

House Numbering Guide



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This document has been modelled on North Sydney Council's House Numbering Policy, FIM-07.

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1. THE GUIDE

The primary aim of this Guide is to describe and clearly demonstrate the house numbering process. The identification of the address of all buildings is imperative to ensure all individuals and service providers can easily locate properties by their unique street address.

The guide describes house numbering principles associated with different address scenarios. It seeks to demonstrate and clarify how house numbers are assigned in different subdivision situations and to ensure properties in the Newcastle Local Government area have clear and unambiguous numbering patterns.

This guide supports Council's House Numbering Policy and applies to all properties in the Newcastle Local Government Area.

2. PROVISIONS

2.1 Allocation of Numbers

- a) House numbers will be allocated in a structured pattern ranging from the start point of the road, as appropriate.
Note: Numbering start points will take into account unconstructed stages of planned developments.
- b) Moving away from the road start point, odd numbers shall be allocated to the left side and even numbers to the right side of the road. (Refer Figure 1)

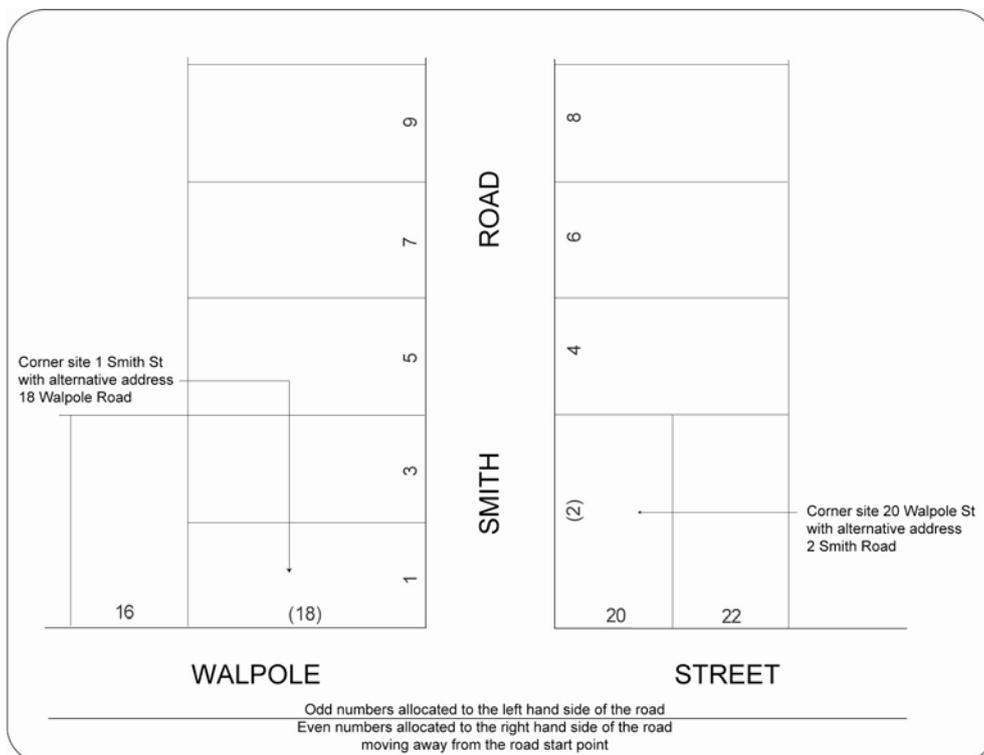


Figure 1 - House Numbering principles

- c) House numbers will be allocated to the street and appropriate number position of the mail delivery or main access point.
- d) Land-locked parcels of land with no street frontage shall be allocated a unique single street number or an alphanumeric number related to the property with street frontage over which access is obtained. (Refer Figure 2)

