

Property Addressing

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Related Legislation:	The Surveying and Spatial Information Regulation 2024
Associated Policies/Documents:	The Australian/New Zealand Standard for Urban and Rural Addressing AS/NZ 4819:2011 NSW Address Policy and User Manual, including NSW Retrospective Address The Surveying and Spatial Information Regulation 2024
Directorate:	City Performance
Responsible Owner:	GIS Manager
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1. Policy Purpose

The purpose of this policy is to detail Council's policies in relation to assigning property addresses in the Shoalhaven local government area.

2. Objectives

2.1. Policy Statement

Council is committed to assigning property addressing in a consistent manner as addressing principles are important for both government and the community. The community depends on the use of consistent addresses for service delivery and public safety, particularly when it comes to emergency response times. Government depends on it to deliver infrastructure and policies that make a difference to the economy and people's lives. This policy is based on and is to be used in conjunction with:

- The Australian/New Zealand Standard for Urban and Rural Addressing AS/NZ 4819:2011
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- The Surveying and Spatial Information Regulation 2012

3. Definitions

Term	Meaning
Geographical Names Board (GNB)	The determining authority for naming of all roads, places, and infrastructure in New South Wales
Retrospective	Existing problematic address issues
Complex Sites	Large sites comprising of multiple owners, tenants, access points and which contains multiple sub addresses, such as a retirement village or shopping centre
Infrastructure	A Council owned asset, including but not limited to buildings, sporting facilities or reserves
Stakeholders	Including but not limited to Council staff, NSW State Government Agencies, commercial entities, surveyors, Planners, developers, special interest groups and members of the public
Immediate community	Property Owner(s) who directly utilise an address which will be affected by a change to the road name or type
NSW Planning Portal	A State government supported system that interfaces with Council to manage development and related property applications

4. Roles and Responsibilities

4.1. Provisions

4.1.1. Assigning Property Addresses in the Shoalhaven

Council will apply this policy for Property Addresses within the Shoalhaven, and it will be incorporated within Council's overall document of policies for planning and development within the local government area.

General requirements:

The assignment of all property addresses will comply with the guidelines and policies as per the NSW Address Policy and the general principles of addressing as outlined in the NSW Address Policy and User Manual.

Additional local criteria as follows:

- New subdivisions are to be assigned property address numbers prior to registration of the deposited plan.
- All private roads within complex sites are to be named as required by *Council's Road Naming Policy* to allow the allocation of property numbers.
- Council will notify all relevant authorities of new or amended property addresses.
- Princes Hwy property addresses with an alpha prefix will be reviewed in accordance with the NSW Retrospective Address Policy.
- Council will apply the NSW Retrospective Address Policy where problematic or confusing address issues are identified.
- The Geographical Names Board will be consulted if the NSW Retrospective Address Policy cannot resolve the addressing issue in the first instance.
- Property owners will be directed to Australia Post if they have an issue relating to their postcode.

4.1.2. Alteration of an Existing Property Address

- All requests for altered property addresses must be made in writing on the Council's *Property Address Alteration Form*.
- In considering the request for alteration Council will determine whether the property number requires alteration and follows this policy.
- Requests based on religious beliefs and superstition will not be considered as over time it may have an adverse impact and provide no public benefit.

4.1.3. Allocation of Urban Addresses

Address numbers shall be:

- Unique, clear, logical, and unambiguous.
- Sequential positive integers commencing from the datum point.
- Odd numbers on the left side of the road (from the datum point) and even on the right side. An exception to this principle is where the existing numbering pattern of an area

runs opposite to this instruction - in which case numbering shall continue as per existing layout.

- Created without prefixes, in the form of preceding alphabetical characters.
- Singular, i.e., no number ranging shall be used.
- Distinct from Lot Numbers i.e., lot numbers shall not be used in place of an assigned rural or urban address number.
- Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.
- Assigned in a manner considering possible future development and reserving numbers as appropriate.

4.1.4. Allocation of Rural Addresses

The system for determining address numbers in rural and semi-rural areas is based on the distance of the access point from the road datum point. This distance is measured in metres and then divided by 10 - after which the number is then rounded to the nearest odd number (for points on the left side of the road from the datum point), or nearest even number (for points on the right side of the road).

4.2. Application Process & Procedure

General Requirements:

- Council's Geographic Information Systems (GIS) Unit administers the assignment of property addresses.
- Property addresses are to be assigned to new subdivisions prior to registration of the deposited plan in accordance with the Surveying and Spatial Information Regulation 2012.
- All property addresses must comply with this policy and adhere to the NSW Addressing Policy.

Statement of Procedures

An existing property owner may apply to Council to request a street number be allocated to their property or to request a change of address to their existing property number at any time.

The property owner is required to provide a detailed reason about why they require a number or have their existing number changed.

- A written application is received by Council to request the allocation of a number or a change to the existing number.
- Council officers make an assessment, allocate number, and notify the property owner of the outcome.

In the case of a new development or subdivision an application for lot numbering must be received prior to the Subdivision Certificate being issued. Requests for property numbering may be received in the following ways:

- A development application is received and an internal referral for addressing is generated.
- Council is notified that an application for complying development has been lodged via the NSW Planning Portal. An assessment of the development is carried out and appropriate numbers allocated.
- An application is received from private consultants as a result of the creation of a new development/subdivision. Once all required road naming is finalised numbers are allocated to the lots in order for the subdivision certificate to be prepared and lodged.

4.3. Implementation

Council is the responsible addressing custodian. Council will implement the property addressing policy in consultation with NSW Spatial Service and if necessary, Emergency Service organisations.

5. Related Legislation, Policies or Procedures

- The Australian/New Zealand Standard for Urban and Rural Addressing AS/NZ 4819:2011
- NSW Address Policy and User Manual, including NSW Retrospective Address
- The Surveying and Spatial Information Regulation 2024

6. Risk Assessment

The community depends on the use of consistent addresses for service delivery and public safety with the intent of this policy being to minimise risk through alignment with the Geographical Names Board (GNB) policies and guidelines. Some of the main risks and challenges faced by Council in our local government area have been outlined below as well as a summary of how these risks and challenges will be addressed. **Exhaustion of Allocation of Numbers**

- Where there is pre-existing street numbering resulting in an exhaustion of appropriate numbers, suffixes be used to identify a property, in line with the principles outlined in NSW Address Policy and User Manual.

II. Addressing in Areas Using Prefixes

- A property requiring addressing in an area using prefixes will be addressed using the Retrospective Addressing Policy.

III. Road Reformatting

- Where a subdivision is registered using the staging method and a road in a future stage requires reformatting, communication with the developers/surveyors and the Council's subdivision unit will take place to create a plan of action
- Renumbering of existing properties may be required.

7. Data and Reporting

Property Addressing

Council will report any new property addresses created on a monthly or bimonthly basis to the following external stakeholders:

- Property Owners
- NSW Spatial Services
- Emergency Service Organisations
- Internal Stakeholders

8. Monitoring and Review

This policy statement will be reviewed within one year of the election of every new Council.

9. Ownership and Approval

9.1. Public Policy

Responsibility	Responsible Owner
Directorate	City Performance
Endorsement	Director, City Performance
Approval/Adoption	Council

10. Reference

[New South Wales Address Policy and User Manual](#)

[New South Wales Retrospective Address Policy](#)

[The Surveying and Spatial Information Regulation 2024](#)