

Policy P361 Street Addressing

Responsible Business Unit/s	Director Development and Community Services
Responsible Officer	Senior Building Surveyor (Registered) – Building Services
Affected Business Unit/s	All

Policy Objectives

1. To ensure the correct street addressing and clear identification of all properties within the City of South Perth.
2. To allocate street address that is unique, clear, logical and unambiguous.
3. To outline the process and procedure of numbering and renumbering properties within the City of South Perth.

Policy Scope

As per policy objectives.

Policy Statement

1. Determining the Street Address
The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road. This is in accordance with the Landgate guidelines and to meet the requirements of Emergency Service responders and other service providers.
2. Size and Siting
 - i) The letterbox must be located on the front boundary of the property, close to the main access with the allocated street number clearly displayed. Large reflective numbers are recommended.
 - ii) The minimum dimensions for each number on a residential letterbox are 75 millimetres high.
 - iii) The minimum dimensions for each number on a non-residential property are 150 millimetres high.
 - iv) The owner or occupier of the subject property is to paint or affix and maintain the current number upon a conspicuous and visible place on the front of a building on the property or on the fence, wall, or letterbox adjacent to the road fronting the property,

within 14 days after the property is first occupied. Numbers are to be clearly displayed and visible and legible from the road.

3. Street Addressing for Subdivisions and Developments

- i) The start point for street addressing is to commence from the start point of the subject road. The following methods are to be used to determine the start point:
 - (a) for roads between two other roads, the start point is to be at the intersection of the road or higher order, in relation to road hierarchy: and
 - (b) for roads of equal order, the start point is the closest to the General Post Office (GPO) Perth the start point for cul-de-sac is the entrance to the road.; and
 - (c) the start point for cul-de-sac is the entrance to the road.
- ii) Street Addressing Patterns
 - (a) Street addresses will be consecutive and where a street address has been allocated to a property, then that address must be used.
 - (b) Odd and even numbers cannot be used on the same side of a road.
 - (c) Odd numbers will generally be allocated to the left hand side of a road, and even numbers to the right hand side, commencing from the start point.
 - (d) Every lot will be allocated a street address, including reserves, schools, public utilities, drainage reserves and the like. Usually one street address will be allocated per lot, but if foreseen by the City of South Perth and where possible, additional numbers will be set aside to allow for the development potential of the subject lot.
 - (e) Where a lot has two road frontages and the orientation of the dwelling/building has not yet been determined, then the subject property will be allocated a street address for both roads where possible. In accordance with the Australian/New Zealand Standard AS/NZS: 4819 20011, upon completion of the development, a primary address in one frontage shall be allocated. The unused number will be reserved in case of future use.
 - (f) All street addresses will be sequential, ranging from the lowest to the highest, for example 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and so on.
 - (g) If a new subdivision is being developed in stages and the first stage occurs in the middle portion of what will eventually be a continuous road of dwellings or buildings, an estimate will be made of the total number of lots likely to be created along the entire road. This will be aligned with the Residential Design Code provisions for density, and lot frontage widths for properties.
- iii) Street addresses for subdivisions, amalgamations, survey strata and strata subdivisions will be allocated at the clearance/endorsement of documentation stage. In the case of amalgamations, the City of South Perth reserves the right to retain any street addresses not used, as it deems appropriate.
- iv) Single houses and grouped dwellings may be required to share a street number.

- v) If a property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear and there is only one street number available, the existing dwelling/building will retain the original street number and the new dwelling/buildings will be allocated in accordance with Clause 3) vii).
- vi) If an existing lot is developed and split adjacent to the road into two or more separate lots with direct road frontage, the following provisions will be applied;
 - (a) where available, whole street numbers will be allocated and the allocated property numbers will follow the current street numbering pattern; or
 - (b) where there is only one street number available, the lot closest to the road starting point will retain the original street number and thereafter numbers with suffixes will run sequentially from that point.
- vii) Where there is only one street number available, developments will be allocated suffixes, for example 1A, 1B, 1C and 1D. Where more than four (4) suffixes are required, they will be allocated with a numeric prefix, for example 1/17, 2/17, 3/17 and so on.
- viii) Where there is a mixed-use development (as per the Residential Design Codes of Western Australia), standard street address rules apply.

4. Changing Street Addresses

- i) The City of South Perth will only consider altering the address of a property if there are difficulties associated with its identification.
- ii) Requests to change the street address of a property will be submitted on the relevant application form authorised by the owner and payment of the relevant application fee contained in the City of South Perth Schedule of Fees and Charges.
- iii) The City of South Perth cannot accept requests for a change in street address in the following circumstances:
 - a) the number is considered unlucky;
 - b) religious reasons;
 - c) to improve the 'feng shui' of the property;
 - d) personal preferences;
 - e) the number is not good for business;
 - f) effect on property value; and/or
 - g) is contrary to this policy.

5. Consultation

- i) The City of South Perth will consult with the owners and occupiers of the affected properties where a change in street address is being considered.
- ii) The City of South Perth will consider all valid submissions in the determination of the proposed change in street address.

6. Notification

- i) Where a change to a street address is approved, the City of South Perth will immediately notify Landgate. Landgate will include the new/amended address in the State of Western Australia's Address Database. The following agencies and organisations will also be notified by the City of South Perth:
 1. City's Rates Department;
 2. Landgate;
 3. Australia Post;
 4. Water Corporation.
- ii) All costs associated with the change of street address notifications remains the responsibility of the property owner/developer. This includes the replacement or relocation of letterboxes, costs of new numbers, and amendments to numbers on buildings. Informing all other agencies or organisations, business contacts, family, friends and acquaintances and amendments to business and personal stationery, of changes to the street address, is the responsibility of the owner/s. The City is unable to change personal details.

7. Definitions

"Australian/New Zealand Standard" AS/NZS 4819:2011 'Geographic information – Rural and Urban addressing'.

"Number" means a number of the Arabic Numerals system with or without an English alphabetical suffix.

"Occupier" is that same meaning given to it under the *Local Government Act 1995*.

"Owner" is that same meaning given to it under the *Local Government Act 1995*.

"Property" means the land in the City of Vincent and includes houses, buildings, works, reserves, schools, public utilities and structures in or upon the land and includes developed or undeveloped land.

"Road" A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.

"Road Hierarchy" means the order of roads and is based on the Western Australian Planning Commission Development Control Policy 2.6. The road hierarchy is as follows, with higher order roads at the top of the list;

1. Primary Distributor;
2. District Distributor;
3. Local Distributor;
4. Access Road;
5. Lane;
6. Accessway; and
7. Right of Way.

Legislation / Local Law Requirements

Local Government Act 1995

“Australian/New Zealand Standard” AS/NZS 4819:2011 ‘Geographic information – Rural and Urban addressing’.

Other Relevant Policies / Key Documents

Western Australian Planning Commission Development Control Policy 2.6