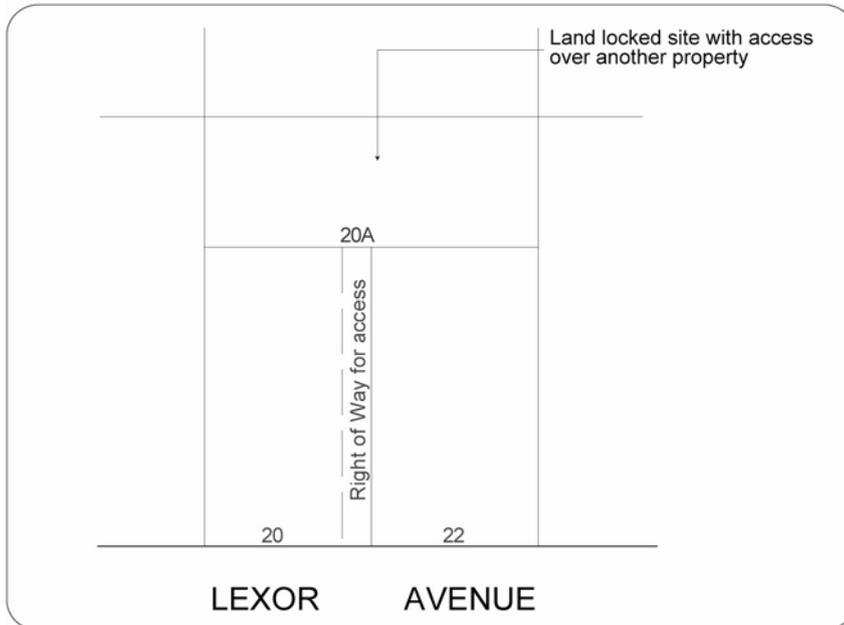


Figure 2 - House Numbering for land-locked site

- e) Properties situated on corner blocks may be allocated more than one house number. The principal address will reflect the frontage where the main access is located, any additional address must also relate to a street from which the property can be accessed. (Refer Figure 3)

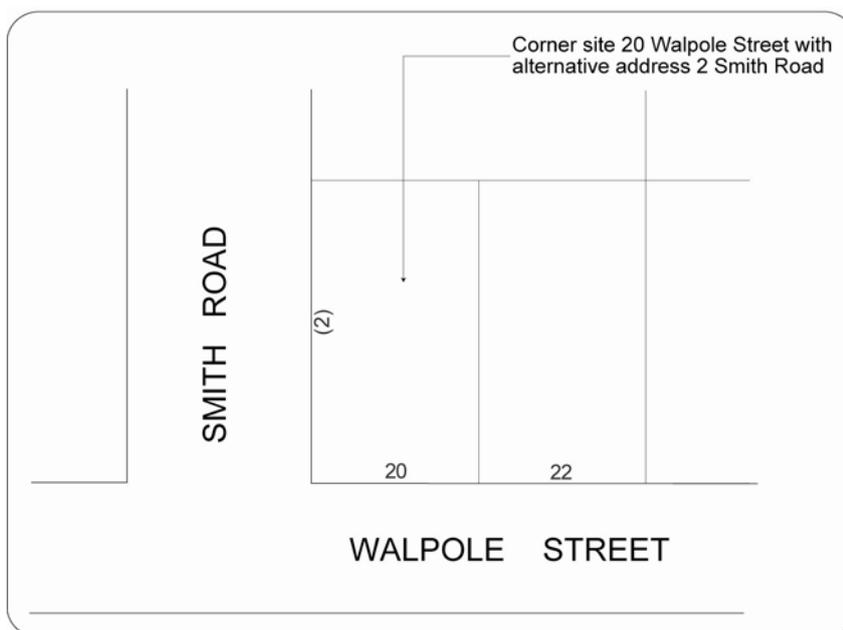


Figure 3 - House Numbering for corner site

- f) A new parcel created by subdivision where there are no available unique numbers will be allocated an alphanumeric number in ascending order from the appropriate existing house number. (Refer Figure 4)

