

STREET NUMBERING POLICY

11 August 2020

Council

PURPOSE

The purpose of this policy is to:

Establish a system for allocating street numbers in order to facilitate a consistent address format across the Council area, as well as providing for alterations to existing street numbers.

Ensure that every address site within the boundaries of the Council area is clearly identified with a number or number range for all buildings and allotments.

Assist Council staff to implement appropriate street numbering processes across the City of Adelaide.

PRINCIPLES

Each piece of land has a logical street number which:

- should be simple to manage, is logical to users, and uniform across all properties within the Council area.
- is based on the street frontage affording access to the premises thus clearly identifying the access point to a property and the location of the post box.
- provides clear and unambiguous information to emergency services recognising Council's responsibility to ensure the public safety of the community.
- facilitates the efficient delivery of goods and services.
- is compatible with adjoining Councils where roads cross council boundaries.
- is consistent with the Australian/New Zealand Standard "Rural and urban addressing" (AS/NZS 4819:2011).

STATEMENT

Section 220 of the *Local Government Act 1999 (SA)* (the Act) makes Councils responsible for the allocation of street numbers.

Street numbering in the City of Adelaide is based on the allocation of ten (10) numbers per town acre as originally laid out by Colonel William Light.

For the City of Adelaide, the determination of street numbers has been delegated to the Chief Executive Officer by virtue of a resolution of Council made on 21 December 1992.

The Chief Executive Officer has delegated this responsibility to the Rates and Valuation Team.

The general policy for the allocation of street numbers in the City was determined by Council on 11 November 1884 and reinforced by Council in 1919.

Application of this document

This document is approved by Council and no part of the document may be amended without Council approval.

The approved document includes the body of the document and any explanatory documents.

The policy is applicable to the whole organisation including any wholly owned subsidiaries.

General

A Council may adopt a numbering system for buildings and allotments adjoining a road.

Council assigns a number (as part of its primary street address) to all buildings or allotments adjoining a public road (excluding Park Lands) created after the commencement of any land division.

Allocation of Numbers

All requests and allocations of numbers will be assessed according to this Street Numbering Policy.

Street numbers will be allocated following Development Approval (DA) being granted for a new development application.

Property owners must submit a written request for a change of the street number attributed to their building or allotment (if the street number is within their range).

A property owner must not adopt a building or allotment street number that is inconsistent with the numbering system adopted by Council.

Street Numbering Amendment

Council may from time to time alter a numbering system or substitute a new numbering system.

Council reserves the right to direct owners to change the building or allotment street numbers where the existing numbering is inappropriate or confusing.

Council must immediately notify the Valuer-General and Australia Post of a decision of the council to adopt, alter or substitute a numbering system under this section.

Notification

Public notice must be given of the adopting, altering, or substituting of a numbering system of a public road.

Council will notify the applicant and any affected property owners in writing of any new or changed numbers.

Penalties

Property owners are obliged under "the Act" to comply with Council requirements. Section 220 of "the Act" provides for penalties where owners of land:

- Adopt a number for a building or allotment that is inconsistent with a numbering system adopted by the Council.
- Do not display the appropriate number for the owner's building or allotment in a form directed or approved by the Council.

Numbering of Streets

Street numbering in the City of Adelaide is based on the allocation of ten (10) numbers per Town Acre (64.008 metres) as originally laid out by Colonel William Light. (i.e. 1 number per 6.4 metres).

However, as few Town Acres are exactly 64.008 metres the policy has been adopted whereby the first nine (9) numbers are 6.4008 metres wide with the tenth (10th) number being smaller or greater than 6.4008 metres, depending on the actual width of the Town Acre.

In accordance with the above, street numbering is measured from each new Town Acre boundary nearest the lowest street number.

Every metre of street frontage contained within a Town Acre is allocated a street number whether such number is used or not. The only exception to this rule relates to all Park Lands and the Park Lands portion of the Council's five (5) squares.

Exceptions

Not all streets commence at a Town Acre boundary. In this case, the frontage of each address is to be as though the spacing for numbering frontages had commenced at the Town Acre boundary.

This may lead to a discrepancy in the length of a numbered frontage of the first address (*refer attachment, Figure 1*).

