

# Street Numbering

Classification:	Council Policy
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Next Review:	October 2024
ECM tracking No.:	3828569
Responsible Officer:	General Manager Corporate and Development
Relevant Legislation:	<i>Local Government Act 1999</i> Australian/New Zealand Standard Geographic information – Rural and urban addressing (AS 4819:2011)
Related Policies:	Not applicable

## 1. Introduction

1.1 The purpose of this Policy is to outline the Council’s approach to assigning street numbers to properties. Section 220 of the *Local Government Act 1999* provides council with the responsibility and authority to allocate, alter, and/or substitute street numbers.

## 2. Strategic Plan Desired Outcomes

*PRINCIPLE: Service Sustainability*

*Governing with Integrity*

*THEME: COMMUNITY, ENVIRONMENT and PLACE*

*PRIORITY: Attractive streets and neighbourhoods with easy access and movement and encouragement of greener transport*

## 3. Our Approach

3.1 Review services to ensure they meet community needs facilitating efficient and effective outcomes of the Strategic Community Plan.

3.2 Enhance the character, amenity, safety and accessibility by promoting sympathetic and sustainable development.

## 4. Legislative Requirements and Corporate Policy Context

4.1 In accordance the *Local Government Act 1999*, Council must:

4.1.1 Per Section 220(1a); assign a number as part of its primary street address to all buildings or allotments adjoining a public road created after 1 July

- 4.1.2 Per Section 220(1b); ensure that an assignment under subsection (1a) occurs within 30 days after the issue of certificate of title in relation to the relevant land division in accordance with any requirements prescribed by regulations made for the purposes of this subsection.
- 4.1.3 Per Section 220(3); Public notice must be given of the adopting, altering or substituting of a numbering system for a particular road.
- 4.1.4 Per Section 220(4); Council must immediately notify the Valuer General of a decision of the Council to adopt, alter or substitute a numbering system.
- 4.2 As such, this Policy is not expected to impact on heritage listed properties and it is acceptable to use a property name as part of an address for heritage listed properties.

## 5. Policy

- 5.1 The objective of this Policy is to ensure consistency, by establishing a street numbering system that is simple to manage, logical to users, and uniform to all properties within the municipality and beyond. The aim is to maintain a logical order conducive to public safety, and to avoid confusion to the general public and emergency services.
- 5.2 It is the responsibility of the Rates section of the Finance Department to allocate street numbers in the first instance. The allocation of street numbers as a result of a land division must be endorsed by the Council's General Manager Corporate and Development (or his/her delegate) prior to a landowner being notified of the number that has been assigned to his/her property.
- 5.3 Changing the street numbering of a property can be a sensitive issue. The Council is mindful that such a decision may have cost consequences for a landowner. Accordingly, to minimise adverse ramifications, the allocation of street numbers should be undertaken ideally when there is a new owner or occupier or when there is a new sub-division. Whilst this is the ideal position, there may be circumstances where it is necessary for the Council to change an existing street number.
- 5.4 The issue of new or amended street numbers should be undertaken proactively by advising owners and residents of incorrect numbering, or renumbering where applicable. Incorrect street numbers may be identified from the House of Assembly Roll (i.e. using an 'a' or 'b' suffix instead of Unit 1 or 2 etcetera) or from personal observation by Council staff. This practice also aids in maintaining Council's Voters' Roll.
- 5.5 Where the Council proposes to change an existing street number, the Council will notify the owner and occupier of the property of the proposal in writing and will invite them to provide their comments for the Council's consideration before any determination is made.
- 5.6 It should be noted that in drafting this policy the Administration has also had regard to other Council's street numbering policies including those of the City of Port Adelaide Enfield and the City of Adelaide, which both have well developed practices and policies already in place, as well as Section 3 of the Australian/New Zealand Standard Geographic information – Rural and urban addressing (AS 4819:2011) ("the **Australian Standards**"). It is important that there is consistency

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in the approach amongst all Councils, for ease of identification and understanding by visitors, clients and emergency services.

