

## 10.11.Amended Property Addressing Policy

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<b>ENDORSED BY</b>	Luke Harvey, Director Corporate Support
<b>ATTACHMENTS</b>	1. Property Addressing Policy 2023 [ <b>10.11.1</b> - 3 pages] 2. Property Addressing Information Sheet 2023 [ <b>10.11.2</b> - 7 pages]
<b>CSP LINK</b>	5. Our Civic Leadership 5.4 Council services are efficient and easy to access

### PURPOSE:

The purpose of this report is to present amendments to Council's *Property Addressing Policy* for re-adoption.

### EXECUTIVE SUMMARY:

- The amendments to this policy bring consistency with the current *NSW Address Policy and User Manual* (2019).
- The amendments are not considered significant. Therefore, it is recommended that public exhibition is not required prior to re-adoption of this policy.
- The accompanying Information Sheet (to be made available from Council's website) has also been updated in accordance with the policy amendments.

### RECOMMENDATION:

- 1. THAT** the *Property Addressing Policy*, as attached to this report, be readopted.
- 2. THAT** the General Manager be authorised to make minor administrative amendments to the policy if required.

## **Background**

The *Property Addressing Policy* provides a clear and consistent understanding of property addressing across the North Sydney local government area and establishes a structured approach to address allocation and management.

## **Report**

The *Property Addressing Policy* has been updated to be consistent with the current *NSW Address Policy and User Manual* (2019).

The proposed amendments are marked in the attached with red font/italics indicating the additions.

The amendments are not considered significant. Therefore, it is recommended that public exhibition is not required prior to re-adoption of this policy.

## **Consultation requirements**

Community engagement is not required.

## **Financial/Resource Implications**

There are no financial implications arising from the review of this policy.



## PROPERTY ADDRESSING POLICY

D5-43

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**Policy Owner:** Director Corporate Support

**Category:** Operational

**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 and aims 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~~ *NSW Address Policy and User Manual - October 2019* (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 *and exceptions to the NSW Address Policy and User Manual* may be made for existing inappropriate house numbering patterns.

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Re-adopted by Council [insert date]

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- 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. *In the case of a strata plan, a copy of the draft Strata Plan must be submitted for addressing assessment. Approval must also be sought for addressing non-strata buildings with multiple tenancies.* 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 address 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 submit a written application for any requested change of address *to an existing dwelling or premises*. Should the request have merit, payment of the relevant fee for the change of address will be required prior to Council adopting the numbering. A defined list of service authorities and providers will then be notified.
- 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. Notification to a defined list of service authorities and providers will then be undertaken by the GIS Officer.
- 4.2.1 Addressing Amendment - Council is able to request the owners of a property change an 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, *or to retrospectively correct anomalies that may create confusion in emergency situations*. 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.

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Re-adopted by Council [insert date]

## 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 *(or next relevant revision)*
- 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
5	[insert date]	Council	[insert minute. no.]	2024/25

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Re-adopted by Council [insert date]

## INFORMATION SHEET

# Property Addressing



Updated ~~January 2020~~ *November 2023*

### 1. GENERAL ADDRESSING PRINCIPLES

- 1.1. Council is the authority which is responsible for the approval of all property address changes within the North Sydney local government area.
- 1.2. All new addresses are evaluated and approved in accordance with the *NSW Address Policy and User Manual - October 2019* (or most recent revision).
- 1.3. Requests for allocation of addresses must be submitted in writing in accordance with the standard condition in the Development Approval, and are assessed on an individual basis.
- 1.4. ~~Council is able to request the owners to change the address of a property where the existing numbering is inappropriate or confusing. This may also be in order to make sufficient provision for new development between existing addresses or because there is an Emergency Services safety issue. This is enforceable by the issue of an Order.~~

Council is able to request the owners of a property change an 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, *or to retrospectively correct anomalies that may create confusion in emergency situations. This is enforceable by the issue of an Order.*

- 1.5. Council will notify a defined list of service providers and authorities of addressing additions and changes on behalf of the owners.
- 1.6. *The use of* ranged addresses, e.g. 1-9 Smith Street, ~~are~~ *is* not permitted according to the *NSW Address Policy and User Manual - October 2019*. These addresses will be reviewed as applications for addressing approval are received, and single unique numbers will be allocated, e.g. 1 Smith Street.
- 1.7. Multi-level sites are buildings with more than one level and must be addressed in the "hotel style", e.g. G01, G02, U 101, U 102, U 201, U 202 etc. with the first part being the floor/level number and the last two digits being the unit numbers (refer to Scenario 7).

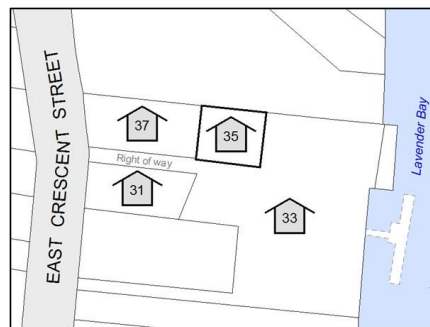
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- 1.8. Duplication of addressing in Strata lots is not permitted. Units, offices, shops and suites must all be uniquely numbered e.g. G01, Shop G02, Suite G03 (refer to Scenario 6).
- 1.9. Where there are no provisions for the addition of addresses for a new development between existing street numbers, suffixes can be used, e.g. *a new development between* existing properties 1 and 3 Smith Street, means the new development would need to be addressed 1A Smith Street. Suffixes shall start at 'A' and will not exceed 'E', be sequential and in the same direction as the numbering of addresses (refer to Scenario 2).