Where the length of the first number frontage is less than 500 millimetres, this frontage will be included with the adjacent frontage to which the first number will be allocated (*refer attachment, Figure 2*).

Where a street has a significant change of direction, the street number will increase incrementally at the point of change of direction. The same method noted in the paragraph above is used to determine the first street number in the new direction. It is acknowledged that this will have the effect of throwing out of alignment the normally regular demarcations of the street numbers for one side of the street as opposed to the other.

Previously, a number of dead-end streets were made through streets without amending the street numbering. This has resulted in the numbers in these streets running in the wrong direction.

Examples:

Adelaide – Byron Place (both sections)

North Adelaide – Marian Street

Key rule

Under no circumstances shall a street number overlap a Town Acre boundary.

Incidence of title boundaries

It will frequently be found that there is no coincidence between certificate of Title boundaries and street numbering demarcations.

Accordingly, street numbers are to be allocated in accordance with the best fit, having regard to both the unused known as numbers and relative locational co-ordinates between street number demarcations and title boundaries.

Odd and Even Street Numbers

With the exception of the Terraces (*refer attachment, Figure 3*) which are the boundaries between the "built city" and "Park Lands", street numbers are allocated on the basis of odd numbers on one side of the street and even numbers on the other.

Odd numbers are allocated to land on the south side of east-west streets and the land on the west side of north-south streets. Even numbers are on the north and east sides, respectively.

On the Terraces, street numbers are allocated sequentially to the inside or 'built city' side of the Terrace. The outer or Park Lands side has no street numbers allocated.

However, in the event numbers are required, the numbers will continue from the last number of the last Town Acre on 'built city' side of that Terrace, from the first Town Acre directly opposite on the Park Lands side and then continue to the other end of that Terrace.

Increments of less than 6.4 metres

Where there are insufficient street numbers for buildings or occupancies, 'A' numbers may be allocated.

These should be avoided where possible, however where necessary will be allocated following the main street number in the order of number followed by a letter (e.g. 210, 210A).

As a general rule, levels above and below ground level will only be allocated a separate unique street number where a separate street frontage doorway exclusively services the particular area.

Direction of Flow of Street Numbers

South of the River Torrens

In southern Adelaide, with the exception of the Terraces, street numbers generally flow outwards from King William Street in the case of east-west streets with the lowest street number commencing at the King William Street end.

In the case of north-south streets, the numbers generally flow southwards from the River Torrens (lowest number to the north).

A general exception to the above rule relates to dead-end streets which are numbered commencing with the lowest number at the open end.

In the case of the Terraces, North and South Terraces are numbered sequentially west to east commencing at West Terrace, whilst East and West Terraces are numbered sequentially north to south commencing at North Terrace.

The exception is numbering on the Park Lands side of the Terraces, for numbering methodology refer Odd and Even Street Numbers section above.

North of the River Torrens

In North Adelaide, all street numbers flow from east to west in east-west streets (lowest number at the eastern end) and from the River Torrens northwards, in the case of north-south streets (lowest number to the south).

A general exception to the above rule relates to dead-end streets which are numbered commencing with the lowest number at the open end.

Allocation of Street Numbers to Buildings with no Street Frontage

Where an allotment fronting a street contains a number of buildings some of which do not themselves have a street frontage (e.g. rear), where possible, the street number most applicable to the access to such buildings will be the street number applicable to those buildings.

For units and flats in buildings having no street frontage or no separate street level access for each unit or flat, the address for such units or flats will be the unit/flat number followed by the street address of the most likely perceived access to those units or flats.

In extreme circumstances, it may be desirable to allocate a street name to the access roadway and issue a separate set of street numbers in respect to the newly created street (*refer attachment, Figure 4*).

Street naming is undertaken by the Strategic Property team within the Property Program.

Allocation of Street Numbers to Allotments having no Street Frontage

Where an allotment in separate ownership has no street frontage, that allotment should be allocated the street number applicable to the access roadway serving that allotment in conjunction with an identified "OFF".

Where such allotment contains multiple buildings requiring the allocation of separate numbers, application should be made to the Strategic Property team for allocation of a street name.

New Developments

For the majority of cases for new developments, individual street numbers will be allocated to each ground level occupancy.

Street Numbering Policy

Except in rare cases (refer to: Increments of less than 6.4 metres), upper and lower levels of a multi-level development will be allocated the full range of street numbers applicable.