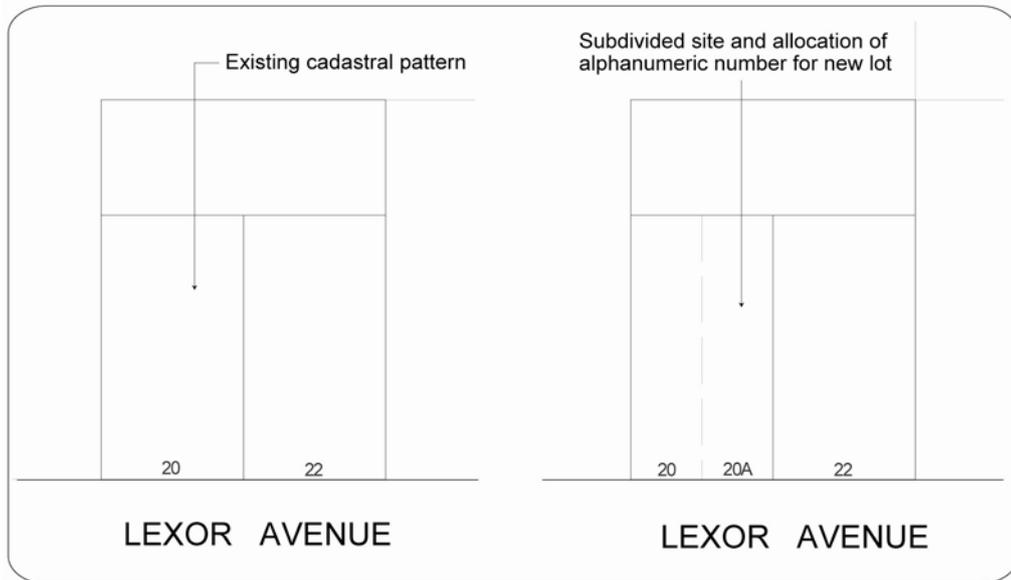


Figure 4 - House Numbering subdivided site with no available unique number

- g) Where a “battleaxe” parcel is created by a subdivision, the rear property will be allocated an alphanumeric number related to the front property (Refer Figure 5).

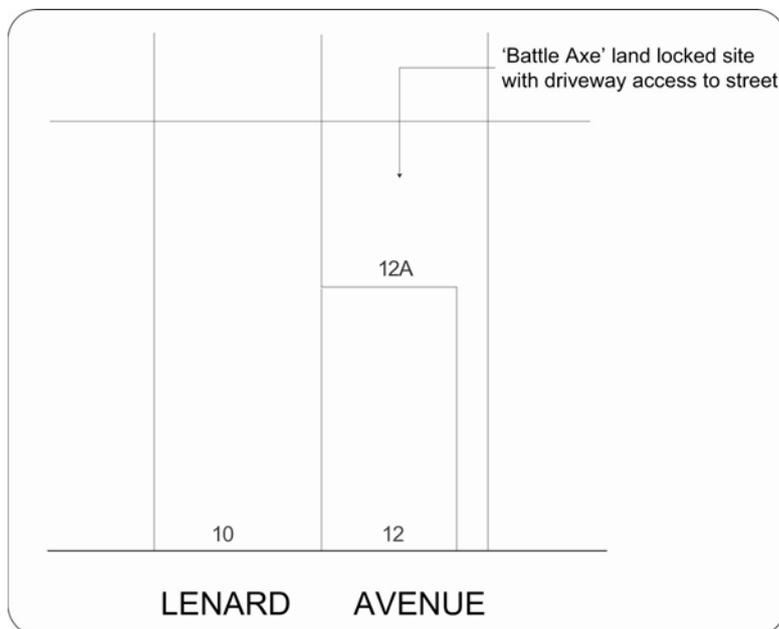


Figure 5 - House Numbering for 'battle axe' site

- h) A subdivided corner or other site with no available unique number shall be allocated an alphanumerical number relevant to the appropriate house number in the new street. (Refer Figure 6)

