

## **1. Introduction**

The City is responsible for assigning a street number to each lot in a street, in accordance with Australian Standard AS/NZS 4819:2011 (Rural and Urban Addressing) to ensure unambiguous and easy identification of each individual 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 readily located.

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

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

The City will refer to Australian Standard *AS/NZS 4819:2011* as required.

## **2. Policy Objective**

The objective of this Planning Policy is to ensure street addresses are clearly and logically applied to enable the correct street addressing of all properties within the City and to ensure that all properties can be identified as easily and quickly as possible.

## **3. Policy Statement**

### **3.1 Correct Street Address**

#### **3.1.1 Allocation of Street Address**

- (a) 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.
- (b) A street number will be allocated dependent to where the main access point (driveway), letterbox and front door of the property are located.
- (c) Street numbering shall be sequential, ranging from lowest to highest from the main access point of the road.
- (d) The use of a building name as a street address is not permitted.

### **3.2 Identification of Street Address**

- (a) As required by Landgate (Western Australian Land Information Authority) and the Department of Fire and Emergency Services (Western Australia) and other service providers, identification of a street address shall be as follows;
  - (i) The letterbox shall be located on the front boundary of the property on the street to which the property is addressed;

- (ii) The letterbox shall be close to the main pedestrian access point (i.e. front door) with the street number clearly displayed; and
- (iii) Properties without a letterbox shall have the street number clearly visible from the road.

**3.3 Location of Street Address**

- (a) The street number of the property shall not be placed or displayed in such a location as to cause confusion or be misleading;
- (b) An occupier shall not adopt, use or display a street number other than that number assigned by the Local Government; and
- (c) Where the location of a street number causes confusion or is misleading, or an unauthorised street number is being used or displayed, the Local Government or an authorised person may serve notice in writing to the owner or occupier of the land to amend the number as assigned by the Local Government.

**3.4 Numbering**

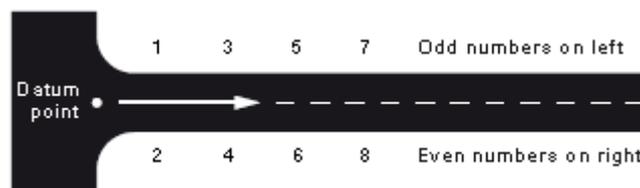
**3.4.1 Start Point for Numbering**

- (a) Street numbering commences at the “start point” of the road. The start point is determined at the commencement of the road from where access to that road is most common, or is planned to occur.

**3.4.2 Numbering Patterns**

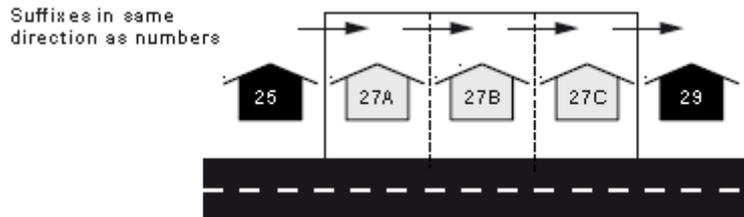
- (a) Numbers shall be consecutive and where a street number has been allocated to a property, that number must be used.
- (b) Odd and even numbers cannot be used on the same side of a street.

Primary address sites on the left side of the road shall be numbered from ‘1’ at the starting point and increase sequentially by odd numbers. Primary address sites on the right side of the road shall be numbered from ‘2’ at the starting point and increase sequentially using even numbers, as shown in the figure below.

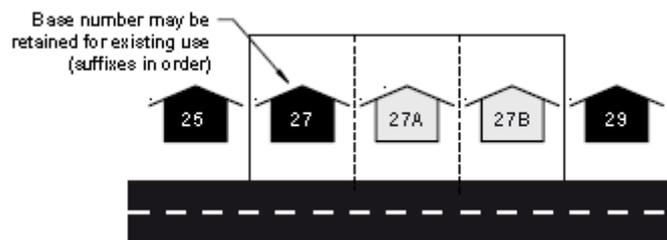


- (c) Where there are no address numbers available for an address site due to existing allocations, alpha suffixes shall be assigned. Alpha suffixes shall start at A and be assigned incrementally and not extend beyond D.