- 5.7 For examples not covered under this policy, Council will refer to the Australian Standards (The standard may be viewed in the Rates section of Council's offices. It may also be purchased via this website [www.standards.com.au](http://www.standards.com.au)).
- 5.8 It is important to note that the Australian Standards, like this Policy, have legal status as a policy document but are not legally binding. The Council is free to depart from the Australian Standards or this Policy where it considers there are cogent reasons to do so.
- 5.9 Where the Council determines to allocate street numbers in such a way that results in:
  - 5.9.1 a change to an existing property address; or
  - 5.9.2 a departure from this Policy or the Australian Standards (but not a departure from the Australian Standards that is in accordance with this Policy),

the Council will document reasons for the change or the departure as the case may be.

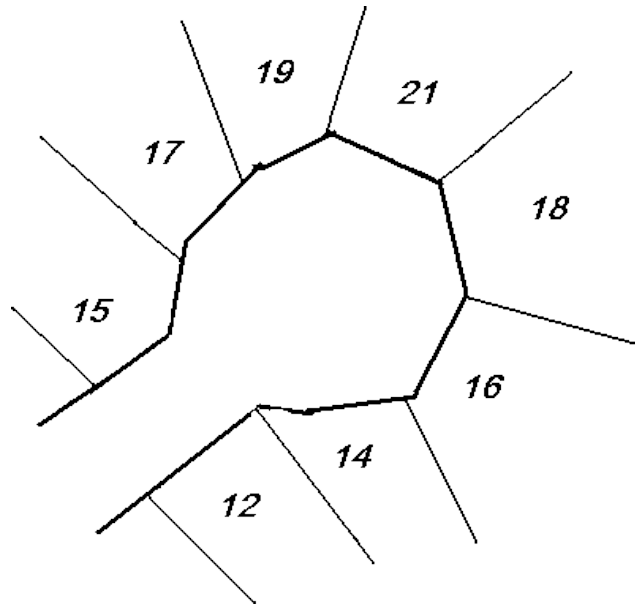
## **6. Street Numbering Methodology**

### **6.1 Odd and even street numbers**

Street numbers in most metropolitan council's generally flow out from the direction of the General Post Office located on King William Street, Adelaide.

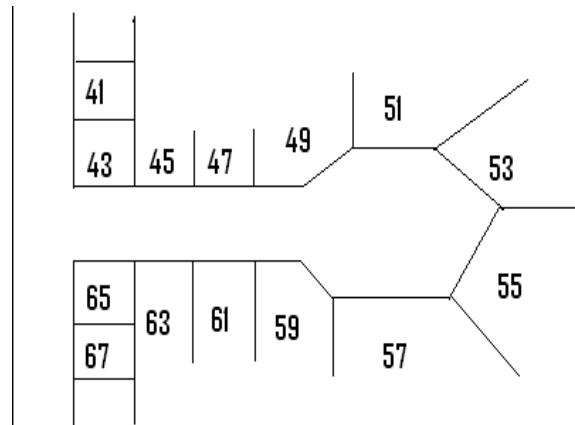
- 6.1.1 In the case of east-west streets, the lowest street number should be at the end of the street closest to the CBD (numbered from the West to the East)
- 6.1.2 In the case of north-south streets, the numbers generally flow southwards from main roads (numbered from North to South).
- 6.2 Street numbers are allocated on the basis of:
  - 6.2.1 Odd numbers on the Northern or Western side of the street
  - 6.2.2 Even numbers on the Southern or Eastern side of the street
  - 6.2.3 Some exceptions (e.g. parts of Fullarton Road and Greenhill Road where the properties are fronting the parklands), have consecutive street numbering. However, in the event of new developments fronting parklands, this practice should be avoided.
- 6.3 Any new cul-de-sac developments will follow the example set out by the Urban Addressing Standard (see Fig.1 for example). Here the start point is the entrance to the road and odd numbers will be allocated to the left side, and even numbers to the right side of the road.

