

Street Numbering Policy

Reference Number:	CR23/16408
Type:	Council Policy
Responsibility:	Director of City Corporate
Responsible Officer (s):	Manager Financial Services
Initial Adopted Date:	Council 23 May 2023
Last Review Date:	New Policy
Next Review Date:	
Legislation:	Local Government Act 1999 Australia/New Zealand Standard (AS/NZS 4819:2011)
Related Documents:	

1 Purpose

The Street Numbering Policy (the "Policy") has been developed to define the method for the numbering of premises and allotments within the City of Prospect Council District. The clear and consistent identification of properties, in line with the 2011 Australian / New Zealand Standard for Geographic Information – Rural and Urban Addressing (AS/NZS 4819:2011), is important to ensure all individuals and service providers can easily locate properties by their unique street address.

2 Scope

- 2.1 This Policy will ensure numbering of premises within the City of Prospect is consistent to enable clear identification of premises where numbering is provided.
- 2.2 This Policy applies to all existing and proposed premises in the City of Prospect.

3 Legislative and Corporate Requirements

- 3.1 The Street Numbering Policy is to be read and implemented in conjunction with:
 - 3.1.1 Local Government Act 1999 – Section 220
 - 3.1.2 Australia/New Zealand Standard (AS 4819:2011)

4 Background

- 4.1 This Policy has been developed pursuant to Section 220 of the Local Government Act 1999 and in line with the AS/NZS 4819:2011.
- 4.2 The Council acknowledges that some historic developments within the City of Prospect may not be conform with the AS/NZS 4819:2011. These properties may be address if future development occurs.

5 Application of Policy

- 5.1 Numbering for all new roads will be based on the requirements of AS/NZS 4819:2011. Some board numbering principles are included in Appendix 1.
- 5.2 It may be necessary for Council to adjust or to modify existing street numbers where development or redevelopment occurs in an established area or where historic anomalies exist.
- 5.3 In this situation, Council will notify all relevant authorities (all listed in clause 6.10) and give public notice of the resolution adopting, altering or substituting a numbering system for a particular road, in accordance with section 220 of the Local Government Act 1999.
- 5.4 Use of Incorrect Numbering
 - 5.4.1 Where an owner of land substitutes a number that is different to the number assigned by the Council, the owner shall be given 14 business days written notice to remove the wrong number and to substitute the correct number at their own expense.
 - 5.4.2 It is an offence under the Local Government Act 1999 for an owner of land to adopt a number for a building or allotment that is inconsistent with the numbering Policy adopted by the Council – refer to the Local Government Act 1999 section 220(6) for applicable penalties.
- 5.5 Request to Change a Street Number
 - 5.5.1 A request to change a street number must be lodged, with a detailed explanation of the reasons, in writing addressed to:

Chief Executive Officer
City of Prospect
PO Box 171
PROSPECT SA 5082

6 Review

- 6.1 The Policy will be reviewed once per Council term or as required by legislation.

7 Access to the Policy

- 7.1 The Policy is available for public inspection on Council's website www.prospect.sa.gov.au and from Customer Service at the Payinthe, 128 Prospect Road, Prospect SA 5082.

8 Further Information

- 8.1 For further information about this Policy please contact:

City of Prospect
128 Prospect Road
Prospect SA 5082
Ph 08 8269 5355
Email admin@prospect.sa.gov.au

Appendix 1 – Guiding Principles

Numbering of Premises

Street Numbering shall be sequential, starting at 1 or 2 and increasing along the street in ascending order, with each side of the street ascending with either odd or even numbers.

Number ranges are not permitted as part of an address. A selected number within the range should be used, while the other numbers should be reserved for future assignment.

Where only one street number was previously allocated and multiple occupancy occurs i.e. sub-division, alpha suffixes will be assigned to each of the new premises.

- Only an existing dwelling will retain its original base number provided it remains in sequential order. All new premises shall be assigned Alpha suffixes
- Alpha suffixes shall ascend in the same direction as the numerical numbering of the street.

Numbering of Units/Apartments

Units that share common property should use unit numbering beginning at 1.

Unit numbers should be assigned according to:

- the main access to the site and in the same direction as the numerical numbering of the street, or
- from the front of the street towards the rear.

Numbering of Multi-Level Apartment Buildings

Address numbers in multi-level apartment buildings shall be made up of three parts:

- 1 The leading part shall consist of one or more alphanumeric characters and shall represent the level (except for the Ground Floor)
- 2 The second shall consist of two digits which shall represent the apartment number on that level
- 3 The third shall represent the street number

For example:

- Basement = B01/27
- Ground floor = 1/27, 2/27
- Level 1 = 101/27, 102/27, 103/27
- Level 2 = 201/27, 202/27, 203/27

Apartment numbering will be assigned in ascending order clockwise from the closest front door to the left of the elevator (i.e. hotel style numbering)