



## Policy 248 - Property Numbering and Display of Property Numbers

### Contents

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1. Scope
2. Purpose
3. Policy
4. Procedure
5. Definitions

#### 1. Scope

The scope of this policy applies to Property Numbering and Display of Property Numbers within the City of Parramatta local government area.

#### 2. Purpose

Address numbers shall be applied and displayed on all properties for the intention of unique identification to facilitate access, delivery of emergency services or maintenance of records.

#### 3. Policy

##### 3.1 Address Principles

Address numbering shall be unambiguous and applied in a logical manner. Council adopts the following property numbering principles:

- a) Unique, clear, logical and unambiguous.
- b) Sequential positive integers commencing from the datum point.
- c) Odd numbers on the left side of the road (from the datum point) and even numbers on the right side. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction – in which case numbering shall continue as per existing layout.
- d) Created without prefixes, in the form of preceding alphabetical characters, unless there are unusable whole numbers, then an alpha letter may follow a whole number (known as a suffix).

Name of Policy		
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# CITY OF PARRAMATTA

- e) Singular, i.e. no number ranging shall be used
- f) Distinct from Lot numbers i.e. Lot numbers shall not be used in place of an assigned rural or urban address number.
- g) Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.
- h) Requests to change or proposal of property numbers based on superstitious, or religious grounds, be rejected.
- i) Council will only consider altering an address of a property if there are difficulties associated with its identification and location.

### **3.2 Property Numbers must be displayed.**

All owners and/or occupiers must display the number of their property according to the following guidelines:

- a) Residential Properties  
A property number must be displayed either on the façade of the property and / or the letterbox. Reflective numbers are optional and highly recommended.
- b) Business – Factories, or Commercial Premises  
A property number must be located on the façade of the building facing the road. If the building is not clearly visible from the road, then some other means must be used to ensure that the property number is easily visible from the road (e.g. placing the number on a fence etc).
- c) Property numbers must remain legible and be repaired or replaced as required.

### **3.3 Authority for Numbering**

Under the provisions of the Local Government Act 1993, a council may order a person to 'identify premises with such numbers or other identification in such manner as is specified in the order'. Failure to comply with this order is an offence, as described under Section 628 of the Local Government Act 1993, for which the maximum penalty is 50 penalty units for an individual and 100 penalty units for a corporation.

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## **4. Procedure**

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# CITY OF PARRAMATTA

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

**Note:** Notification of all relevant authorities of the approved property numbers must be carried out by Council.

**Reason:** To ensure all properties have clearly identified property numbering, particularly for safety and emergency situations.

2. Council will refer all property numbering matters to the Land and Information Section (LIS) for appropriate action.
3. Propose property numbers are to be issued by LIS, allocating property numbers and street addresses of the development. The proposed numbers are retrospective, based on the information provided to Council at the time. Any changes to the development will require re-issuing of proposed numbers. The owner/developer has the responsibility to display allocated addresses by Council.
4. Council will notify utilities, emergency services and the Land and Property Information (LPI) and register the address for official use when a registered plan has been received.

## 5. Definitions

Address	For the purposes of developing and maintain a comprehensive NSW address Database an address is defined as a: <ul style="list-style-type: none"> <li>• String of data which contains minimum components as defined in AUM.</li> <li>• A location referencing tool that described a geographic point accessed via the road network of NSW (including pathways and waterways)</li> </ul>
AUM	Refer to <i>Addressing User Manual</i>
Datum Point	The start of each road shall be defined in order to determine address numbering for the road
Penalty Unit	Refer to section 17 of the Crimes (sentencing Procedure) Act (1999)

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# CITY OF PARRAMATTA

Property	Refers to the immovable structure constructed on the land requiring an address.
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## 6. Associated documents

Australian/New Zealand Geographic Information – Rural and Urban Addressing Standard AS/NSZ 4819:2011 – defines specific aspects of address production  
 Local Government Act 1993  
 Roads Act 1993  
 Surveying and Spatial Information Regulation 2012  
 New South Wales Addressing Policy – 31<sup>st</sup> March 2015  
 New South Wales Addressing Manual – September 2016  
 New South Wales Retrospective Address Policy – 31<sup>st</sup> March 2015

<b>REFERENCES</b>	
<b>POLICIES</b>	248 & 249
<b>ATTACHMENTS</b>	D04755735 – NSW Address Policy D0475540 – NSW Addressing User Manual D04755743 – NSW Retrospective Address Policy

## History

House Numbering Policy 248- 25<sup>th</sup> March 1996  
 Display of Property Numbers 249- 25<sup>th</sup> November 1996

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