

# Street Address and Allotment Amendment Policy

**Public Document** 

Version: 2 / ECM: Document No.: 5702663

Adopted by Council: 6 June 2017

Ownership: GR.06

Document Set ID: 5279020 Version: 2, Version Date: 12/03/2017



## **Purpose**

To detail Council's requirements and the process in administering applications from property owners to change the address of their property.

## **Objective**

Ensure that properties in Mosman contain street numbering which is logical in sequence and which does not lead to confusion for any important service authority.

Ensure relevant consultation with stakeholders.

### Scope

Section 124 (8) of the *Local Government Act 1993* requires that properties be provided with house numbering. The Policy provides direction to Council staff and information to property owners on the process and procedure in allocating street numbering.

# **Policy Requirements**

- 1. The application must not lead to any confusion for emergency services
- 2. The application must contain street numbering of a logical sequence
- 3. The application is not subject to objections by the Department of Finance, Services and Innovation Addressing Committee in accordance with their policy
- 4. Consideration by staff of neighbour submissions
- 5. Sub letters after numbers, (i.e. 65A) will only be approved if adjacent neighbours do not object

# **Procedure**

- 1. Applications must be in writing and be accompanied by the prescribed fee. A separate application is required for each property requesting a change (one application per strata plan)
- 2. All requests and allocation of numbers are assessed on an individual basis with allowances made for existing inappropriate house numbering
- 3. Staff will liaise with the applicant on receipt of the application and if necessary discuss the merit of same
- 4. Staff will notify neighbours including identification of possible changes to setbacks and other significant built form impacts (if applicabale) and invite submissions.
- 5. Staff will consult the Department of Finance, Services and Innovation Addressing Committee who will complete an impact assessment including consultation with Emergency Services
- 6. Staff will liaise with Australia Post regarding delivery of mail to the proposed new address
- 7. If the Department of Finance, Services and Innovation and Australia Post have no objections staff will write to adjoining neighbours advising of the application and inviting written comments within 14 days
- 8. Written comments objections will be considered by staff and a determination made which will be advised in writing to the applicant and any objectors.

If approval is granted formal advice is provided to the following authorities:

Australia Post





- Valuer General
- Telstra (for 000 emergency service)
- Land and Property Information

If approval is not granted, 50% of the application fee is refunded.

# **Related Information/Glossary**

This Policy should be read in conjunction with Australian AS/NZS 4819:2011 – Geographic information – Rural and urban addressing:

Reference(s): Australian AS/NZS 4819:2011 – Geographic information –

Rural and Urban addressing

NSW Addressing User Manual - Geographical Names

**Board** 

Responsible Department(s): Corporate Services

#### **Review**

This policy will be reviewed every four years unless otherwise directed by Council or the Executive Team.

#### Contact

Enquiries should be directed to the GIS Coordinator on 9978 4158.

# **Amendments**

Date	Amendment	Reference
13 November 2012	Adopted: (Version 1)	CS/46
6 June 2017	Reviewed: (Version 2)	CS/18