**FIG.1 Example of standard to be adopted.**



- 6.4 If a cul-de-sac has the same name as the adjoining street, the numbering for that street will continue into the cul-de-sac, as in Fig. 2 However, such a practice should be avoided, and a separate street name created for the cul de sac.

**FIG.2 Example where cul-de-sac has same name as adjoining street.**



- 6.5 An exception to the standard will be found with existing cul-de-sacs in the council area. Here, the start point is at the entrance to the street, and it is numbered in a clockwise direction, as in Fig. 3.

**FIG.3 Example of existing cul-de-sacs**



## 6.6 Incidence of Title Boundaries

It will frequently be found that there is no coincidence between certificate of title boundaries and street numbering demarcations. Accordingly, street numbers are to be allocated in accordance with the “best fit” having regard to both the unused “known as” numbers and relative location co-ordinates between street number demarcations and title boundaries.

## 6.7 Allocation of street numbers to properties having no street frontage

6.7.1 Where a block of land fronting a street contains a number of buildings, some of which do not have a street frontage, where possible, the street number most applicable to the access to such buildings will be the street number applicable to the access to those buildings.

6.7.2 In the case of units and flats in buildings having no street frontage or where there is not a separate street level access for each unit or flat, the address for the units or flats will be the flat/unit number followed by the street address of the most likely perceived access to the units or flats. Normal practice would be to allocate a street number in conjunction with the unit number, established by the Developer e.g. Unit 601/160 Fullarton Road.

6.7.3 Numbering shall continue to ascend in the same direction as the numbers assigned in the street, or, where appropriate, from the front of the street towards the rear.

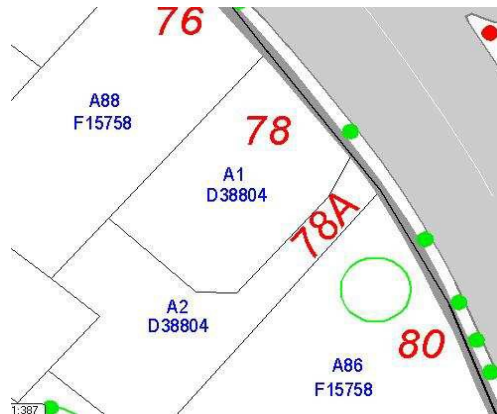
## 6.8 Use of Suffix

6.8.1 Where it is necessary to adjust the existing street numbers to overcome anomalies or through re-subdivision, the method causing least inconvenience should generally be chosen. Adjustments occasioned by redevelopment should be dealt with as follows:

6.8.1.1 Where only one street number was previously allocated and multiple occupancy occurs, it may be sufficient to allocate a suffix to each of the new occupancies. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street. In Fig 4 below, the original street number for the one allotment was 78 Linden Avenue, Hazelwood Park. As a result of sub-division (original house allotment and a hammer head block), new numbering 78 (existing) and 78A Linden Avenue, Hazelwood Park is allocated. Where it is necessary to allocate

'A' numbers, wherever possible, the 'A' number should follow the primary number in the street numbering sequence (i.e. 78, 78A, 78B, 80: **not** 78A, 78B, 78, 80)

