

44. STREET NUMBERING, RENUMBERING AND RENAMING

Policy Objective

1. To ensure the correct street addressing and clear identification of all properties within the City of Belmont.
2. To allocate a street address that is unique, clear, logical and unambiguous.
3. To outline the process and procedure of addressing, re-naming and re-numbering properties within the City of Belmont.

Policy Statement

1. To introduce procedures for dealing with the addressing, re-naming and re-numbering of the streets that have been segmented for traffic control purposes.
2. To retain the original street name for the longest segmented length(s) of road(s).

Policy Detail

To all properties that are within Council boundaries that require street numbering or street re-naming including those streets divided into two or more sections

1. Methods and Procedures

i. Street Addressing

a) Determining the Street Address

The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road. This is in accordance with Landgate guidelines, Australian and New Zealand Standards for Rural and Urban addressing and to meet with the requirements of Emergency Service responders and other service providers.

b) Street Addressing Patterns

- (i) Street addresses must be consecutive and where a street address has been allocated to a property, then that address must be used.
- (ii) Odd house numbers will be allocated to the left hand side of the road and even numbers to the right hand side, commencing from the starting point as listed in the standards
- (iii) Every Lot will be allocated a street address. Spare numbers will be set aside to allow for future development of certain lots.
- (iv) A corner property will be addressed based upon the main access way or location of letter boxes.
- (v) All street addresses will be sequential, ranging from the lowest to the highest e.g. 1, 1A, 2, 2A, 3, 4, 5, 6, 7 etc.
- (vi) Street Addresses for subdivisions and amalgamations will be allocated when approval is granted by the Planning Department and owners will be notified by mail. City of Belmont reserves the

right to retain any street addresses not used, as it deems appropriate.

- A. Single houses and grouped dwellings may be required to share a street number.
- B. If the property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear, then the existing dwelling will retain its original street number and the new dwelling will be allocated a suffix of the original house number.
- C. If the existing lot is developed and split adjacent to the road into two or more separate lots with direct road frontage, the following provision will be applied:
 - Where available, whole street numbers will be allocated
 - Where there is only one street number available, the lot closest to the road starting point will retain the original street number and thereafter number with suffixes will be applied sequentially.
- D. Where there is only one number available for example at House number 1, new developments will be allocated suffixes such as 1A, 1B, 1C and 1D. If there are more than four units, they will be allocated numeric prefix e.g. 1/1, 2/1, 3/1 etc.

ii. Instigation methods for street re-naming and re-numbering

a) Council Resolution

Where Council has in its opinion sufficient community or government emergency services agencies requests for the rectification of problems associated with segmented sections of a street, the Council may instigate the re-naming and re-numbering of the segmented portions after seeking comments from all property owners within the affected street sections.

To enable the process to continue and be completed there is to be 75% support from the affected owners of the proposed change.

b) Federal and State Government Agencies (other than Geographic Names Committee and Minister for Lands)

Where a Federal or State government agency requests Council to consider the re-naming and/or re-numbering of segmented sections of a street due to problems that they are experiencing the matter shall be referred to Council for consideration in line with clause 1.1.

c) Emergency Services Agencies

Where an emergency service agency has notified Council that it is experiencing difficulties with segmented sections of a street, all options available to assist will be considered included improved street signage which clearly defines the house numbers in the segmented portion.

d) Property Owners

Where a property owner provides a written request for the re-naming of the section of street in which they own property or reside, the property owner shall be requested to produce to the Council written confirmation from 75% or more of the other property owners in the street that they support the re-naming and re-numbering of the section of the street in question.

The Council will provide free of charge to the initial requestor the contact names and addresses of the other property owners to assist in the collection of the comments.

The Proposed Street Numbering and Re-naming Questionnaire shall be the format used for seeking comment of property owners on street re-naming and re-numbering.

iii. Procedures for re-naming and re-numbering

- a) Suggested street name(s) selected from the "Schedule of Names Reserved for Streets and Parks" list (as amended) are to be presented to Council for consideration.
- b) Council's recommendation of the street name is to be presented to the Geographic Names Committee for endorsement.
- c) The proposed street name shall not be used for more than one section of a segmented street.
- d) All renamed streets will have new numbers allocated to each property.
- e) The re-numbering sequence shall follow the Australian/New Zealand Standard AS/NZS 4819 2011.
- f) Following the endorsement by the Minister for Lands of the new street name a dual street sign will be installed and retained as a dual sign for a period of not less than 12 months by the City.
- g) Wherever practical, the selection and endorsement of the new street name is to be finalised and submitted to the Geographic Names Committee by the end of March to enable print for the following year street directory.

2. Advice to Owners

i. Residential

The City will notify only the following agencies where street re-naming and re-numbering has occurred:

- a) Australian Electoral Commission
- b) Synergy
- c) Water Corporation
- d) Landgate
- e) Telstra
- f) Atco Gas
- g) Kleenheat

- h) Australia Post
- i) Alinta Gas

Council will not consider requests for street number changes, which are based on the following:

- a) A number is considered “unlucky”.
- b) Religious reasons.
- c) To improve the “feng shui” of a property.
- d) Personal preferences.
- e) The number is not good for business.
- f) The property is difficult to sell.
- g) The number/address “devalues” the property.

A request to re-number a property is to be submitted in writing.

Council will only consider changing a number where there will be no effect on the sequencing of numbers, the ability to allow further allocation of numbers to properties where future development can occur and where the change will not require the installation of alphabetical lettering after the number.

The property owner will be responsible for:

- a) Notifying occupants of the proposed changes where they are not the owner/occupier.
- b) Removing the existing street number and installing the new number.
- c) Notifying all other agencies not listed in item 1 above.
- d) Changing at their expense any individual property signage that reflects the existing street name and numbering.
- e) Notifying all personal contacts regarding the change of address.
- f) Notifying all other agencies associated with the owner external to Australia.
- g) Alterations to personal/ business stationery etc.

The City will not compensate or bear any costs associated with the correction of reflective numbering installed on kerbs.

ii. Commercial/Industrial

For commercial and industrial properties, the five items listed for residential properties are applicable along with the following additional items:

- a) Council will not be responsible for the costs associated with stationery changes relating to the business name and address.
- b) Council will not be responsible for the installation of revised advertisement signage on the property.
- c) Council will not provide any revised or additional street numbers other than as listed for residential properties.
- d) Council will provide three months’ notice prior to the installation of street signage to enable the correction of stationery and business

advertisement signage.

Reference/Associated Documents

Australian/New Zealand Standard AS/NZS 4819 2011

Reference to Internal Procedure

Proposed Street Numbering and Renaming Questionnaire
Policy 56 - Naming or Renaming of Streets, Parks and Reserves

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
22/08/17	NEW POLICY	12.2
10/12/19	REVIEW – NONE	12.8
24/05/22	REVIEW - NONE	12.7

NEXT REVIEW DATE	2023
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