Council will proactively assist developers in organising street numbering for the building or allotment per this policy.

Where a building or allotment is on the corner of two named streets, the owner should be offered the choice of street frontage and appropriate range of numbers they may wish to use.

The owner should be requested to respond to the Rates and Valuation team advising them of the preferred street frontage so that the valuation records can be correctly initiated.

However, as a minimum, the selected street frontage must have an entrance into the building allowing for public access and the letter box must be placed on the same street frontage and within the relevant Town Acre.

OTHER USEFUL DOCUMENTS

Related documents

- Figure 1. Town Acre Boundary, and street number spacing.
- Figure 2. Numbering where boundary is less than 500mm.
- Figure 3. Terraces surrounding the City of Adelaide; and
- Figure 4. Numbering of buildings that do not have direct street frontage.

Relevant legislation

- *Local Government Act 1999 (SA)*

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Allotment – a defined allocation of land within the City of Adelaide.

Certificate of Title – is an official record of land ownership in South Australia and defines the boundary of ownership.

Terraces – the boundaries between the built city and Park Lands. Refers to North, West, South and East Terraces within Adelaide, and Barton, Lefevre, Kingston Terraces, McKinnon and Sir Edwin Parades, Pennington, Strangways, and Mills Terraces within North Adelaide. (*Refer map in attachment, Figure 3.*)

Town Acre – Is 64.008 metres squared. Colonel William Light divided city land into 1042 town acres; 700 in South Adelaide (City) and 342 in North Adelaide.

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **two** years unless legislative or operational change occurs beforehand. The next review is required in **September 2022**.

Roles and Responsibilities:

It is the responsibility of the Manager Financial Accounting to perform this review.

Review history:

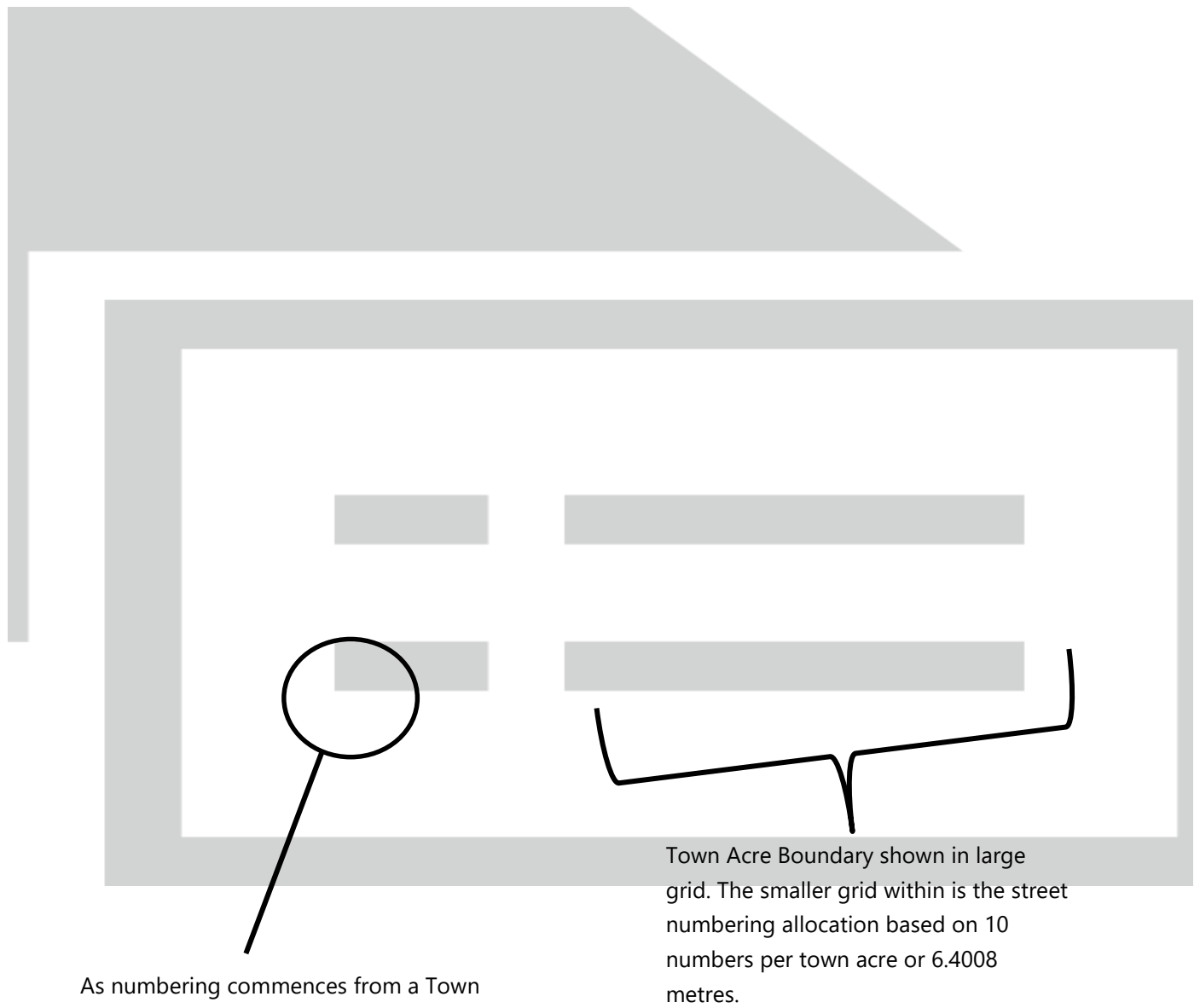
Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2020/102984	Council	11/08/2020/20411	Transfer to new template.
ACC2008/178358	Council	09/05/1994	Minor revisions made.

