



# Gladstone Regional Council

## Council Policy

Title	<b>URBAN AND RURAL ROAD ADDRESSING</b>
Policy Number	<b>P-2017-09</b>
Responsible Directorate	<b>CORPORATE AND COMMUNITY SERVICES</b>
Responsible Officer	<b>GIS COORDINATOR</b>
Date of Adoption	<b>7 MARCH 2017</b>
Resolution Number	<b>G/17/2994</b>
Date Review Due	<b>7 MARCH 2020</b>

### 1.0 PURPOSE:

The purpose of this Policy is to provide a road address numbering system in a consistent manner that will assist motorists, emergency services, mail providers and others to locate properties easily within the Gladstone Regional Council Local Government Region.

### 2.0 SCOPE:

Urban and Rural properties within the Gladstone Regional Council area.

### 3.0 RELATED LEGISLATION:

Australian/New Zealand Standard - Rural and Urban Addressing - AS/NZS 4819:2011

### 4.0 RELATED DOCUMENTS:

Nil

### 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **"Authorised Person"** means employees of Gladstone Regional Council's Geographic Information System Unit.

## 6.0 POLICY STATEMENT:

### 6.1 Guidelines

Road numbers will progress from the start of the street increasing with even numbers to the right and odd numbers on the left.

For corner allotments (allotments with two different street frontages) two numbers are to be allocated, one for each street. However, once a building is erected the Authorised Person is to issue a directive as to the official number to be used, the other number is to remain for possible future subdivision.

Alpha numeric extensions may only be used when an infill subdivision warrants it and the alternative of renumbering is unacceptable or unwarranted. The first lot in the street numbering progression is to receive a number without an alpha numeric extension, the second lot an "A" extension, the third lot "B" and so on.

Land locked parcels (no street frontage) are to be issued an alpha numeric extension where suitable.

Where separate buildings are located on the one parcel, these are to be treated as units in most cases.

Multiple tenancies in the one building are not to receive separate numbers, unit numbers will be issued.

Where there is an incomplete development, the Authorised Person shall provide a bulk allocation of numbers based on increments of 20m (standard frontage) to the land not yet configured and they will be used for the new development.

Where allotments are amalgamated (merged) into one allotment, the previously allocated numbers are to remain. However, depending on the type of development one number can be allocated based on the location of the main entrance.

Where a circumstance is encountered not covered by this policy the Australian and New Zealand Standard 4819:2011 should be referred to as it forms the basis of this policy.

Locality names used in addresses are to be the official gazettal locality names.

#### 6.1.1 Urban Location

- The numbering is to commence at the most common or main entry into the street or traffic route.
- In the case of loops and circuit roads, numbering should progressively increase in the clockwise direction.
- Cul-de-sac numbering should progressively increase so that odd and even numbers meet at the top of the court head (i.e. odd numbers should never continue onto the even side and vice versa).
- Units / Flats should be numbered with numbers that correspond to the lot numbers on the survey plans.

### **6.1.2 Rural Location**

- The street numbering is to be based on increments of 20m from the nominated start (datum) point of the road. At each increment an odd number is to be allocated to the left and even to the right. The property will adopt the number where the access point to the property is.
- One number only will be assigned to each property. If there is more than one access to the property the main access point shall be nominated by the owner.
- Only approved rural address marker posts and numbers are to be installed.
- Rural addressing is officially recognised by the Australian Electoral Commission, Emergency Services and in nominated areas, Australia Post. As such rural addressing must comply with the Australian Standard.

### **6.2 Supply of Rural Numbers**

Council will supply the numbers free of charge for the residents use. However, the resident must supply the star picket on which the rural address will be placed. Replacement numbers will also be supplied free to owners.

All rural properties having a dwelling are to be issued with a rural address upon request.

Rural address numbers will be provided to new sites as they are developed, and to appropriate existing sites not having a dwelling, upon request, provided there is an established driveway/entrance.

### **6.3 Display of Address**

#### **6.3.1 Urban numbers**

Urban numbers are to be displayed in a prominent and visible location from the street and positioned on the street the address refers to.

Gladstone Regional Council does not support the marking of street address numbers on kerbs, however Council provides permission for a property owner or occupier to mark on the kerb the property number, provided the marking is neat and legible, and on the understanding that the Council will not replace the number when kerbs are replaced or damaged.

General guide to Street Kerb Numbering are as follows:

- Black numbers painted on white background;
- The background should be approximately 300mm x 120mm rectangle;
- The numbers should be approximately 100mm and applied using a stencil;
- The numbers should be painted about 600mm from the Driveway in the direction of the house; and
- Council accepts no responsibility for the maintenance or replacement of the kerbside numbers in the event that the numbers are damaged, faded or when the kerb is replaced.

Please note that kerbside numbering is seen as an addition to the house number being displayed on the façade or letterbox. It cannot be used as an alternative means of property numbering.

### **6.3.2 Rural numbers**

Rural numbers are to be displayed on a star picket driven into the ground adjacent to the main property driveway / turnout or access point onto the road and in a position which does not obstruct services or traffic.

### **6.4 Renumbering**

Where practical, renumbering should be avoided. However, under some circumstances, Council at its discretion may, in consultation with residents, renumber sections of or an entire length of road.

Should Council rename a road for a particular purpose and that renaming requires the allocation of a new street address to a property, Council will:

1. Provide a letter to the affected residents and property owner confirming the new address for evidential use with third parties;
2. Provide a new street number plaque of similar style and type to the existing number plaque displayed;
3. Install a new rural address marker post with the new street address numbers attached;
4. Notify the change of address on behalf of the resident and property owner unless requested not to:
  - Council Rates Section;
  - Australia Post;
  - Australian Electoral Commission;
  - Relevant Power Utilities;
  - Relevant Telecommunication providers;
  - Relevant Gas Companies;
  - Queensland Department of Transport.

Council will also notify the change of address on behalf of the resident and property owner to other relevant Government Agencies if the contact details of those departments are provided by the resident or property owner.

Council will not send a notice of change of address to financial Institutions, insurance agencies, subscription services (magazines etc), sporting bodies and other sources that Council consider to be private contacts.

Should the street numbers shown on an existing commercially available styled letter box be unable to be removed, Council will replace the existing letter box with one of similar style and size that is commercially available.

Should the street numbers shown on an existing non commercially available letter box or monument be unable to be removed, Council will require the structure to be removed or the numbers obscured in such a way that the correct address numbers can be displayed without confusion.

Should the letter box be required to be removed, removal will be at Council's expense and it will be replaced with a commercially available letterbox.

Council will provide a selection of commercially available letterbox designs for the residents and property owners to choose from.

**6.5 Notification**

Council will notify the owner/occupier of properties allocated rural or urban addresses.

For rural addresses, Council will issue a letter advising:

- The rural address number;
- Road name;
- Locality name; and
- Where the sign is to be placed.

For urban addresses, notification will be done at time of purchase through the rates search.

**7.0 ATTACHMENTS:**

Nil

**8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

<b>TABLE OF AMENDMENTS</b>		
Originally Adopted	2 December 2008	08/781 (Was formerly Policy P-3.06.02)
Amendment 1	18 March 2014	G/14/1926
Amendment 2	7 March 2017	g/17/2994 (formerly P-2013/31)
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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**MARK HOLMES**  
**ACTING CHIEF EXECUTIVE OFFICER**