

STREET NUMBERING

Document Control Statement – This Policy is maintained by Financial Services. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://intranet/> to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 8555

1. OBJECTIVE

- To provide a consistent and clear procedure for the street numbering of properties within the City of Karratha.
- To determine the allocation of street numbers to properties within the City of Karratha in accordance with AS/NZ Standard 4819:2011: Rural and Urban Addressing;
- To provide a consistent approach to street numbering within the City of Karratha.
- To outline the process and procedure of numbering and renumbering properties within the City of Karratha.

2. POLICY SCOPE

All new properties will be allocated street numbers by the land developer and approved by the City's Development Services Directorate at the time of development approval or subdivision (whichever is earlier).

On occasions, it may be necessary to adjust or modify existing street address numbers to cater for the development or redevelopment of areas, particularly as a result of infill subdivision/development proposals.

The provisions of this Policy apply to the numbering of new properties and the re-numbering of existing properties. Property lot numbers will remain unchanged by this Policy.

3. POLICY STATEMENT

3.1 Identification of Street Address

Properties will be allocated a street number within the street from which the primary access to the property is gained.

3.2 Allocation of Street Numbers for new properties

3.2.1 The Allocation of street numbers for new properties is to be undertaken in accordance with AS/NZS 4819:2011: Rural and Urban Addressing.

3.2.2 In addition to the above AS/NZS, the City of Karratha will allocate street numbers as follows:

- In accordance with a logical sequence of numbers along the street.
- One street number will be allocated per lot; however additional numbers will be allocated to lots greater than 1000m² which under the current planning provisions are capable of being developed to contain more than one property.
- In respect of corner lots, two street numbers will be allocated, one from each of the streets adjacent to the lot. The number initially allocated to a corner lot will be determined by the street with the smaller frontage.
- Every lot will be allocated a street number, including reserves.

3.3 Renumbering of existing properties

- 3.3.1 The City of Karratha will consider a request for a change in street number or will initiate renumbering of properties in the following circumstances:
- To achieve a logical sequence of street numbering within the street;
 - In response to difficulties associated with the identification of a property;
 - Where the ability remains to accommodate the future allocation of numbers to properties where development potential exists; and
 - Where the change is in accordance with AS/NZS: rural and urban addressing.
- 3.3.2 The City of Karratha will resist requests for street re-numbering:
- Where the existing allocated street number is considered to be ‘unlucky’;
 - For religious reasons;
 - To improve the feng shui of a property
 - For personal preference
 - Where the existing street number is considered to be ‘not good for business’
 - Where the property is difficult to sell
 - Where the number is considered to devalue the property
 - Where the request is contrary to the provisions of this policy.
- 3.3.3 The renumbering of existing properties is to be undertaken in accordance with Clauses 2.1 and 2.2 above except for existing properties on corner lots. The application to existing properties on corner lots will be determined by which street the front elevation of the residence faces.
- 3.3.4 The application to Cottage lots with a rear laneway will designate the street addresses to be along the primary road that the lot fronts onto. Letterboxes are to be on the primary road. The street addressing is not to be along the rear laneway unless absolutely necessary. That is, there is no road or access by road to the front of the lot due to a physical constraint (e.g. public open space, water body, high retaining wall).
- 3.3.5 Where one number is available yet more than one building requires numbering, developments will be allocated suffixes (such as ‘A’), and a single development will not exceed five of such suffixes. Where more than five (5) suffixes are required, they will be allocated with a numeric prefix (such as 1/71). Further requirement for street numbering for subdivided properties shall follow the Australian/New Zealand Standards.
- 3.3.6 An existing dwelling shall retain the number and a new dwelling shall be allocated a suffix if there is only one street number available. In battleaxe lots the front property shall retain the number and the rear be allocated a suffix.
- 3.3.7 Ancillary accommodation is in accordance with the Residential Design Codes of Western Australia “an additional dwelling or independent accommodation associated with a single house and on the same lot”. Due to ancillary accommodation being reliant upon the existing residence for some services, ancillary accommodation does not qualify for a separate street number. Where Supplementary accommodation (as per Policy DP-16) is provided for on a lot which is serviced with separate connections to power, water and sewer, the supplementary accommodation will have the suffix “A” after the street number of the main residence.

3.4 Consultation

- 3.4.1 The City of Karratha will consult with the owners and occupiers of the affected properties where a change in street address is being considered.
- 3.4.2 Consultation is to be in accordance with the City of Karratha’s Community Consultation Policy and be undertaken for a twenty-one (21) day period.
- 3.4.3 The City of Karratha will consider all valid submissions in the determination of the proposed changes in street address.

3.5 Notifications

Owners and occupiers of land shall be notified in writing of any change to their street address, whether it be developed or vacant. This includes confirmation of an existing address if requested by the owner(s). The City's property database shall be amended and various City departments advised in accordance with current office procedure. Landgate shall be notified to amend their database and the certificate of title.

The following agencies and organisations will also be notified by the City of Karratha:

- Australian Electoral Commission;
- Western Australian Electoral Commission;
- Telstra;
- Horizon Power;
- Water Corporation;
- St John Ambulance;
- WA Police
- Department of Fire and Emergency Services; and
- Australia Post.

All other advices are the responsibility of the owner.

All costs associated with a change of street address are the responsibility of the affected owner(s)/occupiers regardless of whether the requirement is initiated by the owner(s) or the City. This includes but is not limited to the replacement and/or relocation of letterboxes, costs of new numbers etc, alterations to numbers on buildings, replacing/removing painted kerb side numbers, notifications to government agencies, utilities, companies, business contacts, friends and acquaintances etc, alterations to business and personal stationary, advertising costs, and mail re-direction costs.

3.6 Definitions

"Australian/New Zealand Standard" AS/NZS 4819:2011 '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 Karratha 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.

"Street" means a public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.

4. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

5. REFERENCES TO RELATED DOCUMENTS

- Legislative Requirements
- City of Karratha - Policy CE-9 Consultation
- City of Karratha - Policy CE-8 Significant Decision Making
- City of Karratha - Policy DP-16 Supplementary Accommodation

Policy Number:	DP-24
Previous Policy Number:	CF-18
Resolution Numbers:	152496-May 2013; 153108-Apr 2015
Last Reviewed:	April 2015
Next Reviewed:	April 2017
Responsible Officers:	Manager Planning Services / Manager Financial Services/CFO

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.