



## **10. PROPERTY MANAGEMENT**

Policy 10.10

ADDRESSING, ROAD NAMING & LOCALITY NAMING

**Version 1**

## **10. PROPERTY MANAGEMENT**

This policy is to supersede:

- Policy 10.8 Rural Addressing
- Policy 10.9 Street Naming
- Policy 10.10 Street Numbering – Outside Numerical Sequence

### **OBJECTIVE:**

To ensure that all addresses provided are conforming address in accordance with AS/NZS 4819: Rural and Urban Addressing Standard and the NSW Geographical Names Board Addressing User Manual (AUM).

### **POLICY:**

#### **1. Numbering**

- a) That all numbering be provided in accordance with the AUM.
- b) That Council apply as a condition of development consent to all subdivisions and dwellings, a requirement for the provision of a number.
- c) The numbers shall be clearly affixed to the property access and shall be visible from a public road.
- d) The fee for the provision of a Rural Addressing Number shall be in accordance with Council's adopted scale of the current Fees & Charges.
- e) A request for a new number/ address can be requested by the landowner if the current address does not conform to the AUM. This numbering/ addressing will not incur a fee.
- f) A record shall be kept of the allocation of all Addressing Numbers.
- g) That Council may provide a number from a private road, if that private road has been officially named and would meet the requirements of a conforming address as per the AUM.
- h) Council is to ensure that where appropriate secondary and alternative addresses in accordance with the AUM are recorded and advised to landowners wherever a new address is allocated.
- i) Address numbers can be allocated by a delegated staff member.

#### **2. Road Naming**

- a) That all road naming be undertaken in accordance with the AUM and the Online Road Naming System.
- b) Proposals for road naming of private roads or crown roads can be submitted to Council for consideration. The private road to be named is to meet one of the requirements below for Council to consider the naming:

- i. Be over 1km from a public road to the place of address; or
- ii. Have three or more places of address accessing from this road; or
- iii. If not named, would cause issues with emergency services navigation to a place of address. In this instance a case is required to be put forward and Council reserves the right to consult emergency services on this road.

Council may signpost the road once named with statements such as 'private road', 'crown road' and or 'Council's maintenance obligations stop here' for clarity that the road being named is not a Council controlled road.

- c) Prior to a road name being processed within the Online Road Naming System a report be presented to Council submitting a the name for consideration.
- d) Should the name be considered appropriate under c) the Online Road Naming process be commenced and if accepted by the Geographical Names Board, a twenty-eight (28) day public notification procedure be undertaken. All affected landowners are to be advised in writing of the notification period. It will be Council's discretion to advise surrounding landowners in writing of the proposed road name where they are not directly affected.
- e) If no objections are received as a result of d), the name be adopted through the Online Road Naming System and placed in the New South Wales Government Gazette.
- f) If objections are received or alternative names are suggested as a result of d), the matter be further reported to Council and re-advertised as per d) above if an alternative name is supported.
- g) Requests for re-naming of an existing road will only be accepted for assessment if it meets the criteria of 6.7 of the AUM and an alternative name is provided for consideration. All re-naming proposals, if accepted to be assessed by Council, will require notification calling for submissions to all affected landowners.

### **3. Locality Naming**

- a) That all locality naming be undertaken in accordance with the AUM and guidance of the Geographical Names Board.
- b) Any proposed locality name changes or new localities are to be reported to Council for consideration prior to any further action.
- c) If the proposal is accepted by Council under b) above, a twenty-eight (28) day public notification procedure is to be undertaken and all affected landowners are to be advised in writing of the notification period calling for submissions.
- d) Once the notification period has finished as per c) above, a reported be furnished to Council for adoption/amendments and sent to the Geographical Names Board for consideration and approval if accepted.

#### 4. Notifications

For any new address, road name or locality name adopted the following authorities will be notified if not notified by Geographical Names Board:

- NSW Spatial Services
- NSW Valuation Services
- Ambulance Service NSW
- Australia Post
- Endeavour Energy
- NSW Police
- Australian Electoral Commission
- Telstra
- Essential Energy
- Fire & Rescue NSW
- Fire NSW
- State Emergency Services
- Rural Fire Service

<b>Maintained by Department:</b>	Economic Development and Environment	<b>Approved by:</b>	Council		
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