



## Property Identification Policy and Procedure

<b>Classification:</b>	Council Policy
<b>Review Frequency:</b>	Once in the Term of Council
<b>Last Reviewed:</b>	2012
<b>Review Due:</b>	2016
<b>Responsible Officer:</b>	Senior Property Officer
<b>Applicable Legislation:</b>	Sections 219 and 220 of the Local Government Act 1999
<b>Related Policies/Procedures:</b>	Fees and Charges Policy

### 1. PURPOSE:

The purpose of this policy is to state council's position in regard to the naming of roads within the Kingston District Council area and the system of numbering of properties along roads within the townships of Kingston and Cape Jaffa. The existence of this policy will:

- assist in establishing guidelines for naming new roads,
- outline the process that will be undertaken for requests to change a road name,
- outline the method used for the numbering of properties along roads, and
- outline the process to deal with requests for altering a numbering system along a road.

### 2. LEGISLATIVE CONTEXT:

Section 219 and 220 of the Local Government Act 1999, grants council the power to assign a name, or change the name of a road or public place and numbering of adjacent premises and allotments.

Australian/New Zealand Standard (AS 4819:2003) entitled Geographical Information – Rural and Urban Addressing sets the standard for rural and urban addressing.

**3. SCOPE:**

This policy applies to the naming of roads within the Kingston District Council area and the system of numbering of properties along roads within the townships of Kingston and Cape Jaffa.

**4. DEFINITIONS:**

<i>Public Place</i>	a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the Community Titles Act 1996
<i>Emergency Services and Local Authorities</i>	includes the local branches of the Country Fire Service, State Emergency Service, SA Ambulance service and SA Police
<i>Road</i>	<p>In accordance with the Local Government Act 1999, a road is defined as a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:</p> <p>a) a bridge, viaduct or subway, or  b) an alley, laneway or walkway.</p> <p>For the purpose of this policy only, roads will not include walkways and pedestrian paths</p>

**5. PRINCIPLES:**

All roads will be named in accordance with the following principles:

5.1 *Road and Public Place Naming and Renaming*

- All roads shall be named and sign posted and road names shall not be duplicated.
- Where possible, council encourages road names to reflect the historical, cultural or environmental aspects of the district.\
- Road naming will not imply any ownership of land or property (eg Wrights Road not Wright's Road).

5.1.1 Private Roads

Generally council do not assign road names to private roads unless specifically requested by the owner of the land.

5.1.2 New Roads

In determining the name of new roads, the principles of this policy will be applied.

5.1.3 Public Places

Council at its discretion may assign a name to a public place in accordance with the principles of this policy.

5.2 *Requests to Change a Road Name*

Where council receives a request to change a road name, council will consider each request on the merit of the proposal and give consideration to the reasons provided for the road name change.

### 5.3 *Property Numbering and Alteration of a Numbering System*

- Street numbering will be in accordance with the Australian/New Zealand Standard (AS 4819/2003) entitled Geographical Information – Rural and Urban Addressing, with the exception of the numbering of cul-de-sacs which will be numbered in accordance with the approved Property Identification Procedure.
- Where council receives a request to correct existing anomalies in the numbering of roads, council will consider each request on the merit of the proposal and give consideration to the reasons provided for the renumbering of a road.

## 6. **PROPERTY IDENTIFICATION PROCEDURE:**

### 6.1 *Road and Public Place Naming and Re-Naming*

#### 6.1.1 Development Applications

6.1.1.1 Where an application for a land division creates a new road, council will write to the applicant at the time of issuing the Decision Notification Form, seeking their views and suggestions for appropriate road names in accordance with the Property Identification Policy.

6.1.1.2 A determination on the road name will be made by council in accordance with the policy. In making a determination, council will consider, but will not be limited to:

- Road and public place naming and re-naming principles in accordance with the Property Identification Policy,
- Names of similar sounding roads in the district that may create confusion,
- Guidelines of the Rural Property Addressing Standards.

#### 6.1.2 Requests to Change a Road Name

6.1.2.1 Where council receives a request to change the name of an existing road, the applicant shall provide:

- The request in writing
- The reason for the proposed road name change
- The proposed future road name
- Any supporting documentation.

6.1.2.2 A report, together with all supporting documentation will be provided to council who may resolve to:

- a. Take no further action.
- b. Undertake community consultation.
- c. Resolve to change the road name.
- d. Request further information.