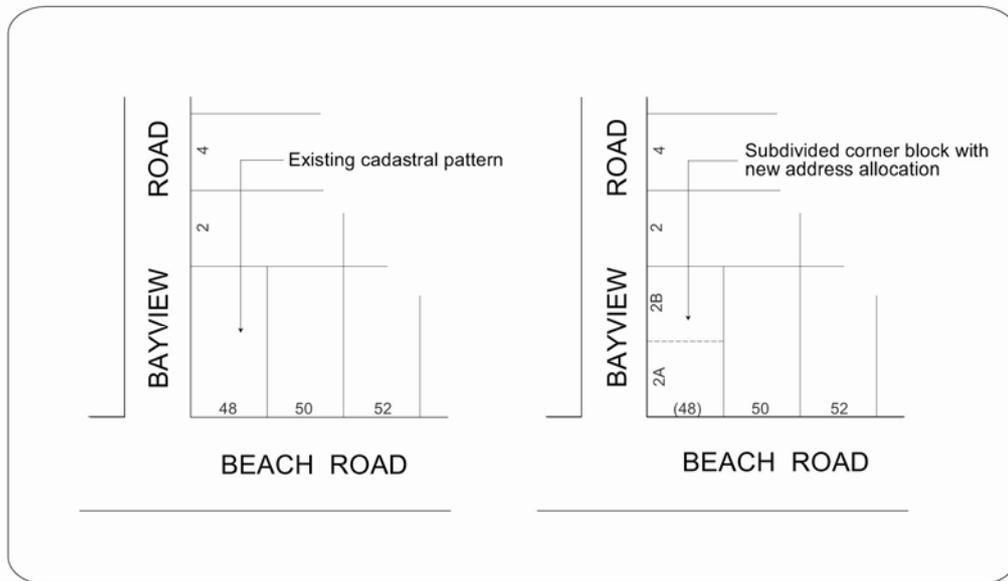


Figure 6 - House Numbering subdivided corner site with no available unique number

- i) Where an existing property is subdivided and the new property faces a named street/lane with no prior numbering, a number will be allocated to the new property whilst making allowance for possible future subdivisions on the named street/lane. (Refer Figure 7)

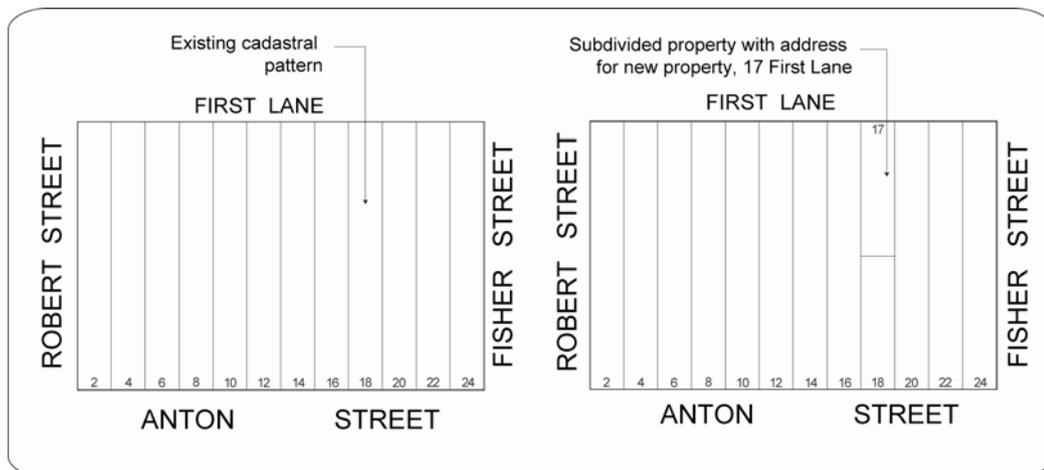


Figure 7 - House Numbering in street with no previously allocated numbers

- j) Properties with both street frontage and rear lane access should be addressed and labelled properly. Numbering attached to back fences or gates should be labelled as “rear of [number] [street name]”. Alternatively, a property may be allocated an additional address by applying in writing and paying the required fee for change of address. The alternative address must also be displayed in a clear manner at the appropriate access point. (Refer Figure 8)

