

7.5 Street Numbering Policy

Executive Summary

Purpose

The purpose of the Street Numbering Policy is to provide a clear and consistent approach in relation to the allocation of street numbers throughout the municipality.

Background

Council is the street numbering authority for all properties within the municipality.

Street numbering must be compliant with *AS/NZS 4819:2011 Rural and urban addressing Australian/New Zealand Standards*. These Standards are used throughout Australia and New Zealand to:

- provide a unique address for each property within the municipality;
- facilitate emergency vehicle response to ensure the safety of the community; and
- support the effective delivery of mail, goods and other services, by ensuring all properties are readily locatable and identifiable.

The Standards provide direction as to how property addresses should be allocated to ensure that a consistent approach is applied Australia wide.

The Standards were prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM) which includes representation of, among others, the Australasian Fire and Emergency Service Authorities Council.

Key Issues

Council's existing Street Numbering Policy requires review, as it does not reflect the Naming rules for places in Victoria Statutory requirements for naming road, features and localities 2016 (the Rules) issued by the Office of Geographic Names Victoria.

The Rules introduced in 2016 detail that street number allocation should be undertaken in accordance with the Standards. Council is required to strictly comply with the principles set out in the Standards.

Officers' recommendation

That Council resolve to adopt the reviewed and updated policy document, Street Numbering Policy (as annexed to the minutes).

Responsible director: Phillip Storer, Chief Executive Officer

1. Purpose

To seek Council approval of the reviewed and updated document, Street Numbering Policy (**Attachment 1**).

2. Policy implications and relevance to community plan and council plan

This Policy is consistent with the Boroondara Community Plan 2021-31(BCP) (Incorporating the 10-year Community Vision, Council Plan 2021–25 and Municipal Public Health and Wellbeing Plan 2021–25).

In particular strategy 7.1 *“Decision-making is transparent and accountable through open governance processes with timely communication and reporting”*. It also supports Strategic Objective 7 of the BCP, *“Ensure decisions are financially and socially responsible through transparent and ethical processes”*.

3. Background

Council is the street numbering authority for all properties within the municipality. The purpose of the Street Numbering Policy is to provide a clear and consistent approach in relation to the allocation of street numbers throughout the municipality.

Council’s existing Street Numbering Policy requires review, as it does not reflect the *Naming rules for places in Victoria Statutory requirements for naming road, features and localities 2016* (the Rules) issued by the Office of Geographic Names Victoria. The Rules detail that street number allocation should be undertaken in accordance with standards known as *AS/NZS 4819:2011 Rural and urban addressing* (the Standards).

Street numbering must be compliant with *AS/NZS 4819:2011 Rural and urban addressing Australian/New Zealand Standards*. The Standards provide direction as to how property addresses should be allocated in order to ensure that a consistent approach is applied Australia wide.

The Standards provide direction as to how property addresses should be allocated in order to ensure that a consistent approach is applied Australia wide.

These Standards are used throughout Australia and New Zealand to:

- provide a unique address for each property within the municipality;
- facilitate emergency vehicle response to ensure the safety of the community; and
- support the effective delivery of mail, goods and other services, by ensuring all properties are readily locatable and identifiable.

4. Outline of key issues/options

Council is required to strictly comply with the street numbering principles set out in the Standards.

5. Consultation/communication

In the process of numbering property in Boroondara, owners and surveyors are notified of the street numbering that is proposed for their developments. Should a street numbering change result in an extra address to a specific number then the adjoining property owners of existing properties with that base number will be consulted.

6. Financial and resource implications

Street numbering does not generate any source of income for Council.

7. Governance issues

Officers involved in the preparation of this report have no general or material conflict of interest.

The list of prescribed human rights contained in the Victorian Charter of Human Rights and Responsibilities has been reviewed in accordance with Council's Human Rights Compatibility Assessment Tool and it is considered that the proposed actions contained in this report present no breaches of, or infringements upon, those prescribed rights.

8. Social and environmental issues

It is believed the Policy in conjunction with the Standards provides Council officers with a clear, concise and consistent approach to street numbering so that properties can be readily identified and located for the mail goods and other services, including emergency services.

9. Evaluation and review

The requirements of the Policy have not presented any administrative difficulties or inefficiencies that officers would seek to have removed. No substantive changes to the intent or direction of the Policy have been identified.

If adopted, the revised Policy will ensure that there is a consistent approach to street numbering and compliance with the naming rules under the *Geographic Place Names Act 1998*.

Manager: Amy Montalti, Chief Financial Officer

Report officer: Rebecca Dewar, Acting Coordinator Revenue and Property Services

Street Numbering Policy

2022

Responsible Directorate: Chief Financial Office
Authorised By: Council
Date of Adoption: <Date>
Review Date: <Date>
Policy Type: Council





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1 Introduction

1.1 Purpose

To provide a clear and consistent approach in relation to the allocation of street numbers throughout the municipality. Its aims are to:

- (a) Ensure accurate and logical street number allocations for all properties (new, existing or redevelopments) in compliance with *AS/NZS 4819:2011 Rural and urban addressing Australian/New Zealand Standards*;
- (b) provide a unique address for each property within the municipality;
- (c) facilitate emergency vehicle response to ensure the safety of the community; and
- (d) support the effective delivery of mail, goods and other services, by ensuring all properties are readily locatable and identifiable.

1.2 Scope

This policy will be applicable to all owners and property developers within Boroondara and will be applied in the following circumstances:

- (a) when new allotments or properties are created;
- (b) when there are physical changes to existing allotments;
- (c) when there is a change in the number or configuration of tenements; and
- (d) where an application is received for a street number to be changed.