**FIG. 4 Example**

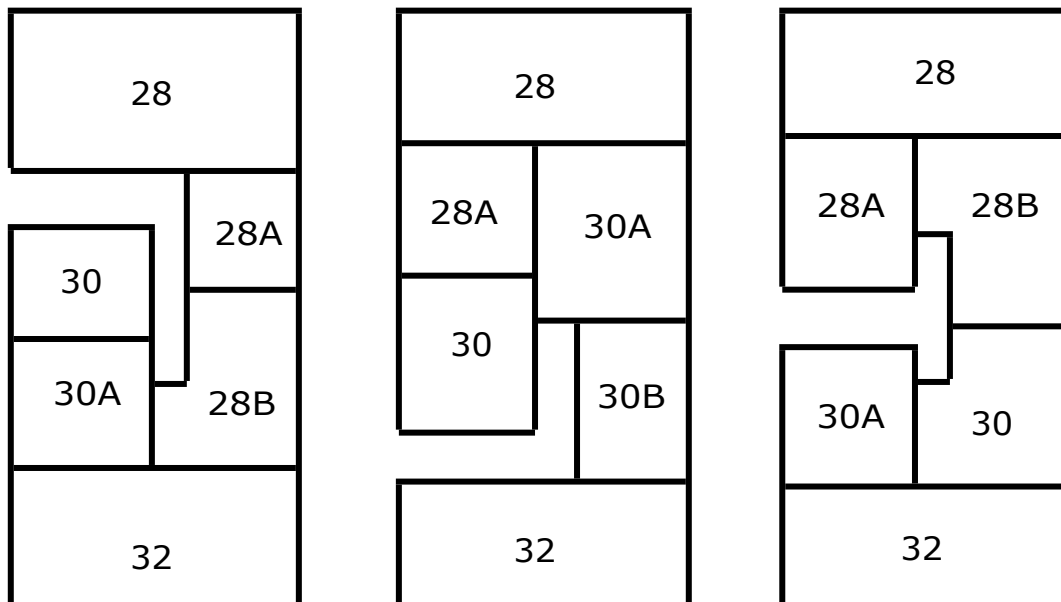


6.8.1.2 Where only one street number was previously allocated and a sub division occurs on for a Torrens Title or Community Titled land, it may be sufficient to allocate a whole number or suffix for all of the allotments subject to the sub division. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street. In FIG.5.1 following, numbers 30 and 32 were available to be used with suffixes. FIG 5.2 shows an example where only one street number was available (30) and the use of suffixes in ascending order.

**FIG. 5.1 Example where two street numbers were available**

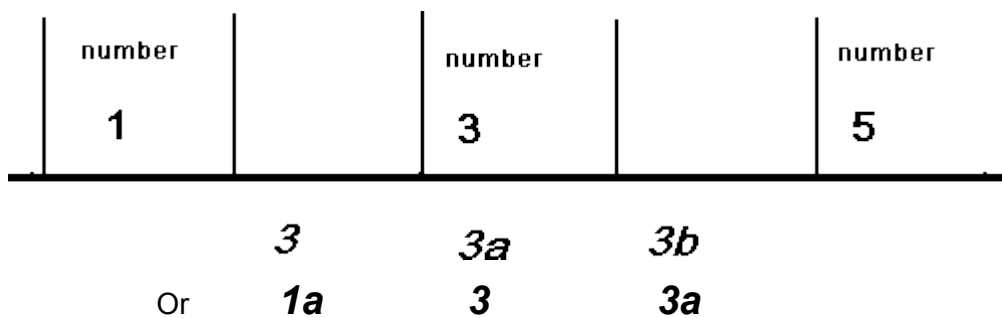


**FIG 5.2 Different examples, depending on the access to the allotments**



6.8.1.3 The diagram (Figure 6) following is an example of units adjacent to a road, with all having street frontages. If unit 3 is developed into a group of three units, then the unit on the lower numbered side of the road carries the previously allocated street number, while the others show the allocated number with suffixes.

**Figure 6**



6.8.1.4 The use of alphabetical suffixes should be avoided and consideration given to renumbering the street. However, regard must be had to the number of properties in the street as well as the age of dwellings on the street to determine if this is a feasible option.

