



# **Street Address and Allotment Amendment Policy**

Public Document

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Adopted by Council: 6 June 2017

Ownership: GR.06

### Purpose

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

### Objective

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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

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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

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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

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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 applicable) 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

