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DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Planning and Development Services
SERVICE UNIT:	Strategic Planning Services
RESPONSIBLE OFFICER:	Manager, Strategic Planning Services
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BACKGROUND:

This Position Statement references Division 5 of Part IX – Streets Numbering of the ‘City of Cockburn (Local Government Act) Amendment Local Laws 2010’, and expands upon the current ‘AS/NZS 4819:2011, Rural and urban addressing’ standards. These standards superseded ‘AS/ANZ 4819:2003, Geographic information – Rural and urban addressing’, of which this position statement previously referenced.

This position statement provides acceptable alternatives in the assignment of street addresses in specific situations, administrative procedures for changing a street address and requirements for the displaying of street number(s).

PURPOSE:

To uniquely and clearly identify each address site and enable it to be readily identified and located.

POSITION:

(1) Assignment of Street Numbers

1. The ‘A/NZ 4819:2011, Rural and Urban Addressing’ standards shall be used in the assignment of street addresses.

The following methods may be used to either expand upon in further detail, or be used as an acceptable alternative to the above Standards

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(a). Reserving numbers (*clause 5.8.2 of the Standards*)

- (i) Residential development sites for large frontage lots with subdivision or development potential for which there is no subdivision or structure plan showing all future lots, the following standard frontage shall apply for the purpose of assigning street numbers:
- R20 – 15 metre lot frontage
 - R25/R30 – 10 metre lot frontage
 - R40 and above – 7 metre lot frontage
 - Where no R-code is specified – 15 metre lot frontage
- (ii) Where there is a barrier or large space on one side of the road (e.g. a Recreation Reserve or the road runs parallel to a main road) and there is no further subdivision potential, then the first number after the barrier or space shall be close to the number on the opposite side of the road. (eg. No.21 if the number on the opposite side is No.22).

(b) Corner Sites (*clause 5.8.3 of the Standards*)

- (i) For residential address sites a number shall be assigned to the street with the least amount of frontage, with a second alternative number reserved for the second street. Once built upon, the street address assigned to the property shall take into account the following:
- Letterbox location
 - House orientation and entrance
 - Driveway location, except in the case of rear laneway lots.
- (ii) For commercial and industrial address sites a number shall be assigned to the street with the largest amount of frontage, with a second alternative number reserved for the second street. Once built upon, the street address assigned to the property shall be from which the main car park and driveway, and/or from which building access is obtained from.

(c) Numbers unavailable – Use of Suffixes (*clause 5.4.8 of the Standards*)

Where there are no address numbers available for an address site due to existing assignments, alpha-suffixes shall be assigned. The following alternative methods to that as outlined in the Standards may be used for Residential address sites:

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- (i) New address site(s) at the rear of an existing dwelling – the existing number may be used for the existing dwelling and alpha-suffixes shall be used for new address sites (e.g. 1 (existing), 1A (new), 1B (new))
- (ii) New address site(s) at the rear of an existing address site that is vacant land – may be numbered using alpha-suffixes using one of the following methods:
 - (iii)
 - In sequential order (e.g. 1A, 1B)
 - In order from the address site closest to the road to the furthest from the road (e.g. 1A (front dwelling), 1B (rear dwelling)).

- (d) Application of sub-addressing (*clause 5.10.1 of the Standards*)

The preferred method for Strata lots in industrial/commercial areas is sub-addressing.

- (e) Rural address site without access point (*clause 5.9.2 of the Standards*)

The rural number assigned shall be calculated at approximately the midpoint of the lot frontage. The assigned rural number may change subject to an access point being subsequently created.

- (f) Matters not covered by the Standards

The following variations may be used:

- (i) Subdividable ‘superlots’ (i.e. large developable lots that are undergoing stage subdivision) are to be assigned the lot number with an ‘L’ suffix (e.g. Lot 100 would be ‘100L’).
- (ii) Industrial and Commercial Land – street addresses may be assigned using either the urban or rural addressing methods. The existing method being used near to the subdivision will be taken into account when considering which method to adopt. If the urban addressing method is adopted, a ‘standard’ industrial lot frontage shall be 20 metres.
- (iii) ‘Cottage’ lots with a rear laneway – street addresses to be along the primary road that the lot fronts onto. Letterboxes are to be on the primary road. The street addressing is not to be along the rear laneway unless absolutely necessary. That is, there is no road or access by road to the front of the lot due to a physical constraint (e.g. public open space, water body, high retaining wall).

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2. As provided for in the Local Laws, the local government or an authorised person pursuant to City's Local Laws may assign a number to land in a street, thoroughfare or way in the district and may from time to time assign another number instead of that which was previously assigned.
3. When considering the renumbering of a lot or lots, all possible alternatives will be investigated. In order to achieve clear, logical and unambiguous street addresses, street numbers may be reassigned for a section or the whole of the street rather than just a single property. In this event all affected owners and occupiers are to be advised in writing of their new address and their obligations under the Local Laws.

(2) Change of Street Address

1. Owners and occupiers of land shall be notified in writing of any change to their street address, whether it be developed or vacant. This includes confirmation of an existing address if requested by the owner(s). The City's property database shall be amended and various Council departments advised in accordance with current office procedure. Landgate shall be notified to amend their database and the certificate of title. All other advices are the responsibility of the owner.
2. A street address can only be changed by either the local government or an authorised person pursuant to City's Local Laws. A request can be made by the owner of the land and a new number may be assigned providing that the new address is in accordance with the Standards and/or other methods as outlined in this Position Statement.
3. An owner may request that consideration be given to reassigning a street number already assigned to another property in the same street. When making such application, the requesting owner shall provide the City with the written agreement of the other owner to the proposed change. When considering such requests all possible alternatives will be assessed to ensure that the resultant street numbering will be clear, unambiguous and in a logical sequence.
4. Requests from owners for changing street addresses will only be considered if the owner can demonstrate that the current numbering is not clear, logical, or is ambiguous. Street numbering will not be changed for non-technical reasons such as possible or perceived impacts on property value or personal beliefs/reasons.
5. All costs associated with a change of street address are the responsibility of the affected owner(s)/occupiers regardless of whether the requirement is initiated by the owner(s) or the City. This includes but is not limited to the replacement and/or relocation of letterboxes, costs of new numbers etc, alterations to numbers on buildings,

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replacing/removing painted kerb side numbers, notifications to government agencies, utilities, companies, business contacts, friends and acquaintances etc, alterations to business and personal stationary, advertising costs, and mail re-direction costs.

(3) Display of Street Number(s)

1. The size of an assigned street number displayed (including sub-addresses) shall be a minimum of 55mm in height. The assigned street number is to be more prominent than sub-address numbers (if applicable).
2. For sub-address sites whereby the street number is not displayed directly in front of the sub-address site (e.g. two or more rear units with a shared driveway, or a grouped/multiple dwelling complex with a letterbox bank), an additional unit number/letter shall be displayed on the front door or on the building to clearly identify it.