

PROPERTY ADDRESSING POLICY

Responsible Department: Corporate and Commercial Services
Responsible Section: Property Services
Responsible Officer: Manager Property Services

Objective

The objective of this policy is to provide a clear and consistent understanding of property addressing across the Narrabri Shire Council Local Government Area (LGA):

Council has an urban and rural addressing system to cover the LGA, with the following primary objectives:

- (a) To provide a unique and identifiable address for each property within the LGA;
- (b) To facilitate emergency vehicle response; and
- (c) To provide for prompt and efficient responses from service providers.

Introduction

It is important that there is a logical, standardised, and clear property addressing system in Narrabri Shire. This enables people and entities living and operating in the Shire to identify properties with ease and confidence.

This policy establishes that system and provides a framework for its application.

Policy

1. Definitions

Term	Meaning
Relevant Standard	AS/NZS 4819:2011
Rural Properties	A property within the LGA but outside the stated limits of a township.
Urban Properties	A property within the stated limits of a township within the LGA.

2. Addressing Generally

- 2.1. Council will allocate every urban building or part of building (where the building is partitioned) with an individual address.
- 2.2. Council will allocate every rural property with an individual address.
- 2.3. Narrabri Shire Council will adhere to AS/NZS 4819:2011 when issuing and managing property addressing in Narrabri Shire.

3. Urban Addressing

- 3.1. Urban properties will be assigned an address in accordance with the relevant standard.

4. Rural Addressing

- 4.1. Rural properties will be assigned an address in accordance with the relevant standard.
- 4.2. Rural address numbers will replace roadside mailbox numbers, lot numbers, and other numbering systems used in the past.
- 4.3. Property names may be used in conjunction with the property's numerical address.
- 4.4. Rural addresses shall be indicated by way of rural addressing numbering posts, which shall meet Council's specifications in terms of size, material, character, and location.
- 4.5. Property numbering posts must be kept clear and visible at all times.
- 4.6. Where a rural address numbering post requires replacement, for any reason, the landowner must make an application to Council and pay the prescribed fee.
- 4.7. Following payment of the prescribed fee and approval of the application, Council will provide and install the replacement post.

5. New Addresses

- 5.1. It shall be a condition of all development consents to all urban development applications and subdivision applications that there be provision of property address(es) in accordance with this policy and AS 4819:2011.
- 5.2. It shall be a condition of all development consents for all new rural dwelling applications for provision of a property address in accordance with AS 4819:2011 if one does not already exist.
- 5.3. It shall be a condition of all development consents for all new rural subdivisions, that each new allotment created will be assigned a property address in accordance with AS 4819:2011.
- 5.4. Property owners may apply to Council for creation of new rural addresses.
- 5.5. Applications for new rural addresses must be made in the form prescribed by Council, which is an appendix to this policy.
- 5.6. Applicants for new rural addresses for a property, structure, or feature developed after 1 January 2009 must pay a fee in accordance with Council's adopted Scale of Fees and Charges. Payment of this fee will be a pre-requisite to the new address being created.

6. Changes to Rural Addresses

- 6.1. Where an address is incorrect on the basis of the system established by this policy, property owners can apply to Council to change the address.
- 6.2. Except where this policy explicitly states otherwise, the property owner shall be responsible for any costs associated with changes to the address.
- 6.3. Where a rural address changes due to realignments of roads or rail crossings, those changes will be incorporated into the cost of the realignment project. These costs may include:
 - (d) Identification of new property accesses for addressing purposes;
 - (e) Calculation and registration of the new address;
 - (f) Supply and installation of posts; and
 - (g) Notification to relevant service providers.

References

- *Local Government Act (NSW) 1993.*
- *Local Government (General) Regulation 2021.*
- AS/NZS 4819:2011 Rural & Urban Addressing
- NSW Address Policy and User Manual

History

Minute Number	Meeting Date	Description of Change
115/2014	5 April 2016	Adopted
164/2017	15 August 2017	Reviewed
	2 June 2020	Rebranded
336/2022	October 18, 2022	Adopted