is at the end adjoining the road of greater importance.
- b) Street Addressing Patterns
  - i. Street numbers will be consecutive and where a street number has been allocated to a property, then that number must be used.
  - ii. Odd and even numbers cannot be used on the same side of a street.

- iii. Odd numbers will be allocated to the left hand side of a street, and even numbers will be allocated on the right hand side, commencing from the start point. Cul-de-sacs will be numbered in the same way to the head of the cul-de-sac.
  - iv. Every lot will be allocated a street number. Normally one street number will be allocated per lot, but if possible, extra numbers will be set aside to allow for the development potential of a lot.
  - v. Where a lot has two street 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. Upon completion of the development, a primary address in one frontage shall be allocated, and the unused number will be reserved in case of future use.
  - vi. 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.
  - vii. If a new subdivision is being developed in stages and if the first portion occurs in the middle section of what will eventually be a continuous road, 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.
- c) Street numbers for subdivisions/amalgamations and vacant strata surveys will be allocated at the Clearance of Conditions stage. Surveyors, developers, owners and the WA Planning Commission will be advised of the new street address at this stage.
  - d) Single houses and grouped dwellings may be required to share a street number.
  - e) If a property containing an existing dwelling/building is redeveloped with an additional dwelling/building at the rear and where there is only one street number available, the front dwelling/building will retain the original street number and the new dwelling/building will be allocated the suffix 'A' (e.g. 17A). Two new dwellings/buildings will be numbered with suffixes (e.g. 17A and 17B respectively).
  - f) Where there is more than one dwelling/building being constructed on a property and where they have individual street frontages, the allocated street numbers will follow the current street numbering pattern and where possible individual street numbers will be allocated. However, if there is a lack of spare street numbers they will be allocated numbers with suffixes (e.g. 5, 7, 7A, 9).
  - g) Where there is only one street number, developments of up to four units will be numbered with suffixes (e.g. 17A to 17D). More than four dwellings/buildings will be numbered with a numeric prefix (eg.1/9, 2/9...8/9).

### **3. Changing Street Address**

- a) The City of Bunbury will only consider altering the address of a property if there are difficulties associated with its identification.
- b) The City of Bunbury cannot accede to requests for a change in street address in the following circumstances:
  - i. a dislike of the number;
  - ii. superstition;

- iii. religious reasons;
  - iv. personal preference;
  - v. to improve the “feng shui” of the property;
  - vi. where the number is considered ‘not good for business’;
  - vii. where the property is considered difficult to sell;
  - viii. where the number is considered to devalue the property; and/or
  - ix. any other reason contrary to this policy and the like.
- c) An unused street number which has been set aside for a corner lot cannot be re-allocated to the adjoining property as this number may be required for future purposes.
- d) The City will only consider re-allocating other unused street numbers if the adjacent property cannot be further developed.
- e) The City will consult with affected owners where a change in street address is being considered.
- f) Council will consider all requests where objections to the proposal are received from affected owners.

#### **4. Notification**

- a) Where a change of street address is approved, the City will notify any affected owners and the relevant Government Agencies.
- b) All costs associated with the change of street address notifications remain the responsibility of the property owner/developer. This includes the replacement and/or relocation of letterboxes, costs of new numbers, alterations to numbers on buildings, replacing/removing painted kerb side numbers, and notifications to other agencies, business contacts, friends and acquaintances as well as alterations to business and personal stationery.

## **COMPLIANCE REQUIREMENTS**

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### **LEGISLATION**

- *Local Government Act 1995*

### **INDUSTRY**

- *Australian / New Zealand Standard 4819:2011 – Rural and Urban Addressing*
- *Landgate Manual for Addressing Urban Property in WA*

### **ORGANISATIONAL**

- *City of Bunbury Private Property Local Law 2003*

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