#### 6.1.3 Community Consultation

6.1.3.1 If Community consultation is chosen by council the process for coordinating community consultation shall be:

- a. Letters must be sent to Emergency Services, local authorities and affected landowners.

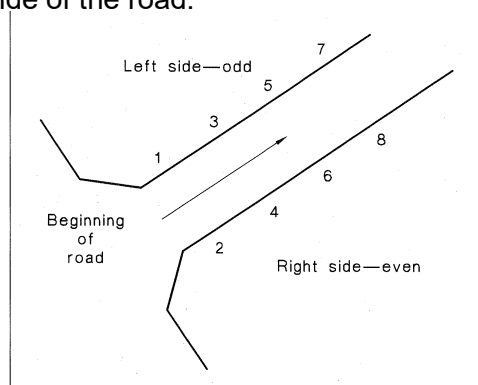
- b. A public notice advising of the proposed road name change and inviting public comment will be placed in the Coastal Leader.
- c. A 3 week minimum period to be allowed for written comments to be received by council.
- d. If the road crosses into another council area, consultation must also occur with adjoining councils in relation to proposing a joint naming process for the full extent of the road.
- e. Responses will be compiled and a report prepared for council on whether a name change is recommended or otherwise.

6.1.4 Implementation of Road Name Change

- 6.1.4.1 Should the council resolve to assign an alternative road name, council will notify the relevant parties and place a public notice as required in accordance with Section 219 (3) & (4) of the Local Government Act 1999.
- 6.1.4.2 In addition to the legislative requirements, council will notify Emergency Services of the road name change.

6.2 *Property Numbering*

- 6.2.1 Property numbers are to be allocated in accordance with council's policy.
- 6.2.2 This procedure will be followed where there are changes to a parcel of land as a result of a division or any request in accordance with the Property Identification Policy.
- 6.2.3 Property numbering will be determined on receipt of notification of an approved Deposited Plan from the Land Titles Office.
- 6.2.4 Start Point for Road Numbering
  - 6.2.4.1 Road running between 2 other roads – the start point may be at the end adjoining the road of greater importance. Consistent application of the start point within a locality shall take precedence.
  - 6.2.4.2 Minor road running between several roads of equal importance – the start point may be at either end of the road. It shall be applied consistently to parallel roads.
  - 6.2.4.3 The start point of a court or a cul-de-sac shall be the entrance.
- 6.2.5 Numbering New Developments
  - 6.2.5.1 Moving away from the start point, unless there exists an established local convention to the contrary, odd numbers hall be allocated to the left side, and even numbers to the right side of the road.



**START POINT AND ALLOCATION OF NUMBERS**

**6.2.6 Numbering of Cul-de-sac**

6.2.6.1 From the starting point, cul-de-sac numbers will be allocated numbers with number one being the first property on the left side and number following sequentially around the cul-de-sac.

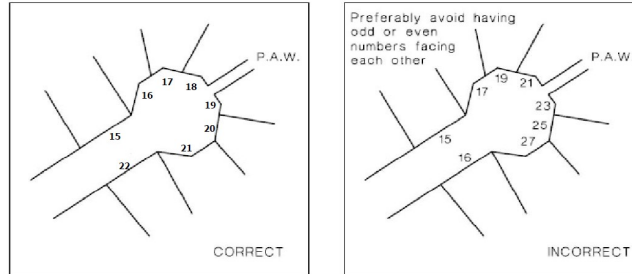
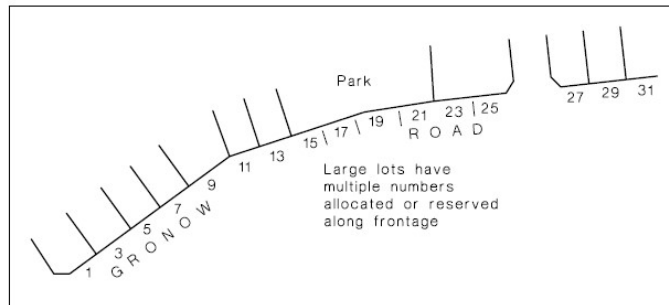