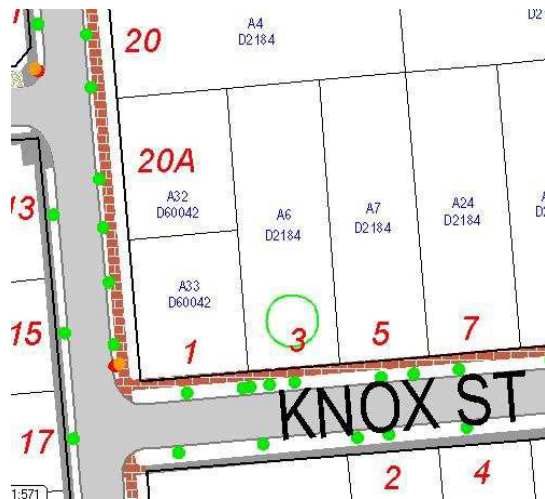
**6.9 Alternative Addresses are to be avoided**

'Alias' or 'known as' addressing should be avoided. The number assigned to a house or building shall be the number assigned to the allotment. (An alias address is an unofficial substitute for an official principal street address and can take the form of a number, property name or locality name, i.e. XYZ Shopping Centre, as opposed to 15 Burnside Street, Burnside.) It is however acceptable to use a property name as part of an address for heritage listed properties.

6.10 Corner allotments

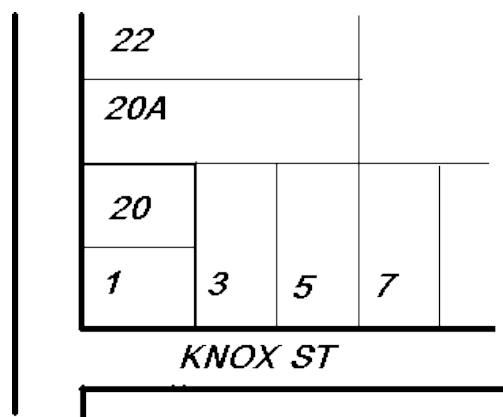
- 6.10.1 New corner allotments will be issued with a street number on each street boundary, with the access point (e.g. front door) determining the principle street number
- 6.10.2 In FIG. 7 following, 1 Knox Street was subdivided into 2 allotments, 1 Knox Street and 20A North Street, Frewville. This example applies to existing established properties.

**FIG.7**



- 6.10.3 Note, the example in FIG.7 is not ideal. It would be preferable to number 20A as 20, and the existing 20 as 20A, because the next number along the street is 22. However, this would cause disruption to the existing owner of 20 North Street. In a new development this could be achieved. See FIG.8 for this example.
- 6.10.4 Where it can be avoided, suffixes shouldn't be allocated to subdivided properties that relate to a property number that was not involved in the subdivision. For instance, the above diagram allocated 20A North Street to a newly subdivided property. However, 20 North Street wasn't involved in the subdivision and this number allocation may cause mailing issues and disruption to the residents of number 20.

**FIG.8**





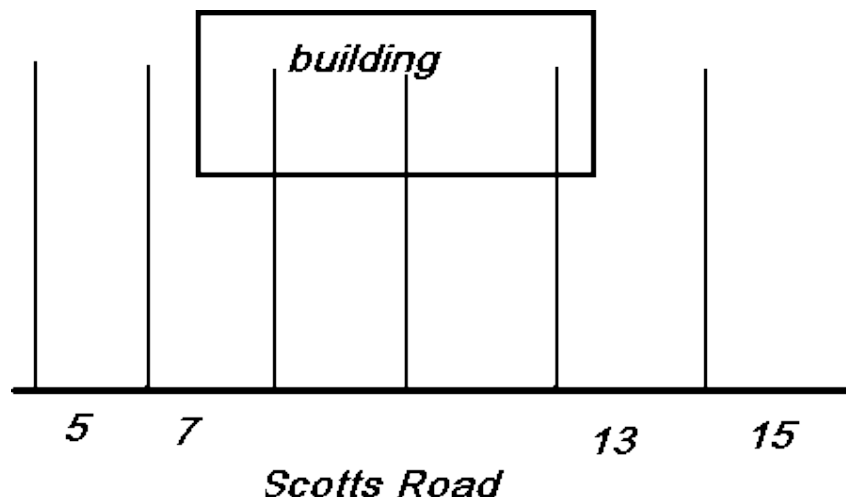
## 6.11 New and Incomplete sub-divisions

