



# ADDRESSING REQUIREMENTS FOR RESIDENTIAL DEVELOPMENTS

## STRATEGIC PLANNING

Under the *Local Government Act 1993*, Council is the authority to both allocate & enforce addresses; this fact sheet is a guideline of how addresses are generally applied. *Statutory authorities will not recognise addresses unless approved and notified by Council.*

**The Land Information Section of Council is to be contacted for the allocation & approval of all property addresses on 9843 0555 or via email at [council@thehills.nsw.gov.au](mailto:council@thehills.nsw.gov.au) attention Land Information Section.**

Guidelines are now in place for the allocation of addresses across NSW. These were introduced by Land & Property Information NSW & the Geographical Names Board. The guidelines are also based on 2011 Australian Standard AS/NZS 4819: *Rural & Urban Addressing*.

Please refer to [http://www.gnb.nsw.gov.au/addressing/addressing\\_and\\_legislation](http://www.gnb.nsw.gov.au/addressing/addressing_and_legislation) for further information and download the document "NSW Addressing User Manual".

## GENERAL PRINCIPLES OF ADDRESSING

**Primary Address:** The main access; or where access is most likely to be gained from a road to a building (eg. front door) determines a Primary Address. Where there may be separate vehicular access & pedestrian access from a different road, the primary address is allocated to the primary pedestrian access point to the front door. The allocated primary address number is to be clearly displayed so that it can be seen easily from the road.

**Alternate Address:** If access from a different road is approved, an alternative address is allocated to the vehicular access point or secondary pedestrian access for Council use.

**Mailing address:** Is to be the same as the Primary Address and the Mail Box is also to be located within this road. This is to reduce confusion for emergency services, deliveries & visitors.

Other general principles for development types are:

### 1. Single dwelling & integrated housing

The primary address will be allocated to the location of the front door. For corner properties, an alternate address will be allocated to the secondary road frontage for Council use.

### 2. Dual occupancies - where original house remains.

Both dwelling front doors are in the same road & the original dwelling is using an existing number (eg. 12), this existing address can be retained.

Eg. The primary address will be **12-12A Smith St**. The number 12 is used for the original dwelling & number 12A is used for the new dwelling.

Where suffixes are already applied to the site, unit numbers will be applied.

Eg. **12A Smith St - 1/12A Smith St**.

Both dwelling front doors are within different roads, the primary address will be to the original dwelling & the alternative address will be to the new dwelling.

### **3. Dual occupancies - where it is a new development**

Both dwelling front doors are in the same road & it is a completely new development, the primary addresses will be allocated in sequential order following with the remainder of the street numbering. Eg. **12A - 12B Smith St.**

Both dwelling front doors are within different roads, the primary address will be to one dwelling & the alternative address will be to the other dwelling.

### **4. Secondary dwellings**

*Council is to be contacted to confirm that an address is required for the secondary dwelling (or granny flat). This is to ensure that approval is obtained for the dwelling and address and for Council to inform statutory authorities and emergency services of the new address.*

Both dwelling front doors are in the same road & the original main dwelling is using an existing number (eg. 12), this existing address can be retained.

Eg. The primary address will be **12-12A Smith St.** The number 12 is used for the original main dwelling & number 12A is used for the new secondary dwelling.

Both dwelling front doors are within different roads, the primary address will be to the original main dwelling & alternative address will be to the new secondary dwelling.

### **5. Multi dwelling housing / apartments / units**

*No unit numbers, level numbers or building suffixes are to be avoided or duplicated throughout the entire development. All addresses are to be unique and unambiguous.*

**Property Address with one pedestrian entry point** - Where the development has one entry point, one property number will be allocated.

**Property Address with more than one pedestrian entry point** - Where the development has multiple entry points to different roads, property numbers will be allocated to each entry. One address will be selected as the Common Property Address.

**Address Format** - Addresses are to consist of a unit number followed by a primary number or, in some cases, the alternate number.

Eg. Entry(s) in the same road **1/5 Jones Rd; 2/5 Jones Rd; 3/5 Jones Rd.**

Eg. Entries in different roads **1/5 Jones Rd; 2/5 Jones Rd; 3/8 Smith St; 4/8 Smith St.**

**General Unit Numbering** - Unit numbering is to be allocated in a clockwise direction, commencing from the main entry point to the development.

**Unit Numbering of multi-level developments** - are to be numbered by level.

Eg. **Basement - B01 to B09; Ground - G01 to G09; Level 1 - 101 to 109; Level 2 - 201 to 209; Level 3 - 301 to 309; Level 4 - 401 to 409, etc.**

### **Building Suffixes for large multi-level developments**

- Where there are multiple buildings the use of building suffixes can be used to assist with onsite identification. Building suffixes will be applied in sequential order commencing from the main entrance to the development. Eg. **Building A, G01/5 Jones Rd**

**Mail Boxes** - The location of cluster mail boxes are to be within proximity to the entry door of the building or to each building to enable easy collection of mail for residents.

**Australia Post Mail Box requirements** - It is a requirement of Australia Post that mail boxes be accessible from a public road for the delivery of mail. Approval must be gained from Australia Post for mail delivery on Private Property or Private Roads.

**Signage requirements throughout the development** - Clear and accurate external directional signage is to be erected on site at driveway entry points and on buildings.

Unit numbering signage is also required on stairway access doors and lift/lobby entry doors.

It is essential that all numbering signage throughout the complex is clear to assist emergency service providers locate a destination with ease and speed.

## **LODGEMENT OF APPLICATIONS & COMPLYING DEVELOPMENT REQUIREMENTS**

Site Plans must show the location of mail boxes & pedestrian access. For developments with multiple buildings, this is to be shown for each building.

Floor Plans must show proposed unit numbering.

## **FURTHER INFORMATION**

If you are unsure, please contact Council as time spent now may avoid delays later.

Contact the Land Information Section on 9843 0555 between 8:30am to 4:30pm Monday to Friday or email [council@thehills.nsw.gov.au](mailto:council@thehills.nsw.gov.au) attention Land Information Section.