FIGURE 3.2 NUMBERING PATTERN FOR CUL-DE-SAC

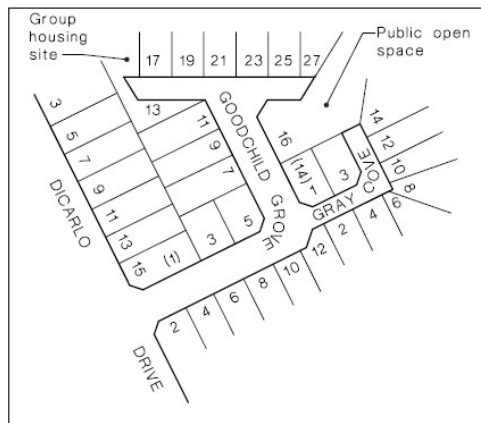
**6.2.7 Larger Address Sites**

6.2.7.1 Additional urban address numbers, based on the frontage allowed for normal house blocks or properties, should be allocated or reserved for larger address sites in accordance with their development potential.



**6.2.8 Corner Address Sites**

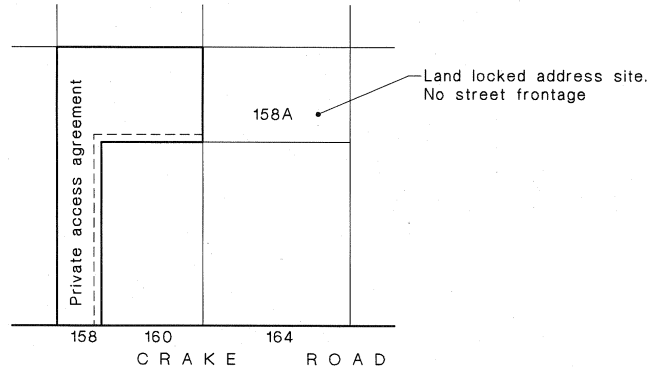
6.2.8.1 A 'corner' as defined by the Australian Standard is classified as the intersection of two distinct roads. Address numbers shall be reserved for both frontages of corner address sites. Upon completion of the site development, a primary address in one frontage will be allocated. The unused numbers shall be reserved for future use in case the parcel is sub divided.



NOTE: Bracketed numbers are reserved for these address sites.

6.2.9 Land Locked Address Sites

6.2.9.1 Land locked address sites with no road frontage should be allocated an alphabetical character relative to the nearest block with a road frontage. Alternatively, such sites may be allocated a unique full number if feasible, relative to the address number of the site over which access is effected.



6.2.10 Subdivision

6.2.10.1 A subdivision is numbered in accordance with the principles outlined in this procedure. One number shall be allocated for a specific length of road frontage in accordance with the accepted norm for that location. If a subdivision first occurs in the middle of what will eventually become a continuous road, an estimation should be made of the total number of lots likely to be created along the entire road before allocating numbers for the section subdivided.

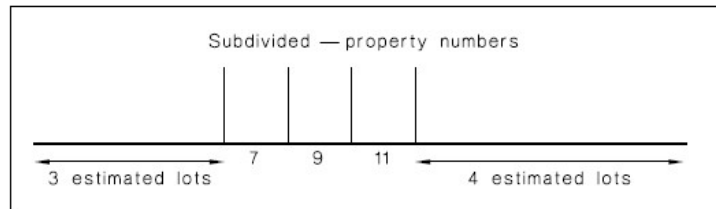


FIGURE 3.6 NUMBERING PATTERN IN A SUBDIVISION

6.2.11 Ranged Addressing

6.2.11.1 Where a large building, site or facility occupies several lots, a ranged address may be used. In the example provided below, the building may be addresses as 7-13 Scotts Road.

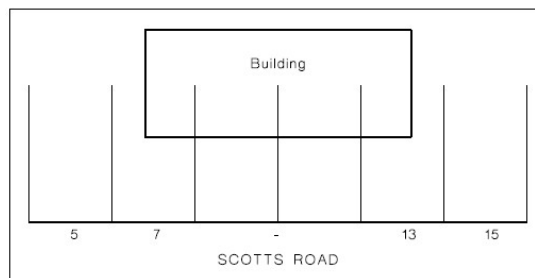
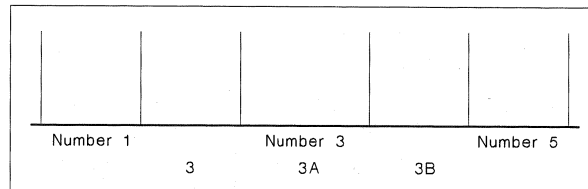