The physical order of suffixes should be in the same direction as the numbering of address on the road, as shown in the figure below.



An address site that is already using the base number on its own may retain the number provided it is in order, as shown in the figure below.



- (d) In determining the flow of numbers, attention will be paid to road design and other traffic movement devices. All numbering shall be sequential ranging from the lowest to the highest.
- (e) An address number range (e.g. 22-28) is not permitted to be assigned as an address number.

### 3.4.3 Allocation of Numbers

- (a) Every property will be allocated a street number.
- (b) With the exception of corner lots, as defined in Section 3.4.4 (b), one street number will be allocated per property.

### 3.4.4 Corner Lots

- (a) A single dwelling on a corner lot that is address to Street 'A' and is redeveloped to Street 'B' will be allocated an address to Street 'B'.
- (b) In the case of an undeveloped lot with two street frontages, the lot will have a street number allocated for both streets. The City will initially allocate the lot a street number adjacent to the boundary with the smaller frontage. Should the lot subsequently be developed with a property's main access point facing the opposite boundary, the address allocated to that street frontage will then be applied.
- (c) The letterbox for corner properties shall be located at a point on the property boundary near to the main pedestrian access to the front door displaying the street number assigned by the Local Government.

**3.4.5 New Subdivisions and Grouped Dwellings**

- (a) The strata lot number does not determine the street address of a property.
- (b) Grouped dwellings and new subdivisions may be required to share a street number (e.g. 3 and 3A or 1/15, 2/15 etc).
- (c) If a lot containing an existing building is redeveloped with an additional building to the rear, and where there is no extra allocated numbering available, the front building will retain the original street number and the new building will be allocated the suffix 'A' (e.g. 5A).

New dwellings will be numbered with suffixes (e.g. two new dwellings would be numbered with the front 5A and the rear 5B).

- (d) Where there is more than one dwelling being constructed on a property, each with individual street frontage, the allocated street numbers will follow the current street numbering pattern.

Where possible, individual street numbers will be allocated, however, if insufficient street numbers are available they will be allocated numbers with suffixes.

- (e) Where there is only one street number, new developments of up to four units will be numbered with suffixes (e.g. 5A-5D). Developments with more than four dwellings will be numbered with a numeric prefix (e.g. 1/9, 2/9...9/9 etc).
- (f) If a new subdivision is being developed in stages, and the first portion occurs in the middle section of what will be a continuous road, an estimate will be made out by using the approved Structure Plan and WAPC Approved Plan of Subdivision.

**4. Change of Street Address**

- (a) The City may amend the address of a property if there are difficulties associated with its identification (i.e. if the main access point for a corner property is located on the opposite street frontage to the address in use).
- (b) Requests to change a property street address must be submitted in writing (with reasons) to the City's Planning Services.
- (c) The City does not accept requests for a change of street address based on any of the following reasons:-
  - (i) The number is considered unlucky;
  - (ii) Religious reasons;
  - (iii) To improve the feng shui of the property;
  - (iv) Personal preferences;
  - (v) The number is not good for business;
  - (vi) The property is difficult to sell; and
  - (vii) The number/address is perceived to devalue the property.

- (d) An unused street number which has been set aside for a corner property will not be re-allocated to the adjoining property as this number is reserved for possible future development purposes.
- (e) The City may only consider re-allocating other unused street numbers if the adjacent property cannot be further developed.
- (f) Requests for a change of street address which comply with this Policy and do not affect any other properties may be considered by the City.

**5. Advice to Owners/Applicants**

- (a) If an owners request for a change of address is accepted, the City will notify Landgate and Australia Post to update their property information records.
- (b) Any costs associated with a change of street address remain the responsibility of the owner.

This may include:-

- (i) The replacement and/or relocation of letterboxes;
- (ii) Cost of new numbers;
- (iii) Alteration to numbers on buildings;
- (iv) Replacing/removing painted kerb side numbers;
- (v) Notifications to other Government agencies and business and personal contacts.

**6. Adoption**

This Planning Procedure was endorsed by the Director, Planning and Development Services 10 March 2020.