**2. EXAMPLES OF COMMON ADDRESSING SCENARIOS**

~~Scenario 1: Addresses allocated according to location of the point of pedestrian access.~~ *The primary address should be allocated to the pedestrian access point; the alternative address should be allocated to the vehicular access point.*

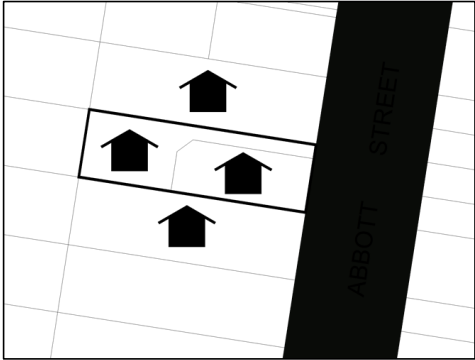
**Determination of Address Number**

(6.1.1 NSW Address Policy and User Manual - October 2019)

Note: where no actual street frontage exists, *an* appropriate unique single street number or alphanumeric number, ~~over which~~ will be allocated and appropriate to where access is obtained.

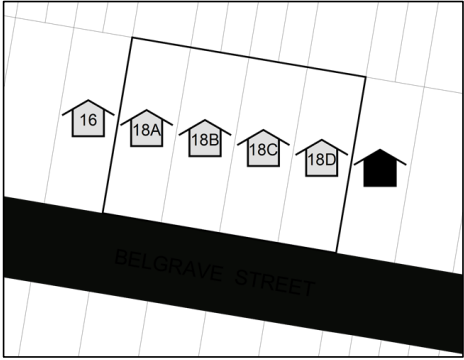
PROPERTY ADDRESSING INFORMATION SHEET

Scenario 2: Suffixes – where there is no provision for allocation of a unique separate address. Urban infill frequently results in situations where there are no address numbers available for a new address site due to existing numbering in the street. In these situations, alpha suffixes shall be assigned for the existing and the new address sites. Where address sites do not share access, but have individual access to the road, alpha suffixes shall be assigned. Alpha suffixes shall start at A, be assigned incrementally and shall not extend beyond E. For properties with a separate dwelling to the rear, alpha suffixes shall be assigned to both properties.



Use of Suffixes

(6.2.3 NSW Address Policy and User Manual - October 2019)



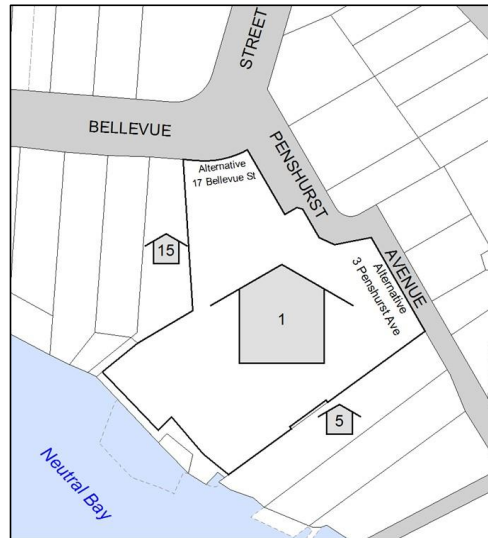
Order of Suffixes by access position



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**Scenario 3:** Alternative addresses for sites with more than one access point. The alternative address/es will be stored in Council's records and used as reference only.



**Alternative addresses**

(6.1.5 NSW Address Policy and User Manual - October 2019)

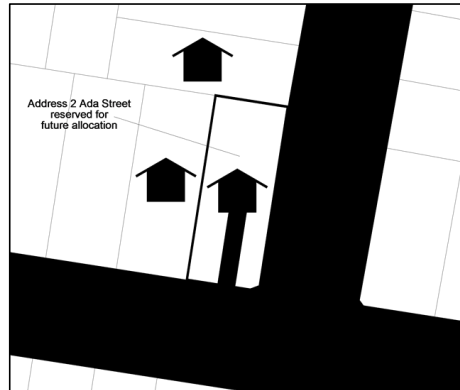
Note: Alternative addressing may include: Where a primary address site has more than one access point, it may be assigned one or more alternative addresses. Examples include:

- a) a corner site with that has developed access from two roads.
- b) a site with that has multiple access points from dual frontage or a separate rear access lane.
- c) a large site with access from more than one point that has multiple developed access points along on the same road; and
- d) a large complex occupying a whole street that occupies an entire block with multiple developed access points from different streets.