- 6.11.1 Council will formally advise owners of a sub-division of the correct street numbers as soon as practicable upon issuing development approval. Numbers will be assigned in accordance with clause 4.2 of this Policy.
- 6.11.2 If, however, the sub-division is for land only, the Council may provide a land owner with notice of an indicative street number which is subject to change pending the approval of any development application for the construction of buildings on the land. If the number provided is an indicative number, this will be notified to the landowner.
- 6.11.3 If a sub-division occurs in the middle of a section of what will eventually be a continuous street or the subdivision of an existing allotment into smaller parcels for a Torrens Title or Community Title development, an estimation should be made of the total number of allotments likely to be created along the entire street, before allocating numbers for the section subdivided.

## 6.12 Ranged addressing

- 6.12.1 Where a large site, building or allotment occupies several lots or frontage greater than the standard street numbering module, a ranged address will be allocated to the allotment/s in common ownership (this will also aid if sub-division of the larger site occurs in the future.)
- 6.12.2 In Figure 9 below, the building may be addressed as 7-13 Scotts Road.

**Figure 9**



## 6.13 Display of Street Numbers

- 6.13.1 The Council will encourage owners and occupiers to display in a prominent position at the front of the house or building on their land, the street number assigned to that house or building.
- 6.13.2 The Council's preference is that the owners of vacant land display

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their street number, in particular in new sub-divisions. However, absent a formal request from the Council, the Council acknowledges that the display of an allocated number is at the owner/occupier's discretion.

- 6.13.3 In any event, an owner/occupier must not adopt a number for a building or allotment (including by displaying a number on the land) that is inconsistent with the numbering system adopted by the Council. A failure to comply with this requirement is an offence under section 220(5) of the *Local Government Act 1999* to which a penalty of \$2,500 applies.
- 6.13.4 The Council may request a person to display the appropriate number for the owner's building or allotment. Any such request will be made in writing and where made, the owner of land must display the number in a form directed or approved by the Council.
- 6.13.5 The owner shall be given 14 days' notice of a request to display and use the appropriate number.
- 6.13.6 The form of the display must have regard to;
- 6.13.6.1 *Shape and size* – An address number signage shall consist of either a number plate or an edge-to-edge join of a series of single numeral plates. The address number specification (50mm X 90 mm) is the minimum required for a single numeral plate and may be enlarged if required. The numeral plate shall be rectangular, 50mm X 90mm, with the long axis vertical.
- 6.13.6.2 *Colour* – Numbers should be readily legible, high contrast, reflective and easily distinguished both day and night from a moving vehicle. The preferred colours are the use of a non-reflectorised black lettering on a white reflectorised background. Brass or nickel-plated numbering is required as a minimum.
- 6.13.6.3 *Numerals* – Numerals to be placed on the minimum size plate should be at least 75mm in height.
- 6.13.6.4 *Materials* – The number sign should be constructed from aluminium sheet or from other material such as thermoplastic. The chosen material should be durable, UV stabilised, fire retardant and able to withstand extreme weather conditions. Supporting material and its method of fixing or adhesion should exceed the minimum durability and service life properties for the material making up the numerals and the numeral background.
- 6.13.6.5 *Placement* – Number signs should be placed at address site entrances. For maximum visibility, number signs should be placed adjacent to a gate on the gatepost.
- 6.13.7 Any failure to comply with the Council's request is an offence under section 220(6) of the *Local Government Act, 1999* – maximum penalty: \$750; Expiation fee: \$105.
- 6.13.8 Reimbursement of Costs
- 6.13.8.1 Any costs incurred by an owner of a property in relation to a substitute number being assigned to a property for the purpose

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of a subdivision shall be borne by the owner.

