

Property Numbering and Display of Property Numbers Policy

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1. Scope

- 1.1 This Policy applies to all Properties in the City of Parramatta Local Government Area (LGA).

2. Purpose

- 2.1 This Policy establishes a framework for City of Parramatta Council (Council) to uniquely identify Properties, to facilitate access to, the delivery of emergency services to, and the installation and maintenance of utilities associated with, the uniquely identified Property.

3. Policy

- 3.1 Pursuant to section 124(8) of the *Local Government Act 1993* (NSW) (LG Act), Council may order a person to identify premises with numbers or other identification in such a manner as is specified in the order, where the premises has a frontage to or entrance from a road, and there are no markings that can readily be seen and understood from the road. Failure to comply with such an order is an offence under section 628 of the LG Act, and will attract a penalty.

3.2 Property Numbering

3.2.1 Property numbers must be assigned in accordance with the following principles:

- (a) numbers must be unique, clear, logical, and unambiguous;
- (b) sequential positive integers are to be employed, commencing from the Datum Point;

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- (c) odd numbers are to be used on the left side of the road (from the Datum Point), with even numbers located on the right side of the road. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction. In that circumstance, the numbering shall continue according to the existing layout;
- (d) numbers should be singular, with no number ranges to be used;
- (e) Property numbers should be distinct from lot numbers; and
- (f) Property numbering labels must be created without prefixes. However, if there are unusable whole numbers, then an alphabetical character may follow a whole number (known as a suffix), beginning in alphabetical order (e.g. '101A', '101B', etc.).

3.2.2 Council will only consider altering a Property number if there are difficulties associated with its identification and location.

3.3 Strata Titled Property Numbering

3.3.1 Strata Titled Property numbering must consist of a combination of the main street Address (common property) and the unit Address.

3.3.2 Unit Address (sub-Address) numbers in a Multi-Level Building must consist of two parts, formatted as follows:

- (a) the first digit(s) of the sub-Address number should be alphanumeric characters which represent the level, and may include an appropriate level type code, such as 'G' for ground or 'B' for basement;
- (b) the last digits in the sub-Address number must:
 - a. constitute the unit number for the site;
 - b. be unique to the level on which the unit is located; and
 - c. be allocated in a logical sequence to each site Address;
- (c) a zero must be inserted when numbering the first nine site Addresses on each level of a Strata Titled Property, for clarity (e.g. '05'); and
- (d) unit numbers must be sequential and unique. It is not permitted to skip unit or floor numbers.

3.4 Display of Property Numbers

3.4.1 The display of Property numbers is the responsibility of Property owners.

3.4.2 Property numbers for residential Properties must be displayed on the façade of the Property and / or the letterbox. Reflective numbers are highly recommended.

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3.4.3 Property numbers for commercial Properties, including factories, must be displayed on the façade of the building facing the road. If the building is not clearly visible from the road, another means must be used to ensure that the Property number is easily visible from the road (e.g. placing the number on a fence).

3.4.4 Property numbers must remain legible and be repaired or replaced, as required.

4. Delegation

4.1 There are Administrative and/or Legislative Delegations applicable to this Policy, which are provided for in Council's Delegations Manual.

5. Procedure

5.1 There are no permitted exceptions to the Property numbering principles, regardless of individual preferences regarding number or naming types. Requests to change or propose Property numbers based on superstitious or religious grounds will be rejected.

5.2 An application for Property numbering must be lodged with Council for approval, prior to the issue of an Occupation Certificate or a Subdivision Certificate, whichever occurs first.

5.3 Council will refer all Property numbering matters to the Survey and Property Systems Unit for appropriate action, such as the issuing or rejection of a Property number.

5.4 Any changes to a development will require re-issuing of proposed numbers.

5.5 Council will notify public utility providers, emergency service authorities, and NSW Land Registry Services of the relevantly numbered Properties, and register the Property number for official use, upon receipt of a registered plan.

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6. Definitions

Address	For the purposes of developing and maintaining a comprehensive Council address database, an address is defined as a: • string of data which contains minimum components, as defined in the Addressing User Manual (AUM); and • location referencing tool that describes a geographic point accessed via the road network of NSW (including pathways and waterways).
Addressing User Manual (AUM)	The NSW Addressing User Manual (AUM) outlines the Geographical Names Board (GNB) policy, principles, processes and procedures for addressing in New South Wales.
Datum Point	Refers to the defined commencement point of each road, which is used to determine the start of the numbering sequence for property numbers.
Multi-Level Building	A building with more than a single level, except where a site address covers one or more levels.
Property/Properties	An immovable structure constructed on the land requiring an address.
Strata Titled Property	A separately identified lot (e.g. a unit, town house or apartment) in a strata plan. The strata plan defines the lot boundaries and clarifies what areas are common property (being any part of a parcel that is not comprised in a lot).

REFERENCES	<i>Local Government Act 1993 (NSW)</i> <i>Geographical Names Board of New South Wales, NSW Address Policy and User Manual (May 2021)</i>
ASSOCIATED POLICIES	Nil
ATTACHMENTS	Nil

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