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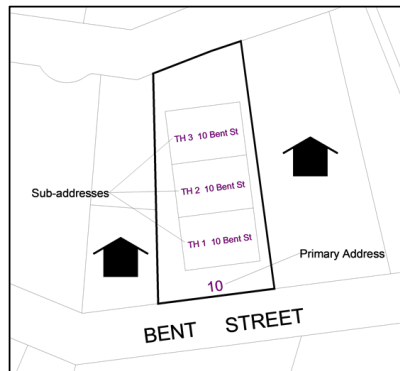
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**Scenario 4:** Corner sites shall be allocated an address number on the road from which pedestrian access is provided and the mail delivery point. *Corner sites with only one access point shall have only one address - on the road that the site is accessed from.*

**Numbering a corner site**

(6.3.2 NSW Address Policy and User Manual - October 2019)

**Scenario 5:** Sub-addresses *numbering* shall be ~~utilised~~ *used* for addressing sites *that are* contained within a primary address site *e.g. an apartment building, block of flats or marina*. Generally, sub addresses are defined because there is one main access point from the road to the property from which many locations can then be accessed.

**Sub-addressing**

(6.1.4 NSW Address Policy and User Manual - October 2019)

Note: *for Registered Strata Plans* the installation of an Owners Corporation mailbox or labelling of an existing box ("Secretary" *or similar*) *for the receipt of Owners Corporation mail*, is required at the site.

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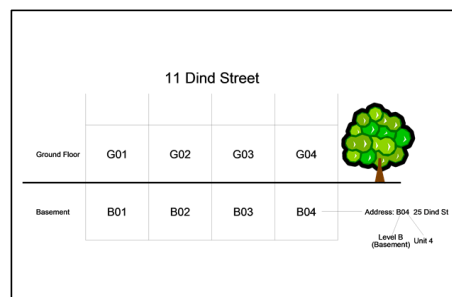
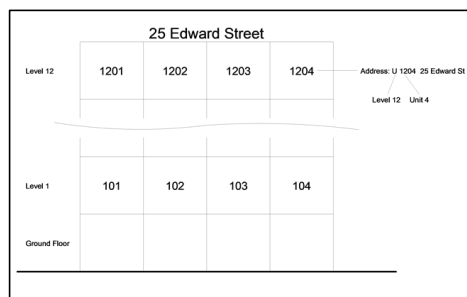
**Scenario 6:** Sub-address number and/or type using unique *numbering* ~~positive integers or alpha characters~~ in a logical sequence. *All addresses must be unique, no matter what the use of the unit, to avoid confusion.*



**Uniqueness**

(6.5.3 & 6.5.4 NSW Address Policy and User Manual - October 2019)

**Scenario 7:** Addressing of a building of more than one level - ~~with floor numbers~~ e.g. ~~Level 2 Unit 7, is known as 207 rather than 27. The exception to this would be to~~ number the level, with an alpha prefix such as G for Ground, B for Basement. *The first part of the unit number shall be one or more alphanumeric characters which represent the level. The last two digits shall be the address number for the unit (this is commonly referred to as 'hotel style numbering') e.g. U101 25 Edward Street. The last two digits in the sub-address number shall be unique on that level. Those digits shall be allocated in a logical sequence to each address site. A zero shall be interposed in the numbering of the first nine address sites on each level for clarity e.g. for level 3 unit 9, the number shall be 309, not 39. The first part of the sub-address number will normally refer to the level number e.g. 309 is on level 3. A level type code may be used in appropriate cases, such as 'ground', 'mezzanine', or 'basement' level.*



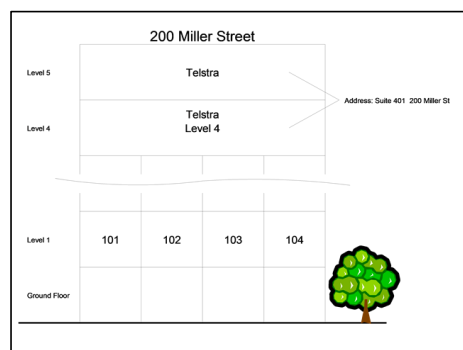
**Multi-level Sub-address Allocation**

(6.5.5 NSW Address Policy and User Manual - October 2019)

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~~Scenario 8: Sub-address for whole level of a building where the whole level is occupied by one owner e.g. Level 8 would be known as 801. Additionally, where a site occupies more than one level e.g. Level 4 and 5, the address is allocated where main access to the site is located e.g. Suite 401 200 Miller Street, North Sydney.~~ *An address site that occupies an entire level should be assigned a sub-address number as if it is the first address site on that level, e.g. for level 4, the sub-address number would be 401. Similarly, an address site that occupies multiple levels should be assigned a sub-address number based on the level used to access the site, e.g. for a site occupying levels 5 and 6 and accessed from level 5, the sub-address number would be 501.*

**Multi-level Sub-address Allocation**

(6.5.5 NSW Address Policy and User Manual - October 2019)

~~Note: these scenarios are random examples only.~~ *the scenarios provided are random examples only. Advice should be sought from North Sydney Council regarding the appropriate allocation of addresses. North Sydney Council is the Authority responsible for issuing and enforcing addressing.*