Rural and Urban Addressing

Keywords: Rural, Urban, Addressing

Strategic Plan:	*N/A*
Classification:	*Corporate Services*
First Issued/Approved:	*June 2011*
Review Frequency:	*Every four years or when required*
Last Reviewed:	*April 2024*
Next Review Due:	*April 2028*
Responsible Officer(s):	*Assets, GIS and Rates Officer*
Council File Reference:	*Council Policies (P)*
Applicable Legislation:	*Local Government Act 1999 – Section 220,* *AS/NZS 4819:2011 (incorporating amendments)*
Relevant Policies:	*Supersedes: House Numbering Policy*
Related Procedures:	*N/A*
Delegations:	*CEO*

1. Purpose

This document sets out the Policy of the Berri Barmera Council for the application of rural and urban addressing within the Council area.

2. Definitions

Council	means Berri Barmera Council
Council area	means a municipality, district Council or Council area
The Act	means the *Local Government Act 1999*
Rural Addressing	Pursuant to Section 220 of the *Local Government Act 1999* & the Australian/New Zealand Standard 4819:2011, the numbering of rural properties in the Council area
Urban Addressing	Pursuant to Section 220 of the *Local Government Act 1999* & the Australian/New Zealand Standard 4819:2011, the numbering of urban (in town) properties in the Council area

3. Principles

This policy has been developed in accordance with Section 220 of the *Local Government Act 1999* and with the Australian/New Zealand 4819:2011 – Rural and Urban Addressing Standards to:

3.1. Rural Properties

To ensure consistent rural property addressing signage, both with installation and maintenance within the Berri Barmera Council area by:

- Ensuring that all new residences acquire the correct rural property address.
- Encouraging consistent signage to assist emergency, postal and other services where the number clearly equates to the distance along the road.
- Setting minimum standards for the installation of rural property addressing Signage.
- Clearly defining responsibility for the installation and replacement of rural property addressing signage.

3.2. Urban Street Numbering

- Define the method of the numbering of premises and allotments within the urban area
- To be consistent in the application of urban numbers
- To follow the guidelines as set out in the Local Government Act 1999 and the AS/NZ Standards.

4. Policy Statement

4.1. Rural Property Addressing

Pursuant to Section 220 of the Local Government Act 1999 An owner of land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

All property owners are responsible for their roadside number and ensuring that it is clearly visible in both directions for oncoming traffic.

4.1.2 New rural residences

At the request from the property owner(s) Council will request a Rural Property Address (RPA) from the Department for Transport and Infrastructure, notifying the property owner of their RPA number.

A sign will be ordered from a preferred contractor and the RPA will be installed.

4.1.3 Replacement sign

If Council receives a request for installation of an additional or a replacement sign, a fee will be charged for the supply of the sign.

The additional or replacement request for an RPA, will be installed by the owner of the land at the direction of Council staff or a fee may be charged if the property owner requests Council install the sign.

The Fee for a new RPA sign is specified in the Fees and Charges.

4.1.4 Format of sign

The correct format for the signs is as follows:

- signs to be double sided and reflective;
- sign to be installed pointing to the road so it is facing both directions of traffic;
- mounted at top of a standard black star dropper steel post;
- to be installed to a height of 1.0m at top of post;
- to be installed adjacent to the property access as follows;
    - council owned roads: On, or as close as possible, to the property boundary;

- department for Transport and Infrastructure owned roads: Where practicable, no closer than 1.5m to the edge of the shoulder, or guide post alignment, or grader wind row whichever is the further from the road.

4.1.5 Advise Relevant Parties of Rural Address

Council will provide written notice (e.g. by email) of Council's decision on allocated rural addressing to all relevant parties, including:

- Valuer-General (see s219(3)(a) of the Act)
- The owner of the property
- SA Power Networks
- Google maps

4.1.6 For Further Information

For further information about the procedure and options available in relation the Rural Numbering of properties, please contact the Assets & GIS Officer, Berri Barmera Council, PO Box 229, Berri SA 5343, Telephone (08) 8582 1922, Email bbc@bbc.sa.gov.au

4.2. Urban Street Numbering

4.2.1. Method of Numbering

The method used for numbering within the Berri Barmera Council urban areas is as follows;

- Address numbering shall be sequential, ranging from lowest to highest.
- Address numbers shall be positive integers (no zero, preceding zero, fractions or decimals).
- A primary address number shall not include preceding alphabetical characters.
- Primary address sites on the left-hand side of the road shall be numbered from '1' at the entrance point and increase sequentially using 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.

4.2.2. Start Point – Numbering

The numbering start point is the position on a road determined to be the point from which urban numbering commences. The numbering start point shall apply to all types of addresses. The following applies to the numbering start point for different types of roads:

- Road running between two other roads: The start point may be at the end adjoining the road of greater importance. Consistent application of the start point within a locality shall take precedence.
- Minor road running between several roads of equal importance: The start point may be at the nearest end to the Town Centre. It shall be applied consistently to parallel roads.
- Cul-de-sac: The start point shall be at the entrance to the road and shall commence at the first allotment on the left-hand side as the Cul-de-sac is entered.
- Loop road starting and ending at the same road: The start point may be at the nearest end to the Town Centre.

Please note: that numbering start points should take into account unconstructed stages of planned developments.

4.2.3. Numbering of Corner Allotments

An address site on a corner should be given an address number for the road with the main access point, in the usual manner. However, an address number on the other road shall be reserved for that site to allow for future development.

4.2.4. Complex addresses or Numbers unavailable

Complex addresses include locations with multiple addresses such as units, flats, duplexes, and the like or where there is only one address number available for multiple address sites due to other address numbers being already allocated then alpha suffixes shall be assigned.

The suffixes shall be assigned to every address site that uses the base address, even if one of the address sites is already using the base address on its own. These alpha suffixes shall start at 'A', be assigned sequentially. The order that the letters are assigned should be in the same direction as the numbering of addresses on the road.

4.2.5. Larger address sites

Additional urban address numbers, based on the frontage allowed for normal house blocks or properties, should be allocated or reserved for larger address sites in accordance with their development potential.

(Please Note: a reasonable surplus of unused address numbers is a more manageable outcome than a shortfall).

4.2.6. Location of Urban House Numbers

As per the *Local Government Act 1999*, once a house number has been allocated to a property, and a dwelling is in existence on that property, the street number must be displayed by the property owner in an appropriate manner.

Council shall paint the house number onto the concrete kerb adjacent to the property access, where available.

4.2.7. Advise Relevant Parties of Street Number, New Name or Name Change

Council will provide written notice (e.g. by email) of Council's decision on allocated street numbers, a new road name or name change to all relevant parties, including:

- Registrar General
- Surveyor-General and
- Valuer-General [see s.219(3)(a) of the Act]
- the owner of the road (if a private road)
- owners of abutting properties
- Australia Post
- Telstra
- SA Water
- SA Power Networks
- SA Police

- SA Ambulance Service
- SA Metropolitan Fire Service and/or Country Fire Service
- Google Maps

4.2.8. For further information

For further information about the procedure and options available in relation to Urban Street Numbering, please contact the Rates Officer, Berri Barmera Council, PO Box 229, Berri 5343, Telephone (08) 8582 1922, Email bbc@bbc.sa.gov.au

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