

Street Naming and Numbering

Council Policy Number	168
Date adopted	17 August 2022
Version No.	2



1. Preamble

This policy provides a clear and consistent approach to the allocating and administration of the naming and numbering of streets and properties throughout the municipality

2. Purpose

The purpose of this policy is to ensure that Campaspe Shire Council ('Council') acts in accordance with the *Local Government Act 1989*, *Geographic Place Names Act 1998* and Section 29 of the Subdivision (Procedures) Regulations 2021 as well as the guidelines provided in Australian / New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011, Guidelines for Geographic Names 2010 as set out by the Registrar of Geographic Names (Victoria) and Naming rules for places in Victoria – statutory requirements for naming roads, features and localities 2022.

3. Definitions

Street	an officially named thoroughfare.
Street Number	the number allocated to an individual property or occupancy, creating an address within an urban area.
Rural Road Number	the number allocated to an individual property or occupancy, creating an address within a rural area.

4. Policy Statement

Council is responsible for the naming of roads, features and localities. Council is also responsible for the issue of all urban and rural addresses in the municipality. This is an important service as it allows for the easy identification of a property by a range of service providers within the community, including emergency services (e.g. police, ambulance, and fire), postal services and utility providers.

All properties in the municipality will be allocated a unique street number.

4.1. Policy Objectives

- a) To specify how Council facilitates identification of properties in the municipality by the use of a logical established pattern of street numbering and in accordance with AS/NZ 4819:2011 Geographic Information - rural and urban addressing.
- b) In allocating street numbers Council will consider the need to promptly establish the location of properties by drivers of emergency vehicles.
- c) To review specific administrative procedures to ensure that owners and occupiers of properties and all relevant authorities are notified of newly allocated numbers.
- d) To ensure that developers/applicants are made aware of Council's policy requirements and proposed name and street numbers at the early stages of proposed developments.
- e) To implement and ensure that all premises display the correctly assigned street number and when needed allow Council to change the street numbers as required.
- f) To facilitate the naming of road/streets, features and localities following processes outlined in the "Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities -2016" (the Naming Rules).

4.2. Policy Scope

This policy applies to the naming and numbering of all properties in the municipality and will be applied:

- a) when new allotments or properties are created;
- b) when there are physical changes to existing allotments;
- c) when there is a change in the number or configuration of tenements;
- d) if a submission is received alleging that numbering is unsatisfactory;
- e) if a submission is received to name a public feature.

4.3. Policy

- a) The Planning Department will apply street naming convention when a proposed plan of subdivision is submitted.
- b) The Rates Department will allocate street numbering upon receipt of a proposed plan of subdivision from the Planning Department or upon notification of a change in built form or occupancy which warrant the allocation of new street numbers. An appropriate number will then be allocated to the property, and the owner, and service authorities will be notified of the new numbering.
- c) The owner and occupier shall prominently display street numbers allocated by Council to the street abuttal to which the property is addressed.
- d) In addition, if the number is displayed to any other street abuttal, such number shall be accompanied by a prominent display of the name of the street to which the property is addressed.
- e) Council reserves the right to request owners to change the address of their property if the existing numbering/naming either actual or displayed is inappropriate or confusing.
- f) Re-numbering of all or part of a street will be considered when there are multiple numbering problems and then only after consultation with the owners and occupiers affected.
- g) Property owners can request changes to their numbering in writing with supporting evidence. This will be examined having regard to this policy and the guidelines attached.
- h) Council will not approve requests for street number changes that conflict with policy objectives. Examples of requests that will be refused are:
 - i. A number is considered 'unlucky'
 - ii. Cultural or religious reasons
 - iii. To improve the Feng shui of a property
 - iv. Vendor or agent preferences or incorrect advice provided to purchasers
 - v. Personal preferences
 - vi. The number is not good for business
 - vii. The property is difficult to sell
 - viii. The address 'devalues' the property
- i) The principles in this policy will be followed when implementing the Street Numbering Procedure that is attached to this policy.
- j) As boundaries move due to the expansion and development of towns, allocation of numbers need to be logical between existing Rural Road Numbers ('RRN') and new street numbering. In allocating street numbers allowance is to be made for potential future developments.
- k) Street numbers and RRN should be displayed at all times, to allow easy identification by emergency services.
- l) If a property is advised to have a direct mail service, then the property address as registered by Council will be the official mailing address of the property. No other address details will be adopted.

- m) If evidence provided by an applicant, clearly indicates that Council has not taken due care to prevent wrong address details being used during the relevant planning and development phase of an application, Council will work with the applicant to amend Council documentation and relevant contact details registered within Council’s corporate databases and that of relevant utilities.
- n) If Council requires the compulsory renumbering of a property, a one-off payment of \$150.00 will be paid to the property owner. This payment does not apply when a property owner has requested the renumbering of their property.

5. Exclusions

Nil

6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

7. Related Legislation

- Fire Services Property Levy Act 2012*
- Local Government Act 1989 Schedule 10*
- Local Government Act 1989 Section 158A*
- Planning & Environment Act 1987*
- Subdivision Act 1988*
- Valuation of Land Act 1960*

8. Related Policies, Procedures and Strategies

Council Procedure PR140 - Street Numbering

9. Attachments

AS/NZ 4819:2011 Geographic Information - Rural and urban addressing.

Naming rules for place in Victoria - <https://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules>

Review Period

Four Years

Responsible Officer

Finance Manager

10. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

11. Approval History

Version 1 Adopted	20 August 2019	Minute Book Reference No 3052 (item 7.3)
Administrative update	1 March 2021	Campaspe Shire Council ('Council')
Version 2 Adopted	17 August 2022	Council Meeting Agenda Item 9.3