

Property Addressing

Policy Number: POL16/195 • **Adopted:** 29/07/2014 • **Minute Number:** MIN14.490, MIN17.305 • **Amended:** 18/04/2017 • **File:** 8259E • **Produced By:** Finance Corporate and Community Services Group • **Review Date:** 1/12/2020

1. 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. STATEMENT

This policy statement 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
- New South Wales Address Policy
- NSW Addressing User Manual (as amended)
- New South Wales Retrospective Address Policy
- The Surveying and Spatial Information Regulation 2012

3. PROVISIONS

3.1. Assigning Property Addresses in the City of Shoalhaven

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

General requirements

The assignment of all property addresses will comply with the guidelines and policies as per the New South Wales Address Policy and the general principles of addressing as outlined in the NSW Addressing 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 New South Wales Retrospective Address Policy.

- Council will apply the New South Wales Retrospective Address Policy where problematic or confusing address issues are identified.

3.2. 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* and a non-refundable fee may be charged.
- In considering the request for alteration Council will determine whether the property number requires alteration and is in compliance with 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. IMPLEMENTATION

- 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.

5. REVIEW

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

6. APPLICATION OF ESD PRINCIPLES

None Applicable.

7. EXTERNAL LINKS

New South Wales Address Policy

http://www.gnb.nsw.gov.au/_data/assets/pdf_file/0010/199396/NSW_address_policy_online.pdf

NSW Addressing User Manual

http://www.gnb.nsw.gov.au/_data/assets/pdf_file/0007/199411/NSW_addressing_user_manual_online.pdf

New South Wales Retrospective Address Policy

http://www.gnb.nsw.gov.au/_data/assets/pdf_file/0014/202442/NSW_Retrospective_Address_policy.pdf

The Surveying and Spatial Information Regulation 2012

http://www.lpi.nsw.gov.au/_data/assets/pdf_file/0009/171999/Surveying_and_Spatial_Information_Regulation_2012.pdf