



CEO Instruction - City of Kalamunda Street Numbering

1.0 Introduction

This Policy is applicable to all green title and strata title lots. The City of Kalamunda (City) will refer to Australian Standard AS/NZS 4819:2011 for further detail as required.

The City's responsibilities include confirming new street numbers for new subdivisions and advising landowners and relevant authorities of any changes to existing street numbers.

2.0 Objectives

- a. To ensure street addresses are clear and logical;
- b. To provide a consistent and clear procedure for the street numbering of urban and rural street addresses within the City.

3.0 Determining the Street address

- a. The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed, visible from the road. This is in accordance with Landgate guidelines and to meet the requirements of Emergency Service responders and other service providers.

4.0 Size and Siting

- a. The numbers shall be fixed in such a position that they are easily legible from the footpath or front boundary of the property.
- b. The minimum dimensions for each number on a residential letterbox are 75 millimetres high.
- c. The minimum dimensions for each number on a non-residential property are 150 millimetres high.
- d. The owner or occupier of the subject property is to paint or affix and maintain the current number upon a conspicuous and visible place on the front of a building on the property or on the fence, wall, or letterbox adjacent to the road fronting the property, within 14 days after the property is first occupied.

5.0 Street Addressing for Subdivisions and Developments

- a. The start point for street addressing is to commence from the start point of the subject road. The following methods are to be used to determine the start point:
 - i. For roads between two other roads, the start point is to be at the intersection of the road of higher order, in relation to road hierarchy; and
 - ii. For roads of equal order, the start point is the closest to the General Post Office (GPO) Perth; and
 - iii. The start point for cul-de-sac is the entrance to the road.

- b. Street Addressing Patterns:
 - i. Street addresses will be consecutive and where a street address has been allocated to a property, then that address must be used.
 - ii. Odd and even numbers cannot be used on the same side of a road.
 - iii. Odd numbers will generally be located on the left hand side of a road and even numbers on the right hand side, commencing from the start point.
 - iv. Every lot will be allocated a street address, including reserves, schools, public utilities, drainage reserves and the like. Usually one street address will be allocated per lot, but if foreseen by the City additional numbers will be set aside to allow for the development potential of the subject lot;
 - v. All street addresses will be sequential, ranging from the lowest to the highest, for example, 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and so on.
 - vi. If a new subdivision is being developed in stages and the first stage occurs in the middle portion of what will eventually be a continuous road of dwellings or buildings, an estimate will be made of the total number of lots likely to be created along the entire road. This will be aligned with the Residential Design Code provisions for density, and lot frontage widths for properties. An additional allowance beyond this estimate may also be factored in to allow for variations.

- c. Street addresses for subdivisions, amalgamations, survey strata and strata subdivisions will be allocated at the clearance/endorsement of documentation stage. In the case of amalgamations, the City reserves the right to retain any street addresses not used, as it deems appropriate.

- d. Single houses and grouped dwellings may be required to share a street number.

- e. If a property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear and there is only one street number available, the existing dwelling/building will retain the original street number and

the new dwelling/buildings will be allocated in accordance with Clause 5 b).

- f. If an existing lot is developed and split adjacent to the road in two or more separate lots with direct road frontage, the following provisions will apply:
 - i. Where available, whole street numbers will be allocated and the allocated property numbers will follow the current street numbering pattern; or
 - ii. Where there is only one street number available, the lot closest to the road starting point will retain the original street number and there after numbers with suffixes will run sequentially from that point.
- g. Where there is only one street number available, developments will be allocated suffixes, for example 1A, 1B, 1C, 1D and 1E. Where more than five (5) suffixes are required, they will be allocated with a numeric prefix, for example 1/20, 2/20, 3/20 and so on.
- h. Where there is a mixed-use development (as per the Residential Design Codes of Western Australia), standard street address rules apply.

6.0 Changing Street Addresses

- a. The City of Kalamunda will only consider altering the address of a property in the following circumstances:
 - i. To achieve a logical sequence of street numbering within the street;
 - ii. In response to difficulties associated with the identification of a property;
 - iii. Where the ability remains to accommodate the future allocation of numbers to properties where development potential exists; and
 - iv. Where the change is in accordance with AS/NZS: rural and urban addressing.
- b. Requests to change a street address of a property will be submitted on the relevant application form authorised by the owner and payment of the relevant application fee contained in the City of Kalamunda Schedule of Fees and Charges.
- c. The City of Kalamunda cannot grant a change in street address in the following circumstances:
 - i. The number is considered unlucky, or any superstitious reasons;
 - ii. Religious reasons;
 - iii. Personal preferences;
 - iv. The number is not good for business;
 - v. To improve the good luck of the property;
 - vi. Effect of property value; and/or

- vii. Is contrary to this CEO Direction.
- d. Unused street numbers which have been set aside for a corner lot, in accordance with clause 5 b), will not be reallocated to the adjoining property as this number may be required for future subdivision.
- e. The City of Kalamunda will only consider reallocating other unused street numbers if the adjacent properties cannot be redeveloped.

7.0 Consultation

- a. The City of Kalamunda will consult with the owners and occupiers of the affected properties where a change in street address is being considered.
- b. Consultation is to be in accordance with the City of Kalamunda Local Planning Policy 11 - Public Notification of Planning Proposals and will be undertaken for a fourteen (14) day period.
- c. The City of Kalamunda will consider all valid submissions in the determination of the proposed change in street address.

8.0 Notification

- a. Where a change to a street address is approved, the City of Kalamunda will immediately notify Landgate. Landgate will include the new/amended address in the State of Western Australia's Address Database. The following agencies and organisations will also be notified by the City of Kalamunda:
 - i. Landgate;
 - ii. Australia Post;
 - iii. Australian Electoral Commission;
 - iv. Western Australian Electoral Commission;
 - v. Alinta Energy;
 - vi. Department of Fire and Emergency Services (DFES);
 - vii. Telstra; and
 - viii. Water Corporation.

All other advices are the responsibility of the owner.

- b. All costs associated with a change of street address are the responsibility of the affected owner(s)/occupiers regardless of whether the requirement is initiated by the owner(s) or the City. This includes but is not limited to the replacement and/or relocation of letterboxes, costs of new numbers etc, alterations to numbers on buildings, replacing/removing painted kerb side numbers, notifications to government agencies, utilities, companies, business contacts, friends and

acquaintances etc, alterations to business and personal stationary, advertising costs, and mail re-direction costs.

9.0 Waiving of Fees

The Chief Executive Officer may authorise the waiving of fees for an application for a change of street numbering for a certain period of time.

10.0 Definitions

"Australian/New Zealand Standard" AS/NZS4819:2011 'Rural and Urban Addressing'

"Number" means a number of the Arabic Numerals system with or without an English alphabetical suffix.

"Occupier" is that same meaning given to it under the Local Government Act 1995.

"Owner" is that same meaning given to it under the Local Government Act 1995.

"Property" means the land in the City of Kalamunda and includes houses, buildings, works, reserves, schools, public utilities and structures in or upon the land and includes developed or undeveloped land.

"Road" A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.

"Road Hierarchy" means the order of roads and is based on the Western Australian Planning Commission Development Control Policy 2.6. The road hierarchy is as follows, with higher order roads at the top of the list;

1. Primary Distributor;
2. District Distributor;
3. Local Distributor;
4. Access Road;
5. Lane;
6. Access way; and
7. Right of Way.

"Street" A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.

Legislation	Australian Standard AS/NZS 4819:2011
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