FIGURE 3.7(A) RANGED ADDRESS FOR BUILDING

6.2.12 Renumbering Existing Developments

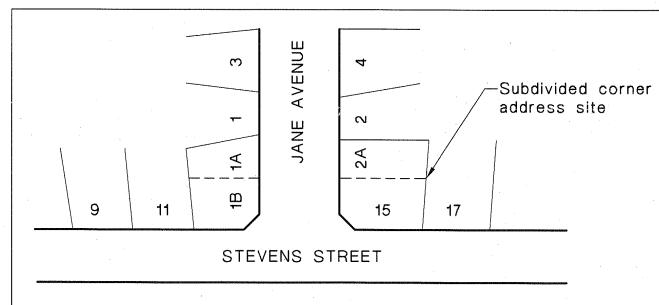
6.2.12.1 On occasions it may be necessary to adjust or modify existing address numbers to cater for development or redevelopment of urban areas. Sometimes the introduction of alpha suffixes will be necessary. In development where previously only one address number was allocated, the unit or property on the lower-numbered side will carry the previously allocated number, while the other units or property will be allocated the number with suffixes.



Numbering pattern with previously allocated number

6.2.13 Sub-Divided Corner Address Site with No Reserved Alternative Address Number

6.2.13.1 Subdivided corner address sites with only one allocated address number shall be allocated a number with a suffix in accordance with other numbers on that frontage.



Subdivided corner address site with no reserved alternative address number

6.2.14 Other Address Numbering Scenarios

For examples not covered under this procedure, reference will be made to the Australian/New Zealand Standard Geographic information – Rural and Urban Addressing.

6.2.15 General

6.2.15.1 Where the owner of land uses a number other than the one allocated by council, council will notify the owner in writing, requiring the owner to substitute the correct address number. Note it is an offence under the Local Government Act for an owner of land to adopt a number for an allotment that is inconsistent with the numbering system adopted by the council (Section 220(5)).

6.2.15.2 Where there are changes to property numbering systems along a particular road, council will notify the Valuer General and place a public notice of the resolution adopting, altering or substituting a numbering system for a particular road, in accordance with Section 220(3) of the Local Government Act 1999.

## 6.2 *Rural Property Addressing*

### 6.2.1 Definition

Rural Property Addressing is a nationally recognised standard for the addressing of rural housing and other structures that is consistent nationally and will improve the delivery of regular services and aid emergency service response.

### 6.2.2 Policy Position

6.2.2.1 All properties outside the township boundaries of Kingston SE and Cape Jaffa will be provided with a rural property address in accordance with National Standards.

6.2.2.2 Council's policy position is that rural addresses shall be allocated to access points that service the following structures or work areas, at council cost (see below Replacement/New Signs):

- a. Residential properties;
- b. Work sheds - that is shearing sheds, machinery sheds, hay sheds;
- c. Operational livestock yards.

6.2.2.3 Council's policy position on all other requests shall be assessed on an individual basis and if approved shall be at the applicants full cost which shall be set in council's Fees and Charges Policy.

### 6.2.3 How to Obtain a New Rural Property Address

6.2.3.1 The initial roll out of rural property addressing has been completed. It is council's policy that applications for rural property addresses shall be made in writing on the prescribed application form.

6.2.3.2 Applications forms are available from the council office, 29 Holland Street, Kingston SE, 5275 or on council's web site [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au) .

### 6.2.4 Replacement Signs

6.2.4.1 All replacement signs shall be ordered through the council on the prescribed application form. The application form is available from the council office, 29 Holland Street, Kingston SE, 5275 or on council's web site [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au)

6.2.4.2 Applicants must make payment upon application for a replacement sign; until payment is made the application will not be processed.

6.2.4.3 The cost of a replacement sign is set in council's Fees and Charges Policy.

6.2.4.4 If an application for a replacement sign is made due to damage by the applicant or any third party, the fee must still be paid. It is the responsibility of the landowner/applicant to seek their own reimbursement through their insurance or claim against a third party.

### 6.2.5 Signage Installation

6.2.5.1 Council shall erect all signs to ensure compliance with roadside installation standards.

6.2.5.2 Council will endeavour to have signage installed within 8 weeks of application and payment of the required fee.



**7. AVAILABILITY OF THE POLICY:**

This policy will be available for inspection at the council's principle office, 29 Holland Street Kingston SE, during ordinary business hours and on council's website: [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by council.