

1. Policy Statement

The purpose of this Policy is to outline processes to establish and maintain a system of rural and urban addressing and to provide a clear and consistent understanding of property addressing and Council's application of it. The main objectives of property addressing are to:

- provide a unique and identifiable address for properties;
- facilitate emergency vehicle response; and
- provide for prompt and efficient responses from service providers.

2. Scope

This Policy applies to the allocation and display of property addressing for rural and urban properties within the jurisdiction of Hinchinbrook Shire Council. It provides a guideline consistent with the Australian Standard, AS/NZS 4819:2011 – Rural and Urban Addressing, while recognising the need to minimise disruption to existing residents and property owners by accommodating existing addressing arrangements where they reasonably meet the overall objectives of this Policy.

3. Responsibility

Infrastructure Assets Team

The Infrastructure Assets Team will be responsible for assigning all new Rural and Urban numbers and ensuring existing Rural and Urban numbers are consistent with this Policy.

Corporate and Community Services Team

The Corporate and Community Services team will be responsible for updating all Rural and Urban numbers into Council's property records.

4. Definitions

Access Point the position along a road where a property owner would normally gain access to the property;

Address Site is the site for which an address is being assigned;

AS/NZS 4819:2011 is the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing;

Datum Point is the commencement point of a road from where access is most common, or planned to occur;

Physical rural number is Council's approved method of displaying a rural address which consists of post, module and two sets of number stickers;

Principal Address is the officially recognised physical address allocated to a property by Council; and

Rural is the geographic area that is located outside of an urban area being cities and towns.



5 Policy

5.1 General

- 5.1.1 Council will maintain a system of rural and urban addressing which will allocate a unique address to each property within the region to assist in the identification of that place for road users, service delivery and attendance by emergency services.
- 5.1.2 Council will determine the appropriate application of either rural or urban numbering for each address site:
 - a) when new allotments are created;
 - b) when there are physical changes to existing allotments (e.g. subdivision);
 - c) with the construction of a new dwelling or structure on a rural property; and
 - d) if street numbers for existing properties are reviewed.
- 5.1.3 Address numbers will be assigned to a property prior to occupation or as early as practicable in the development process.
- 5.1.4 An owner of a property must not adopt a number that is inconsistent with a numbering system adopted by Council. The unique address provided ensures that the property is readily locatable by emergency service responders and service delivery providers. A property owner will be disadvantaged by not adopting the allocated number.
- 5.1.5 A road must be named before a property can be allocated a rural or urban address.
- 5.1.6 Where a road has been renamed as a result of redesign or development, all properties will be renumbered in accordance with this Policy and AS/NZS 4819:2011, or at the discretion of Council.
- 5.1.7 Property owners will be responsible for keeping vegetation from surrounding or obscuring urban property numbers and physical rural numbers.
- 5.1.8 Physical rural numbers are initially issued to each landowner free of charge; however it is the responsibility of the property owner to maintain and replace their post, module and numbers from Council as required in accordance with Council's current Fees and Charges.
- 5.1.9 All domestic, commercial and industrial property owners will be responsible for displaying their allocated urban address number in a position that is clearly visible from the adjoining road, at their own expense. Property owners will be responsible for the replacement of fading, missing, stolen, vandalised or damaged urban property numbers.
- 5.1.10 Council accepts no liability or responsibility for the maintenance, loss or damage of physical rural numbers and urban numbering.
- 5.1.11 Where a circumstance arises that is not covered by this Policy, the requirements of AS/NZS4819:2011, or other action as determined by Council as appropriate, will apply.
- 5.1.12 Penalties may apply for inconsistent use of this Policy as provided in Council's Local Laws.

5.2 Rural Addressing

- 5.2.1 Rural addressing applies to the numbering of all occupied properties and sites that may require attendance by emergency services generally within the limits of rural zoned areas and locations where rural addressing has been applied previously.
- 5.2.2 Lot numbers, roadside mailbox numbers (RMB's), mail service numbers (M/S) and other numbering systems are no longer acceptable as property identifiers.

- 5.2.3 All property addresses within rural areas must reflect the allocated rural address number. Property owners are required to use the allocated rural address number in order to avoid causing disadvantage to themselves and confusion to emergency service responders and service delivery providers.
- 5.2.4 Every address number within a rural address area will be assigned based on the distance from the datum point of a road to the access point of the address site. The datum point for a named road may run through more than one locality or local government area (e.g. Bruce Highway). In these circumstances the datum point to be used will be that as used by the Department of Transport and Main Roads, or by agreement with neighbouring Local Government Authorities for local roads.
- 5.2.5 Address numbers will be assigned by dividing the distance (in metres) by 10 from the datum point to the access point of a property, then rounding up or down to the nearest odd or even number.
- 5.2.6 Address sites on the left side of the road will be rounded off to the nearest odd number. Address sites on the right side of the road will be rounded off to the nearest even number.
- 5.2.7 A property must have an approved or historical access in order for a rural number to be issued. Should an approval not exist, property owners may have to apply to Council accordingly.
- 5.2.8 If a property has not been assigned a rural number, a request must be made by using the Rural Numbering Application Form which is available on Council's website or from Council's Lannercost Street office, clearly showing the point of access to the property.
- 5.2.9 Once an application for a rural address number is made, Council Officers will measure the distance to your approved access and install the rural address number. To ensure uniformity throughout the region, Council will initially provide and install a standard post, a plastic module and reflective rural address numbers adhered to both sides.
- 5.2.10 Should a property owner wish to undertake the installation themselves, the physical rural number is to be erected at the far side of the access approximately 1.0 m outside the line of guideposts/shoulder of the road or on the property side of the piped crossing or adjacent to the mail box in a visible location. The top of the sign is to be 1.0 m to 1.2 m above the ground, where possible.
- 5.2.11 In the case of easements, rights of way, crown roads or private vehicle access points, rural addressing numbers will be located at the junction of a public road so as to be visible to all road users.
- 5.2.12 In the case where an easement doesn't exist however a property access is through a neighbouring property, the property owner that is requiring the address will need to obtain approval in writing from the neighbouring property to enter and use the land and provide this documentation to Council. A rural address will not be provided until that time Council receives this advice.
- 5.2.13 Where a rural address area is affected by urban development or adjoins an urban address area:
 - a) if the road name is the same, previously assigned rural numbers may be retained where practical; and
 - b) where the road name is changed, urban numbering should be applied for the extent of the differing road name. The extent of the differing road name must be clearly defined by road signage to avoid any confusion.
- 5.2.14 Once the physical rural number has been initially installed by Council at the point from where the site would normally be accessed, its location is not to be altered. Any change to the location of the physical rural number may alter the number assigned and must be referred to Council.

