

Street Numbering Policy

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1. TITLE

Street Numbering Policy

2. OBJECTIVE

To:

- 2.1 ensure accurate and logical street number allocations for all properties (new, existing or redevelopments) in compliance with the ‘*Australian/New Zealand “Rural and Urban Addressing Standards (4819:2011)*’; and
- 2.2 provide guidance for a consistent approach to property identification in order to minimise risk and confusion and to ensure the safety of the community.

3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Base Street number	All parcels of land are to record a base property number. (<i>Commonly referred, within this policy, as a ‘street number’. Within the Standards, referred to as a ‘primary’ number</i>)
Dual Occupancy	Used when there are two or more occupancies noted on one parcel of land with a single title
Lot	Used to denote the specific land area noted on a plan, as recorded by Land Use Victoria
Occupancy/ tenancy	Used to denote an occupancy within an existing building (including residential, commercial or mixed-use occupancy)
Plan of subdivision	A plan that depicts a break-up of a piece of land, showing parcels of land, <i>commonly referred to as lots</i> , that can be sold separately, with individual titles for each lot. <i>‘Subdivision’ is used generically within this policy to indicate all plan types, including LP, TP, SP, RP, CA.</i>
“Standards”	An abbreviation to reference the <i>“Rural and Urban Addressing Standards (4819:2011)”</i>
Street	An officially named thoroughfare (<i>‘Street’ is used within this policy to indicate all road types</i>)
Sub Addressing: Prefix Street number Suffix Street number	Sub-addressing refers to the use of a prefix (e.g. 1/12 and 2/12) or a suffix (e.g. 12A and 12B) address to the base street number. In some instances, a combination of suffixes and prefixes may be used (e.g. an address of 1/12A) All new developments may have a standalone number and an additional prefix or suffix as determined by Council.

4. POLICY

- 4.1 Council will determine the street number for all properties (new, existing or redevelopments) within the municipality.
- 4.2 Council, as the responsible authority for street numbering, must ensure that addressing is clear, logical and as accurate as possible.
- 4.3 Glen Eira City council will comply with the “Rural and Urban Addressing Standards (AS/NZS 4819:2011)” as the main reference to assign street numbering allocations.

4.4 POLICY SCOPE

This policy applies to all new and existing properties (including mixed use occupancies) within the municipality and will apply to:

- 4.4.1 new allotments created on a plan of subdivision;
- 4.4.2 physical changes to existing allotments; including dual occupancies
- 4.4.3 new occupancies constructed on an existing parcel of land, and where Council identifies that a property number is required to change;
- 4.4.4 existing allotments, occupancies or tenancies - when alterations to existing buildings impact occupancy and usage;
- 4.4.5 consolidation of properties, occupancies or lots (including vacant land lots);
- 4.4.6 alterations to addresses as a result from a submission from a property owner or regulatory authority to review an existing street address; and
- 4.4.7 any existing properties - as determined by Council - where a review and risk assessment of existing numbering is identified.

4.5 METHODOLOGY

The following methodology is applied where a street numbering allocation or amendment is required or requested for any new and existing properties:

- 4.5.1 Property address numbers will be assigned according to the main point of access to the property (i.e. main access point being the frontage / front door access point).
- 4.5.2 All properties must be allocated their own unique street number identifier.
- 4.5.3 Each number shall be unique, logical and sequential. Sequential numbering is determined based upon existing addressing within the street.
- 4.5.4 Council is required to allocate street addressing as part of a proposed plan of subdivision (including where there are existing and new dwellings to be constructed) and in referencing building plans submitted to Council which denote the frontage of each new dwelling/occupancy.
- 4.5.5 A street number noted on building or architectural plans (for a plan of subdivision or a dual occupancy construction) are considered indicative and are not to be considered as official Council address points. Council will assign addressing upon request or upon referral of a building or subdivision permit.
- 4.5.6 Council may enforce the use of sub-addressing as determined by the main access points (frontage/front door access point).

- 4.5.7 Alpha suffixes may be used where unique address numbers are not available, particularly in the instance of corner block addressing.
- 4.5.8 In the instance of a corner block development, Council will determine the relevant address points based upon the street frontage of each lot / dwelling as defined on the plans submitted to and endorsed by Council.
- 4.5.9 Where applicable, neighbouring properties will be advised if a base street number will have a suffix applied to an adjacent property.
- 4.5.10 In most instances, Council does not re-use the existing street number. It may be used at the discretion of the Delegated officer in conjunction with the applicable Standards.
- 4.5.11 A lot number is not to be treated as a street number, if it does not comply with the Standards.
- 4.5.12 Council may allocate street numbers upon notification of change in occupancy/ownership (where a risk is identified and determined by Council).
- 4.5.13 Where practicable, Council reserves the right to retain/reserve address numbers for a site with a wide frontage, where there is potential for future development or in a street with limited street addressing options.
- 4.5.14 A property owner has the responsibility of displaying the Council-approved street addressing, in conjunction with Community Local Law clause 71.
- 4.5.15 Council has the authority to direct owners to remove, alter and assign (or re-assign) addressing on the frontage of a property for the purposes of property identification.
- 4.5.16 Where a property requires street numbering and access to the property is via an unnamed road (based upon access points), Council will refer to the relevant Legislation, Standards and Delegated staff for advice.
- 4.5.17 Council's application of street address allocations has no bearing on valuation discussions.
- 4.5.18 Council will not assign street numbers based on personal preference or for any reason that does not comply with the Standards.

4.6 DECISION GUIDELINES

- 4.6.1 Where a decision has been determined against relevant Standards and Glen Eira Council procedures, Council will provide a formal written response.
- 4.6.2 Once Council has made a final determination, there is no further recourse, objections or exemptions permitted and compliance is expected.

4.7 COMPLIANCE

- 4.7.1 Where Council has provided information and guidance to a property owner regarding the requirement to have that property marked with the allocated street number in accordance with clause 71 of Council's Community Local Law (of sufficient size, in such a position, made of such material or kept in such state so it is readable under all normal lighting conditions from the road immediately adjacent to the front boundary of the property) and the owner has not complied with the obligations of Council's notifications, a referral will be made to Council's Civic Compliance Unit.
- 4.7.2 An investigation will then be undertaken by the relevant Authorised Officer in accordance with clause 71 of Council's Community Local Law.
- 4.7.3 If the property owner is in breach of Council's Local Law a *Notice to Comply* and/or an infringement notice may be issued for non-compliance.

5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

6. ASSOCIATED INTERNAL DOCUMENTS

Street numbering procedures

7. EXTERNAL REFERENCES/RESOURCES

- Australian/New Zealand "Rural & Urban Addressing Standards (AS/NZS 4819:2011)"
- "Naming Places in Victoria: Statutory requirements for naming roads, features and localities 2016" (Vic)
- Local Government Act 1989 (Vic)
- Glen Eira Council Community Local Law clause 71
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Subdivision Act 1988