Contact:

For further information contact the Strategic Finance and Performance Program

City of Adelaide
 25 Pirie ST, Adelaide, SA
 GPO Box 2252 ADELAIDE SA 5001
 +61 8 8203 7203
city@cityofadelaide.com.au

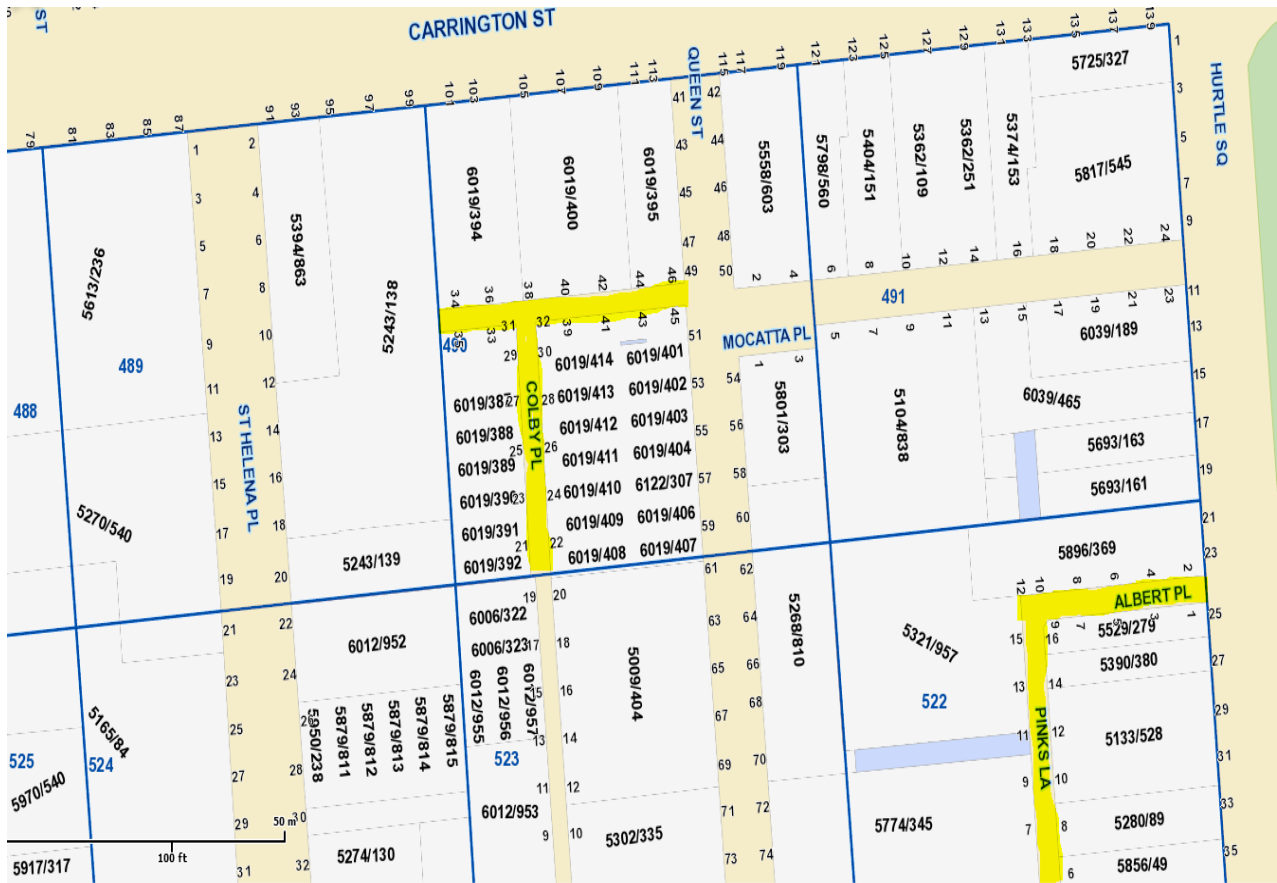
Figure 1. Town Acre Boundary, and street number spacing.



