



Policy Owner: Director Corporate Services

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

1.1 This Policy provides a clear and consistent understanding of property addressing across the North Sydney local government area. It's aims are to:

- a) provide a unique and identifiable address for each property within the local government area, in accordance with the *NSW Addressing User Manual - September 2016* (or next relevant revision);
- b) facilitate emergency vehicle response; and
- c) provide for prompt and efficient response from service providers.

2. ELIGIBILITY

2.1 This Policy applies to all properties with addresses in the North Sydney local government area.

3. DEFINITIONS

3.1 Property addressing - is the allocation of an address for all properties or sub-addresses within complex development sites, to ensure individuals and service providers can easily locate properties by their unique address.

4. PROVISIONS

4.1 Address Number Allocation

4.1.1 All requests and allocations of addresses are assessed on an individual basis. Allowances may be made for existing inappropriate house numbering patterns.

- 4.1.2 Customers are required to submit written application for confirmation or allocation of addressing in accordance with the standard condition in the Development Approval. Customers may refer to Council's *Property Addressing Information Sheet* (available from Council's website) for basic guidelines and submit suggested addressing for assessment. Council's GIS Officer will assess the existing addressing and allocate an appropriate address for the property or strata plan lots in the development. Addresses will be adopted upon receipt of a registered Deposited Plan or Strata Plan from NSW Land Registry Services.
- 4.1.3 Customers must make written application for any requested change of address. Should the request have merit, payment of the relevant fee for the change of address will be required prior to Council adopting the numbering and notifying a defined list of service authorities and providers.
- 4.2 Consent - application must be made to the GIS Officer for allocation of appropriate numbering or confirmation of existing numbering, in accordance with the Development Approval. Written consent will be provided to the applicant and notification to a defined list of service authorities and providers will be undertaken by the GIS Officer.
- 4.2.1 Addressing Amendment - Council is able to request the owners of a property, to change the address where the existing numbering is inappropriate or confusing. This may be in order to make sufficient provision for the addressing of a new development between existing dwellings where there is no other acceptable addressing options. This is enforceable by the issue of an Order.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's Information Technology Department (GIS Section) is responsible for ensuring that the provisions of this Policy are adhered to.
- 5.2 Council's Development Services Department is responsible for including a standard house numbering condition to a Development Consent (if applicable).
- 5.3 The Principal Certifying Authority (PCA) is responsible for ensuring compliance with this condition prior to the issue of an Occupation Certificate.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Property Addressing Information Sheet

The Policy should be read in conjunction with the following documents/legislation:

- NSW Address Policy and User Manual - October 2019
- Local Government Act 1993 (Section 124 Orders)

Version	Date Approved	Approved by	Resolution No.	Review Date
1	27 June 2005	Council	580	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21