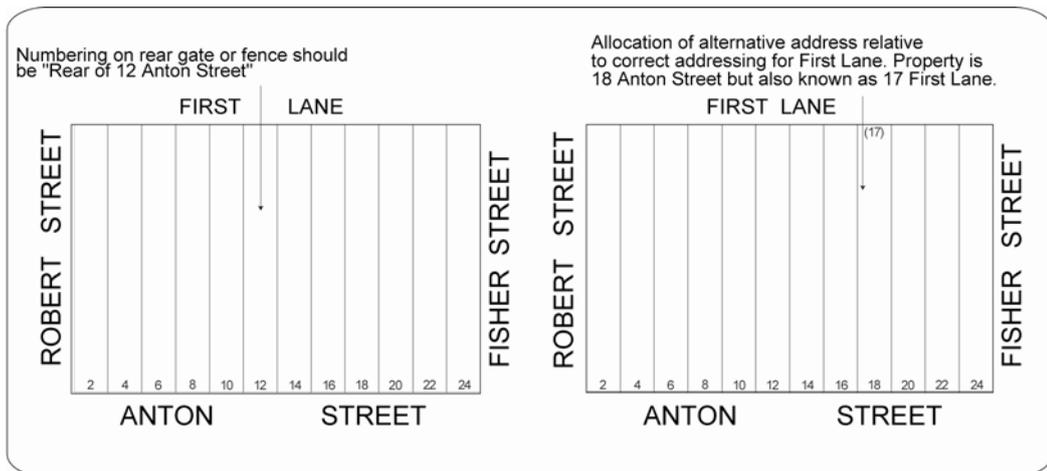


Figure 8 - Properties with rear access

- k) Where a property faces an unnamed lane and there is no other viable vehicular access from a named road, the owner may request the lane be named as part of the process of allocating an address. For further advice on the road naming procedure, please contact Council.
- l) Where a property covers multiple lots, a ranged house number may be used. A single unique house number will usually replace a ranged address in the event of a consolidation. (Refer Figure 9)

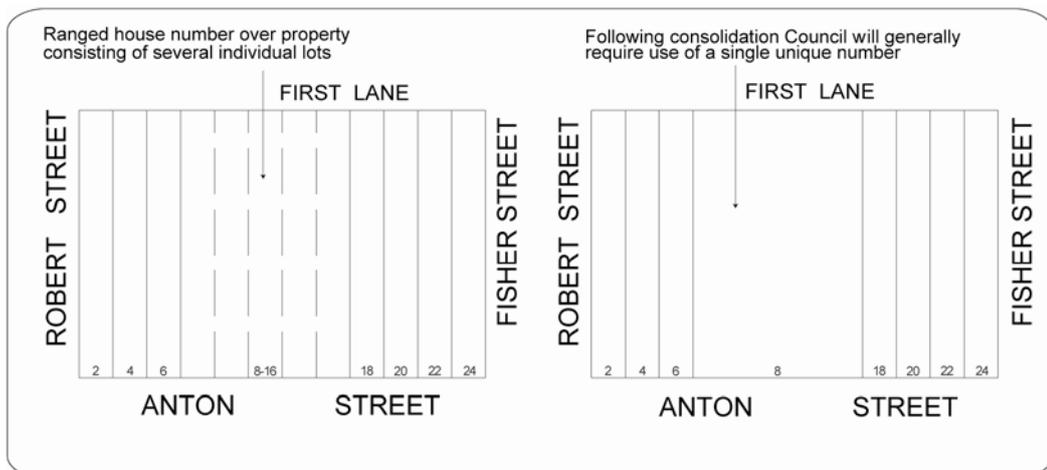


Figure 9 - Ranged House Numbering

- m) Cul-de-sacs will be numbered with odd numbers on the left hand side and even numbers on the right from the intersection, start point of the cul-de-sac. (Refer figure 10)

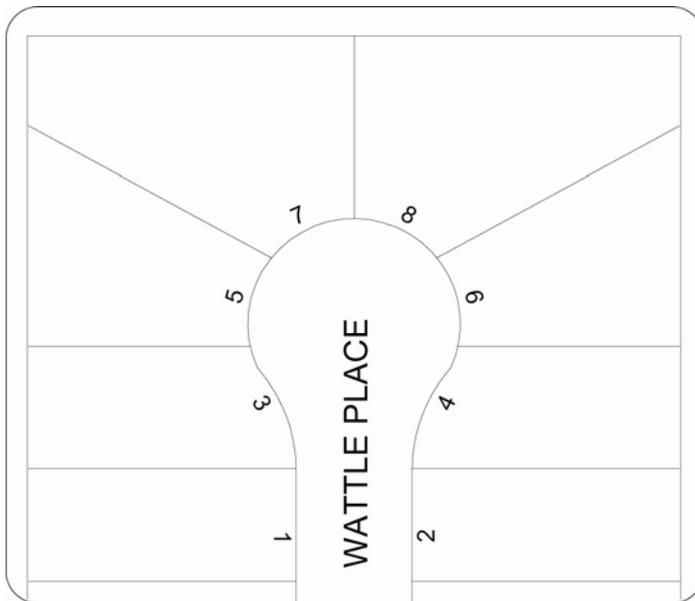


Figure 10 - Cul-de-sac Numbering

2.2 Strata Development

Council is responsible for allocating the street address for strata titled buildings. Council requires a mailbox specifically for the Owners Corporation. Numbering of the individual units must be supplied to the Council in accordance with standard condition of the development approval. Alpha prefixes for numbers are not acceptable.