6.13.8.2 In the case of a property that has a substitute number assigned due to renumbering by Council, and has a rating category of residential in the Council's Assessment Record, a once only payment of \$100 shall be made by Council to the owner as a contribution towards costs. (NB – This does not apply in the case of a sub-division on an existing allotment where an owner retains one or more allotments. The Council cannot guarantee that an owner will *retain their existing number*.)

6.13.9 Use of Incorrect Number

Where any person willfully or maliciously substitutes a number that is different to the number assigned by the Council, as above, this is an offence. The person committing the offence shall be given seven clear days written notice to remove the incorrect number and to substitute the correct number at their own expense. The Council may also consider taking enforcement action against the person for an offence under section 220(5) of the *Local Government Act 1999*.

## 7. Request to Change a Street Number

7.1 Request to change a street number that only affects the requesting property owner.

7.1.1 A request to change a street number must be lodged in writing and be addressed to:

Chief Executive Officer  
City of Burnside  
PO Box 9  
Glenside SA 5065

7.1.2 The application must include an explanation of the reason for the request.

7.1.3 The request will be considered in accordance with the provisions of this Policy. However, unless there is significant justification, the requirements of this Policy will prevail.

7.1.4 Applications will be acknowledged in writing within 5 days of receipt, including advice to applicants about the expected timeframe for dealing with the matter. In most cases, applications will be considered within 21 days, although in some more complex circumstances it may take longer.

7.2 Request to change a street number affecting 2 or more properties i.e. a portion of a street or the whole of a street.

7.2.1 A request to change a street number must be lodged in writing and be addressed to:

Chief Executive Officer  
City of Burnside  
PO Box 9  
Glenside SA 5065

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- 7.2.2 The application must include an explanation of the reason for the request.
- 7.2.3 The request will be considered in accordance with the provisions of this Policy. However, unless there is significant justification, the requirements of this Policy will prevail.
- 7.2.4 Should the request be in accordance with the provisions of this Policy the following procedures will apply:
- 7.2.4.1 If the request is supported by all affected landowners (and evidence of this, which must be to the Council's satisfaction, is provided to the Council) the Rates section may, with the approval of the General Manager Corporate and Development (or his/her delegate) give effect to the request. Where this occurs:
- at least one month's notice of the change must be provided to the affected landowners; and
  - the Council will give public notice of the change and its effective date as required by section 220(3) of the Local Government Act 1999.
- 7.2.4.2 If the request is not supported by all affected landowners, the Rates section will prepare a proposed assignment of numbers for the affected properties and will notify the owners that the Council invites comments on the proposed assignment within 28 days.
- 7.2.4.3 If any objection to the proposed assignment of numbers is received from the owners of the properties, the Rates section will prepare a report for consideration by the Council and will advise the owners of the Council's decision.
- 7.2.5 Applications will be acknowledged in writing within 5 days of receipt, including advice to applicants about the expected timeframe for dealing with the matter. In most cases, applications will be considered within 60 days, although in some more complex circumstances it may take longer.

## **8. Review and Authority**

- 8.1 This Policy will be reviewed bi-annually in accordance with Council's Policy and Procedure Framework.

## **9. Availability**

- 9.1 The Policy is available to be downloaded, free of charge, from Council's website [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au)
- 9.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Burnside

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Civic Centre  
401 Greenhill Road,  
Tusmore SA 5065  
Telephone: 8366 4200  
Fax: 8366 4200  
Email: [burnside@burnside.sa.gov.au](mailto:burnside@burnside.sa.gov.au)

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays)

## **10. Further Information**

For further information about this policy please contact:

City of Burnside  
401 Greenhill Road,  
Tusmore SA 5065  
Telephone: 8366 4200