

# Road Numbering Policy

*Adopted – Regulatory Committee 13 July 1995*

## **A. Policy**

The Council's intention is to control the numbering of both urban and rural addresses in the Council's District. The practice adopted in the urban areas within the District is to take the Post Office as the central point of the town. All numbers of Roads will increase in chronological order away from the location of the Post Office. Even numbers will be on the right side of the Road. Where a new Road is created which leads off a main thoroughfare, then the numbering system will be implemented as if the main thoroughfare was the Post Office.

The allocation of numbers to addresses will be in chronological order to the effect that each side of the Road is balanced, and that there is not a significant difference of numbers at any given point on a Road. On any Road where there is a section containing in excess of 800m<sup>2</sup>, the number of the next section shall be adjusted to allow for the subdivision of the prior larger section, such adjustment to reflect the subdivision potential of the larger section.

The following practices will be adopted in the following situations:

### **(i) Right of Ways**

Each dwelling is to be given a separate number, but if the number of dwellings served by the Right of Way is greater than two (2), each dwelling will have the same street number but will be identified by a letter of the Alphabet (commencing from "A"). (e.g. 123 A, 123 B)

### **(ii) Units / Apartments**

Each separate dwelling will have the same street number but will be identified by its own letter of the Alphabet or Unit number ("but which may also include a "block" number). (e.g. Unit A) 123 Bloggs Street or Unit 3, 123 Bloggs Street or Unit A, Block 6, 123 Bloggs Street). A developer may also name the block of Units or Apartments, but the name of the block shall not imply that it is a Road or use the expression "Place".

### **(iii) Buildings.**

Buildings, including those which contain more than one separate business, shall have one street number.

**(iv) Access I Service Lanes:**

The same principles outlined above shall apply, but the Council may decide that one side only of a lane will be numbered.

**B. Procedure to allocate numbers for Urban Roads:**

- (i) The developer submits a copy of the plan of subdivision to the Council as soon as possible after the deposit of that plan, and requests that the properties located on the new Road be allocated a street number. The plan must show all the new lots in the subdivision, 'right of ways, and the new Road is to be highlighted also. An indication as to whether units can be erected on any lot would be helpful: e.g. advice that a covenant restricts unit development.
- (ii) The Council then allocates numbers to each lot in the subdivision, and advises the developer in writing of the numbers allocated to the respective lots.
- (iii) The Council shall then notify the Chief Surveyor, Emergency Services, and its Rating department of the new numbers.

**C. Responsibility on owner to display number:**

Following the erection of a dwelling house on a lot, it shall be the obligation of each land owner to display the number allocated to their property. All costs associated with the display of the owner's property number are to be met by the owner.

**D. Rural Properties:**

All rural properties within the District do not have a numbered address but each address is generally identified by the name of the property and/or the name of the Road. It is now intended to implement the R.A.P.I.D system of numbering rural properties, and the procedures for identifying each property under this system have been adopted by the Council.

**E Single Application:**

A developer may combine an application for approval of a name for a Road and the numbering of properties in the one application.

**F Fees:**

- (i) Application for naming of Road: \$50.00 + GST
- (ii) Request for number of property: nil.