1.3 Corporate framework

This policy supports Council's Mission and Vision as it is consistent with the *Boroondara Council Plan 2021-31*:

Theme 7: Leadership and Governance, Strategic objective 7 - *Ensure decisions are financially and socially responsible through transparent and ethical processes.*

2 Background

2.1 Policy environment

Local Government Act 1989 (the Act) sets out that Local Councils' are the governing bodies in relation to the street numbering of properties within its municipality.

Schedule 10, Section 5 of the Act provides for Council to approve, assign and change the number of any premises next to a road. It also provides that Council may require people to renumber their premises and renew those numbers allocated by Council.

The Office of Geographic Names Victoria, operating under the *Geographic Place Names Act 1998*, released *Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities* (the Rules) for the naming of roads, features and localities. Appendix D of these Rules dictates that all street



numbering must be carried out under and be compliant with the *AS/NZS 4819:2011 Rural and urban addressing Australian/New Zealand Standards* (the Standards).

2.2 Policy context

The policy has been formed to ensure street numbers issued are compliant with the requirements set out in:

- *AS/NZS 4819:2011 Rural and urban addressing Australian/New Zealand Standards* (the Standards).

The Standards provide direction as to how property addresses should be allocated to ensure that a consistent approach is applied Australia wide.

The Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM) which includes representation of, among others, the Australasian Fire and Emergency Service Authorities Council.

3 Methodology

All applications for a new or a change in street number must be done so in writing addressed to the Coordinator Revenue and Property Services. Applications should contain all supporting documentation and reasoning for the request.

When considering applications for new or a change in street number, as well as ensuring compliance with the Standards, Council will allocate numbers with consideration taken to the following:

- (a) All properties in the municipality shall be allocated a unique street number;
- (b) The owner and/occupier shall ensure the street number is prominently displayed to the street abuttal to which the property is addressed;
- (c) Council reserves the right to change the street number of a property where the existing number is inappropriate or confusing;
- (d) Re-numbering of all or part of a street will be considered where there are multiple numbering problems and then only after consultation with affected owners and/or occupiers and all relevant stakeholders;
- (e) Council will not approve requests for changes to street numbering that conflict with the policy or which are based upon any of the following:
 - (i) A number considered "unlucky";
 - (ii) Vendor or Agent preferences or where the selling agent has misrepresented the property address;
 - (iii) Personal preferences and requests based on aversion to certain numbers;
 - (iv) The number proposed to be not good for business;
 - (v) The number is believed to make the property unattractive; and
 - (vi) The street number address is perceived to devalue the property;



- (f) If applicable and where possible, allowance shall be made for any possible future street numbering for new developments;
- (g) Street numbers shall be allocated in sequential order within a street. A new parcel created by subdivision where there are no available unique numbers, will be allocated an alphanumeric number (as per the Standards) in ascending order from the appropriate existing property number. Numbers with alphabetic suffixes will be applied if required, after the prime number. e.g. 5A will be created between number 5 and number 7;
- (h) Where properties have more than one street frontage, numbers shall be allocated to the primary street frontage. Allocation to the adjoining street may occur provided that the existing street numbering pattern can continue and the dwelling access point faces that street;
- (i) In order for a property to be numbered to a laneway or right of way, that laneway or right of way must be named in accordance with Council's *Naming of Council Managed Roads, Features and Localities Policy 2022* before allocation of street addresses or numbers. Alphabetical suffixes may be used where the property being numbered has a clear street abuttal and where there is no common property and there is no alternative street number available; and
- (j) Any scenario not specifically identified above, will be assessed in accordance with the Standards.

3.1 Consultation

In the process of numbering property in Boroondara, owners and surveyors are notified of the street numbering that is proposed for their developments. Should a street numbering change result in an extra address to a specific number then the adjoining property owners of existing properties with that base number will be consulted.

All requests by property owners, relating to a change of street number, must be submitted in writing setting out the reasons for the request. Any proposal received must be considered in accordance with the Standards and this Policy.

4 Policy statement

Council recognises the importance of a consistent and logical approach to street numbering. The Standards enable a uniform view of properties for both delivery services and, more importantly, emergency services that rely on a simple method of locating properties to provide potentially life-saving services.

A consistent approach to the display of street numbering is supported to ensure ease of identification by emergency services and the community at large. Shop fronts should have numbers clearly displayed in a front window, all other properties, numbers are expected to be displayed on letterboxes fronting properties. If numbers are displayed on the kerb fronting properties, they should be presented in the preferred format detailed on Council's website. The preferred format is a black surround with white numbers to the height of the kerb.



5 Implementation and monitoring

5.1 Evaluation

Owners and developers not complying with the street numbers issued will be dealt with in accordance with Council's Street Numbering Local Law.

This policy will be reviewed in five years.

5.2 Accountabilities

For all queries or feedback regarding this policy, please use the contact details for the responsible department below.

Position Title	Contact number	Contact department email
Coordinator Revenue and Property Services	9278 4325	revenue@boroondara.vic.gov.au

6 References

6.1 Related documents

- AS/NZS 4819:2011 rural and urban addressing guidelines Australian/New Zealand Standard
- Council's Street Numbering Local Law 2020
- *Geographic Place Names Act 1998*
- *Local Government Act 1989*
- *Local Government Act 2020*
- Naming of Council Managed Roads, Features and Localities Policy 2022
- Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities.

6.2 Definitions

Council	Indicates reference to the City of Boroondara as a geographical area and also refers to the entity which has the authority to make decisions on behalf of the Boroondara community.
Rules	Means the <i>Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities</i> released by the Office of Geographic Names in line with the <i>Geographic Place Names Act 1998</i> , as amended from time to time.
Standards	AS/NZS 4819:2011 rural and urban addressing Australian /New Zealand Standards.
Street	An officially named thoroughfare.
Street number	The address allocated to an individual property or occupancy.