



Gladstone Regional Council

Policy

Topic	ALLOCATION OF URBAN & RURAL ADDRESSES FOR BUILDINGS & PROPERTY ADJOINING ROADS
Policy Number	P-3.06.02
Department	ASSETS & GIS
Statutory Authority	LOCAL GOVERNMENT ACT 1993, SECTION 901 GLADSTONE CITY COUNCIL LOCAL LAW NO. 12 - ROADS; CALLIOPE SHIRE COUNCIL LOCAL LAW NO. 21 (ROADS) and MIRIAM VALE SHIRE COUNCIL LOCAL LAWNO. 21 (ROADS) 2002.
Date of Adoption	2 December 2008
Resolution No.	08/781
Amendments	This policy has not been amended

POLICY DETAIL:

OBJECTIVE

To provide a numbering system in a consistent manner that will assist motorists, emergency services, mail delivery and other service providers locate properties easily within the Gladstone Regional Council Local Government Authority Area.

GUIDELINES

Numbers will progress from the start of the street increasing with even numbers to the right and odd numbers on the left.

For corner allotments (allotments with two different street frontages) two numbers are to be allocated, one for each street. However, once a building is erected the Authorised Person is to issue a directive as to the official number to be used, the other number is to remain for possible future subdivision.

Alpha numeric extensions may only be used when an infill subdivision warrants it and the alternative of renumbering is unacceptable or unwarranted. The first lot in the street numbering progression is to receive a number without an alpha numeric extension, the second lot an "A" extension, the third lot "B" and so on.

Land locked parcels (no street frontage) are to be issued an alpha numeric extension where suitable.

Where separate buildings are located on the one parcel, these are to be treated as units in most cases.

Multiple tenancies in the one building are not to receive separate numbers, unit numbers should be issued.

Where there is an incomplete development, the Authorised Person shall provide bulk allocation of numbers based on increments of 20m (standard frontage) to the land not yet configured and will be used for the new development.

Where allotments are amalgamated (merged) into one allotment, the previously allocated numbers are to remain. However, depending on the type of development one number can be allocated based on the location of the main entrance, or a number range used, e.g. 12 – 16 Curlew St.

Where a circumstance is encountered not covered by this policy the Australian Standard 4819:2003 should be referred to and forms the basis of this policy.

Locality names used in addresses are to be the official gazettal locality names.

Where addressing crosses locality, Local Authority or into private estates, allocated numbers should progressively increase from a common point.

1 URBAN LOCATION

- The numbering is to commence at the most common or main entry into the street or traffic route. In general numbering is to begin at the:
 - North end of north/south roads and progress to the south; and
 - East end of east/west roads and progress to the west;
- Where a road is opened at one end only and undedicated at the other (e.g. extends as part of a staged subdivision), the numbering is to start at the opened end;
- In the case of loops and crescent roads, numbering should progressively increase in the clockwise direction;
- Culdesac numbering should progressively increase so that odds and even numbers meet at the top of the court head (i.e. odd numbers should never continue onto the evens side and vice versa);
- Units / Flats should be numbered with numbers allocated to the dwelling progressing in the same direction as the street where practical to do so;

2 RURAL LOCATION

- The street numbering is to be based on increments of 20m from the nominated start (datum) point of the road. The street number adopted is to be the number where the access point to the property is, not where the post is to be installed.
- If there is more than one access to the property, the main access point is to be nominated for the address to be applied to;
- The same rules apply as above for urban locations;
- Only approved rural address marker posts & numbers are to be installed;
- The color, shape, size, font and material of the address markers are to conform to the guidelines established in Australian Standard 4819:2003 section 2.4.10 – Number signs; and
- Rural addressing is officially recognised by the Australian Electoral Commission, Emergency Services and in nominated areas, Australia Post. As such rural addressing must comply with the Australian Standard

SUPPLY OF RURAL NUMBERS

Council will supply the numbers free of charge for the residents use. However, the resident must supply the star picket on which the rural address will be placed. Replacement numbers will also be supplied free to owners.

If the resident wishes, Council can supply and install at cost to the resident the rural address and post.

All rural properties having a dwelling are to be issued with a rural address.

Rural address numbers will be provided to new sites as they are developed, and to appropriate existing sites not having a dwelling upon request.

DISPLAY OF ADDRESS

Urban numbers are to be displayed in a prominent and visible location from the street and positioned on the street the address refers to.

Rural numbers are to be displayed on a star picket driven into the ground adjacent to the main property driveway / turnout or access point onto the road, and in a position which does not obstruct services or traffic.

RENUMBERING

Where practical, renumbering should be avoided. However, under some circumstances, Council at its discretion may in consultation with residents renumber sections of or an entire length of road.

NOTIFICATION

Council will notify the owner/occupier of a properties allocated rural or urban address.

For rural addresses, Council will issue a letter advising:

- The rural address number;
- Road name;
- Locality name; and
- Where the sign is to be placed.

For urban addresses, notification will be done at time of purchase through the rates search.

DEFINITIONS

“Authorised Person” – refers to the Geographic Information System Section.

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GRAEME KANOFSKI
CHIEF EXECUTIVE OFFICER

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