It is preferable for all units, offices, retail outlets in multistorey buildings to be numbered uniquely. Numbering is allocated as lot number followed by property number, eg 3/12.

If a strata title is used to create individual lots in a multi storey building, the allotments will be given a unit/shop number based on location on the floor/level and sequential numbering of individual units, eg. 101, 102, 103, 201, 202 etc. No alpha prefixes will be allowed.

Shop/suite numbering in buildings that are not strata titled is at the discretion of the owner/developer of the property, except where the premises have a street frontage. Where the owner/developer requires numbers reflecting numbering in the street, these will be allocated by Council.

2.3 Community, Precinct and Neighbourhood Schemes

- a) Where an access way is named in a community or neighbourhood plan the street will be treated similarly to a dedicated road and properties will be addressed accordingly. (Refer Figure 1)

- b) Where the access way is unnamed the properties will be addressed similarly to a strata development where the lot number is used followed by the existing street number. (Refer figure 11)

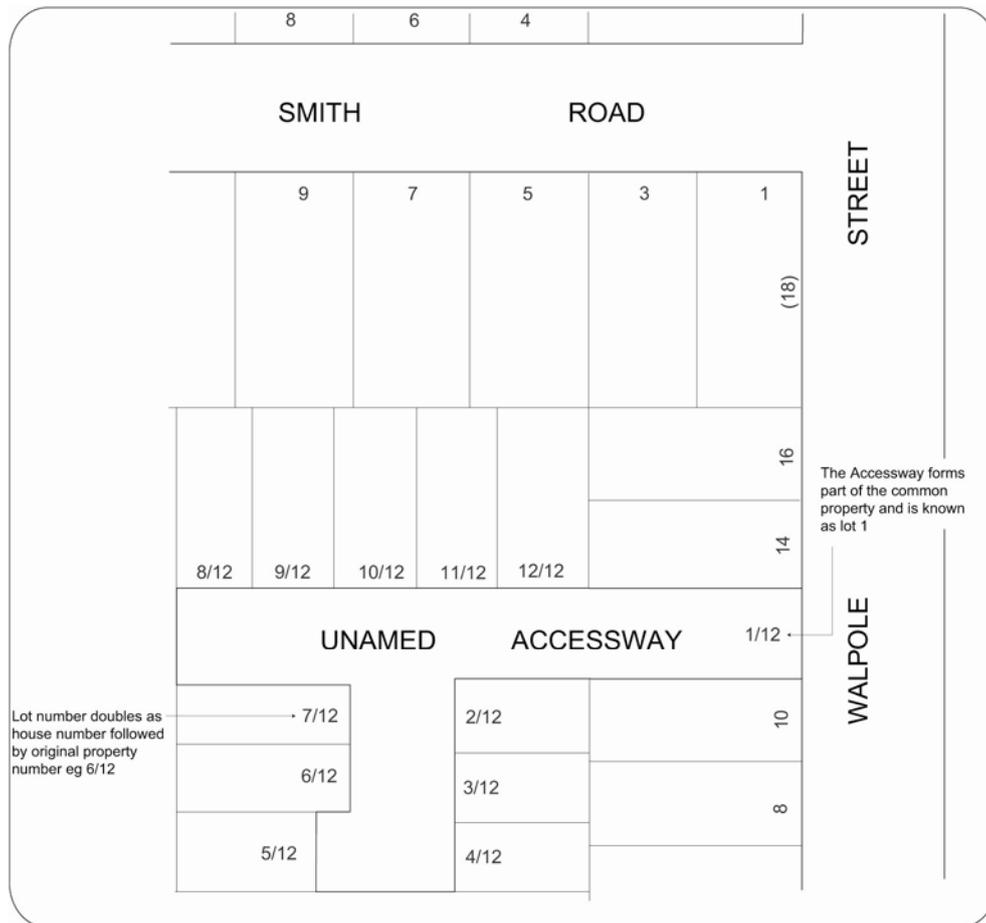


Figure 11 - Unnamed Accessway

3. RELATED POLICIES/LEGISLATION

This Guide should be read in conjunction with:

- Council's House Numbering Policy
- Australian Standard AS/NZS 4819:2003 – Geographic information – Rural and urban addressing, and Local Government Act 1993 - Section 124 Orders.