

The City of Newcastle

Policy

House Numbering Policy

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

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1. POLICY AIM

The primary aim of house numbering is the clear identification of the address of all buildings to ensure all individuals and service providers can easily locate properties by their unique street address.

This policy provides a framework and guidelines for a house numbering process. The process aims to support a climate of consultation and cooperation between neighbouring councils, state agencies, emergency services and other groups involved in determining, allocating and regulating house numbering by:

- Documenting Council's House Numbering Policy as a reference tool for use by Council staff, developers and the community.
- Ensuring properties in the Newcastle Local Government Area have clear and unambiguous numbering patterns.
- Providing a service to customers and other authorities and service providers by forwarding to them addressing information.
- Adopting street addressing practices substantially in accordance with Australian Standard AS/NZS 4819:2003 – Geographic information – Rural and urban addressing.

2. ELIGIBILITY

This policy applies to all properties in the Newcastle Local Government Area.

3. PROVISIONS

3.1 General

- a) Owners are obliged under the Local Government Act to comply with Council's requirements.
- b) Council's Fees and Charges will detail any payments associated with the allocation of house numbers.
- c) All premises are to be identified by a house number on the building exterior or mailbox, clearly visible from the street frontage. The minimum height shall be 75mm for residential properties with 50mm on mailboxes and 100mm for commercial or industrial properties with 75mm on mailboxes.
- d) Marking house numbers on kerb faces is outside the statutory requirements set out for the identification of houses and other buildings.

Note: Council does not endorse individuals or incorporated bodies stencilling, engraving or affixing numbers on kerbs or engraving, carving or constructing, in relief, numbers as part of solid fencing or walls of buildings. It does not recommend the use of any particular product for these purposes.

3.2 Allocation of Numbers

- a) All requests and allocations of numbers are assessed on an individual basis.
- b) Council will assess surrounding numbering and make allowances for existing inappropriate numbering.
- c) House numbers will be allocated prior to or on receipt of a registered Deposited Plan or Strata Plan from the Lands Department.
- d) House numbers required as a consequence of property development will be allocated as a condition of development consent.
- e) Property owners may submit a written request for a change of house number.

Note: When allocating new house numbers, Council does not accept alpha prefixes to numbers, eg. TH1 for townhouse 1.

3.3 House Numbering Amendment

- a) Council reserves the right to direct owners to change the address of a property where the existing numbering is inappropriate or confusing.
- b) A period of 28 days will be provided to allow property owners to notify relevant parties of address changes prior to Council officially allocating the amended address.
- c) Council will not provide financial reimbursement for notification and/or associated costs.

3.4 Notification

- a) Council will notify, in writing, the applicant and service providers of new or changed house numbers. The service providers include, but are not limited to:
 - Australia Post
 - Hunter Water Corporation
 - Energy Australia
 - Australian Electoral Commission (State & Federal)
 - Mine Subsidence Board
 - NSW Valuer General
 - Telstra
- b) The owner is responsible for notifying all other relevant parties e.g. RTA, insurers, etc.

4. RESPONSIBILITY/ACCOUNTABILITY

- a) The City Assets Group is responsible for allocation of house numbers and notifying specified service providers.
- b) The Future City Group is responsible for imposing an appropriate condition on the development consent, issued under the provisions of the Environmental Planning and Assessment Act, 1979, of proposals involving multi-unit development, subdivision of land and consolidation of land. Such condition will require that the person/s acting on the consent apply to Council and receive written confirmation of the allocated house number prior to the issue of the Occupation Certificate and/or Subdivision Certificate.
- c) The principal certifying Authority is responsible for ensuring compliance with the abovementioned condition prior to issuing the Occupation Certificate and/or Subdivision Certificate.

5. RELATED POLICIES/LEGISLATION

This Policy should be read in conjunction with:

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