- 5.2.15 Where a replacement physical rural number or any part of is required as a result of vandalism, theft, damage, fading or otherwise, the property owner must apply to Council either in writing or through a Customer Service Officer and will be charged accordingly for costs involved.
- 5.2.16 Changes to rural addresses as a result of realignments of roads or otherwise, will be included in the cost of the project for the road alignment or otherwise. In this instance Council will recalculate the new rural address number and supply and install the new addressing components at no charge to the property owner.

5.3 Urban Addressing

- 5.3.1 Urban addressing applies to the numbering of all properties within the limits of urban areas as determined appropriate by Council's Infrastructure and Utility Services Department.
- 5.3.2 From the date of approval of this Policy, every address within new urban subdivisional developments must be given a number or number range, assigned according to the datum point of an address site and ranging from lowest to highest.
- 5.3.3 Address sites on the left side of the road will be numbered from '1' at the datum point and increase sequentially using odd numbers. Address sites on the right side of the road will be numbered from '2' at the datum point and increase sequentially using even numbers. Cul-de-sac numbering should meet at the top of the court head and odd numbers should not continue onto the right side and vice versa.
- 5.3.4 Both developed and undeveloped properties will be assigned a sequential number or a number range according to existing and planned address sites, including public reserves, schools, public buildings and any other fixtures. Additional numbers should be reserved for properties with an abnormally wide frontage or where there is the potential for future development, based on the minimum frontage for those types of zoned land.
- 5.3.5 Where there are no address numbers available due to the subdivision of a property occurring after the original street numbering, alphabetical suffixes will be permissible starting from 'A' and assigned sequentially (e.g. 27, 27A, 27B, 27C, 29, 31).
- 5.3.6 Sub-address numbering will be used for address sites that contain apartment buildings, units, multiple commercial sites (e.g. 1/43 Smith Street, 2/43 Smith Street) in accordance with AS/NZS 4819:2011.
- 5.3.7 House Numbers on Kerbing
- Urban property owners are encouraged to install house numbers on the kerbing adjacent to their property to aid property identification, in addition to standard numbers as per Section 5.3.7 and in accordance with HSC Standard Drawing; R024 – House Numbering: Typical Design and Positioning on Kerbs;
 - Council permission is not required to install an urban kerbside number. However, if the number is considered to interfere with the safety and serviceability of the kerbing and channelling or road, then Council will organise for its removal;
 - The numbers should be located either as high as practicable to the top of the kerbing, or on the driveway close to the kerbing but clear of the wheel tracks; and
 - Council accepts no liability or responsibility for the maintenance, loss or damage of urban kerbside numbering.

5.4 Recording of Number

Council will record rural and urban addressing numbers allocated to each property, along with the road name and locality as that property's principal address. The principal address details will be recorded in Council's corporate mapping and rating systems.

All new rural and urban addresses are provided to Australia Post.

It is the responsibility of the property owner to update their address details with persons or agencies with whom they regularly correspond (e.g. Telstra, Ergon).

Rural and urban addressing information is also sent to the Department of Resources which is utilised by the Queensland Government's Spatial Catalogue – QSpatial, a government initiative that allows public access to Queensland Government spatial data and information. This system links with computer dispatch systems used by Emergency Service providers and many other government bodies and businesses.

5.5 Review


This Rural and Urban Addressing Policy shall be reviewed by Hinchinbrook Shire Council within three years of the issued date.

6 Legal Parameters

- Local Government Act 2009;
- Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012; and
- Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing.

7 Associated Documents

- Department of Transport and Main Roads (DTMR) Manual of Uniform Traffic Control Devices (MUTCD);
- HSC Rural Numbering Application Form;
- HSC Standard Drawing: R024 – House Numbering: Typical Design and Positioning on Kerbs; and
- AS/NZS 4819:2011 Rural and Urban Addressing.

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	Kelvin Tytherleigh		CEO		22/11/2022
Policy Version	2	Initial Version Adopted	26/06/2018	Current Version Adopted	22/11/2022
Maintained By	Infrastructure and Utility Services			Next Review Date	22/11/2024
File Location	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents				