

Policy Document

RURAL PROPERTY ADDRESSING and PREMISE NUMBERING POLICY

Policy No: DCSB-I-14.08	Version No: 1.0	Administered by: Manager, Infrastructure & Civil Works
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Classification: Infrastructure		
Strategic Plan link: Strategy 1.1.7 Section 90(8a) & (8b) of the <i>Local Government Act 1999</i>		
References and related Policies & Procedures: Local Government Act 1999 Local Government (Elections) Act 1999 Australian Standard AS 1742.5:1997 of “Manual of Uniform Traffic Control Devices” Australian Standard AS 4819:2011 “Rural and Urban Addressing” DCSB-I-14.03 Road, Place Naming and Property Numbering Policy		

1. Purpose and Scope

The purpose of this Policy is to provide guidelines for the;

- Allocation of rural and residential addresses to every applicable site within the District Council of Streaky Bay including; allotments, public reserves, schools, buildings, and all other fixtures and locations situated in urban thoroughfares, which are not numbered but which require road addresses to establish their locations to ensure a consistent property address numbering system.
- Supply, installation and maintenance of rural property addressing and residential property signage, to ensure a consistent and compliant signage across the Council district.

2. Power to Make the Policy

In August 2004, the Department of Administrative & Information Services formed a steering group to discuss the implementation of a standard for rural property addressing in South Australia.

In Association with the State Government, Emergency Services and DPTI, the Rural Property Addressing project was facilitated to assist Council in the structure and implementation of Rural Property Addressing.

Council is committed to implementing and providing the framework for the rural property addressing and general property addressing in accordance with the Rural Addressing Standard AS4819:2011, DPTI Master Specification – Part R48 & R49 and the Local Government Act D5;S220 – Numbering of premises and allotments.

Under s 220(6) of the Act Council has the right to direct an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

3. Definitions

3.1. Council – District Council of Streaky Bay.

3.2. Rural Property Addressing Number Plate – The Transport Services Division Traffic & Access Standards Section – Specific Road Signs – Specifications, South Australia – TES 17922 – Plate B.

3.3. DPTI – Department for Planning Transport and Infrastructure.

3.4. Rural Property Addressing Number – The DPTI allocated Data Point calculated from the beginning of the road to the driveway in metres, then divided by then. Odd numbers are allocated on the left, even numbers on the right.

4. Rural Property Addressing

Rural Property Addressing aims to provide all occupied rural properties with a nationally recognised system that will assist emergency services and other service providers to locate rural properties.

This policy will also provide guidance for the installation and maintenance of rural property addressing signage throughout the District Council of Streaky Bay by:

- Ensuring all dwellings and businesses located in the rural addressing zone are allocated a rural property addressing number,
- Setting minimum standards for the installation and specifications of rural property addressing signage, and
- Clearly defining responsibility for the purchase, installation, maintenance and replacement of rural property addressing signage.

5. Application of Rural Property Addressing System

5.1. Existing Rural Dwellings & Business Premises

Council has completed its roll out of Rural Addressing Signage prior to the adoption of this policy. During the introduction period of the RPA All new applications will be considered in accordance with Clause 5.2, 5.3 and 5.4 of this Policy.

5.2. New Rural Dwellings and Business Premises

As part of the Development Application process for new rural dwellings or business premises, Council will arrange with DPTI for the allocation of the Rural Property Address number. Council will also advise the landowner in writing of the allocated Rural Property Address including information and specifications for the rural property addressing numbered plate.

The applicant will need to arrange for the purchase of the sign and dropper through Council [DCSB 13 Form 12 Request for Rural Property Address](#).

The cost of the signage shall be borne by the applicant in accordance with Council's Fees and Charges.

The installation will be undertaken by the applicant or alternatively by Council at the cost of the applicant.

Specifications for signs and installation locations are to be undertaken in accordance with the Rural Property Addressing Number Plate, TES17922 – Plate B and associated location details.

5.3. Request for Allocation of Rural Property Addressing Sign to Previously Non-Allocated assessments

Application can be made for the allocation of a rural property address at non-residential rural assessments for business or safety purposes. The application is to be made in the same manner as Clause 5.2.

5.4. Maintenance and Replacement of Signs

The responsibility for the replacement of signs and droppers as a result of a faded, missing, stolen or damaged Rural Property Addressing signs is the responsibility of;

The cost of the signage shall be borne by the applicant in accordance with Council's Fees and Charges.

The application is to be made in the same manner as Clause 5.2.

5.5. Maintenance of Vegetation

Vegetation surrounding or obscuring the signs is the responsibility of the landowner to clear and maintain. Whilst Council implements an annual vegetation maintenance program, the responsibility for ensuring the signs are visible to approaching traffic still rests with the landowner.

6. Property Numbering

6.1. Allocation of Numbers

Council will allocate numbers for all premises in accordance with AS 4819:2011

6.2. Authority to request Property Number Display

Under s 220(6) of the Act Council has the right to direct an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

All premises within The District Council of Streaky Bay, including residences, shops and other buildings, should display adequate identifying numbers.

Council has taken into account the need to have premises clearly identified so that emergency services, Australia Post and other service providers and the general public can easily locate premises.

6.3. Residential Premises

All premise numbers should be easily identifiable from a stationary vehicle located on the adjacent roadway.

When properties have no street frontage numbers must be identifiable from the access road/private laneway adjacent to the property.

For houses such as those in denser areas which are less than 1.5 metres from the front property boundary, the number should be placed in a prominent position to the left hand side or adjacent to the main entrance to the house.

For houses that are more than 1.5 metres from the front boundary, the premise number should be placed on or near the front gate. If the premise has no front fence or gate, the number should be placed on the letterbox or other feature facing the street. Australia Post prefers the premise numbers to be displayed on the letterbox where a letterbox is provided.

Ideally the numbers should be located 750mm to 1.5m above the ground level and on the left hand side of the door or gate.

Numbers should be at least 75mm high to ensure they can be seen from the roadway and use colour combinations which provide strong contrast between the number and the background, such as black and white. Visibility is improved by using retro-reflective material for either the number or the background. For numbers placed on letterboxes consider using raised numbers (tactile) to assist the vision impaired.

6.4. Industrial and Commercial Premises

Premise numbers should be displayed in a prominent position to the left side of the driveway main entrance and/or the façade of the building and in a way that makes it easy for the number to be seen clearly by pedestrians and motorists.

Commercial buildings require the same type of premise numbers as residential premises.

Although the minimum required height of number is 75 mm, larger numbers are encouraged. Owners should consider displaying numbers which are in scale with the size of the building and which enhance its appearance.

6.5. Kerbside numbering

In addition to the displayed premise numbers, Council will permit Neighbourhood Watch SA groups to install, at their cost, kerbside numbering on premises within the Streaky Bay District Council and provide these groups with the necessary number templates.

6.6. Promotion and enforcement

Council will promote the display of premise numbers within the district, in particular using the following methods:

- Include an advisory note regarding premise numbering in the conditional approval of each development application processed
- Include a copy of this policy in the Council's Welcome Pack;
- Include an article regarding premise numbers in at least one edition of The Criterion per year;

- Support any joint promotional campaigns arranged by Australia Post and/or emergency service providers.

7. Further information

Public consultation will occur whenever material changes are made to this policy. This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's internet site: www.streakybay.sa.gov.au

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8. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive of Council.

9. Policy Details

V1.0

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2019

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Number