As numbering commences from a Town Acre, both the numbers 70 and 72 Grote Street show the width of their respective numbered frontages to be much smaller than their adjacent numbers.

Town Acre Boundary shown in large grid. The smaller grid within is the street numbering allocation based on 10 numbers per town acre or 6.4008 metres.

Figure 2. Numbering where boundary is less than 500mm.



Enlarged view

The narrow slither facing north is less than 500mm wide, so it takes on the adjacent number being 33.

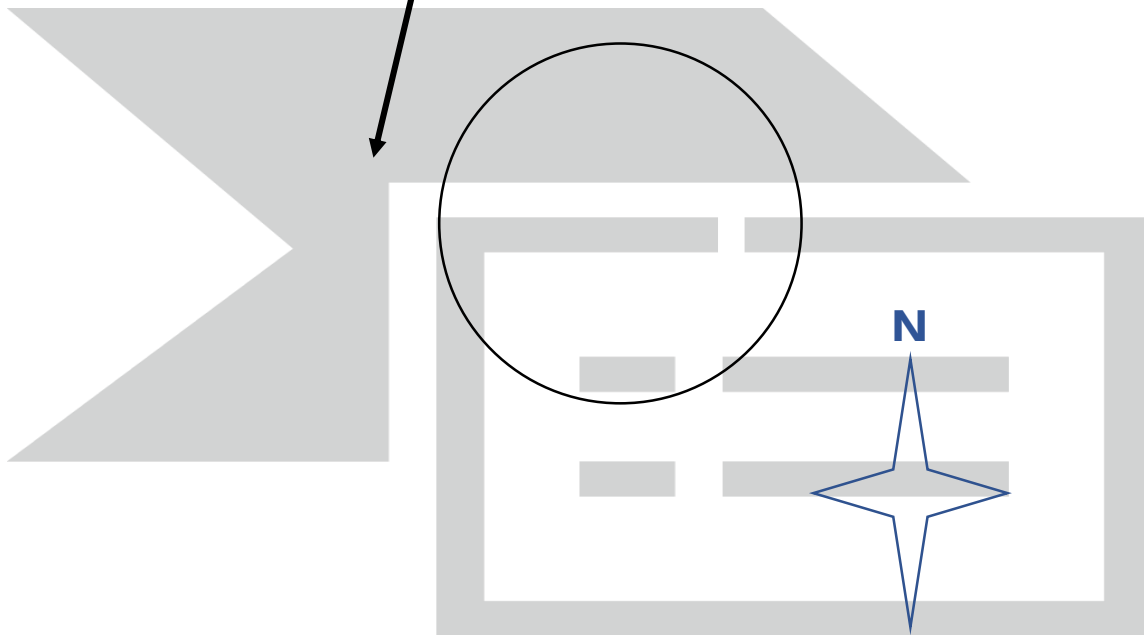


Figure 3. Terraces surrounding the City of Adelaide.

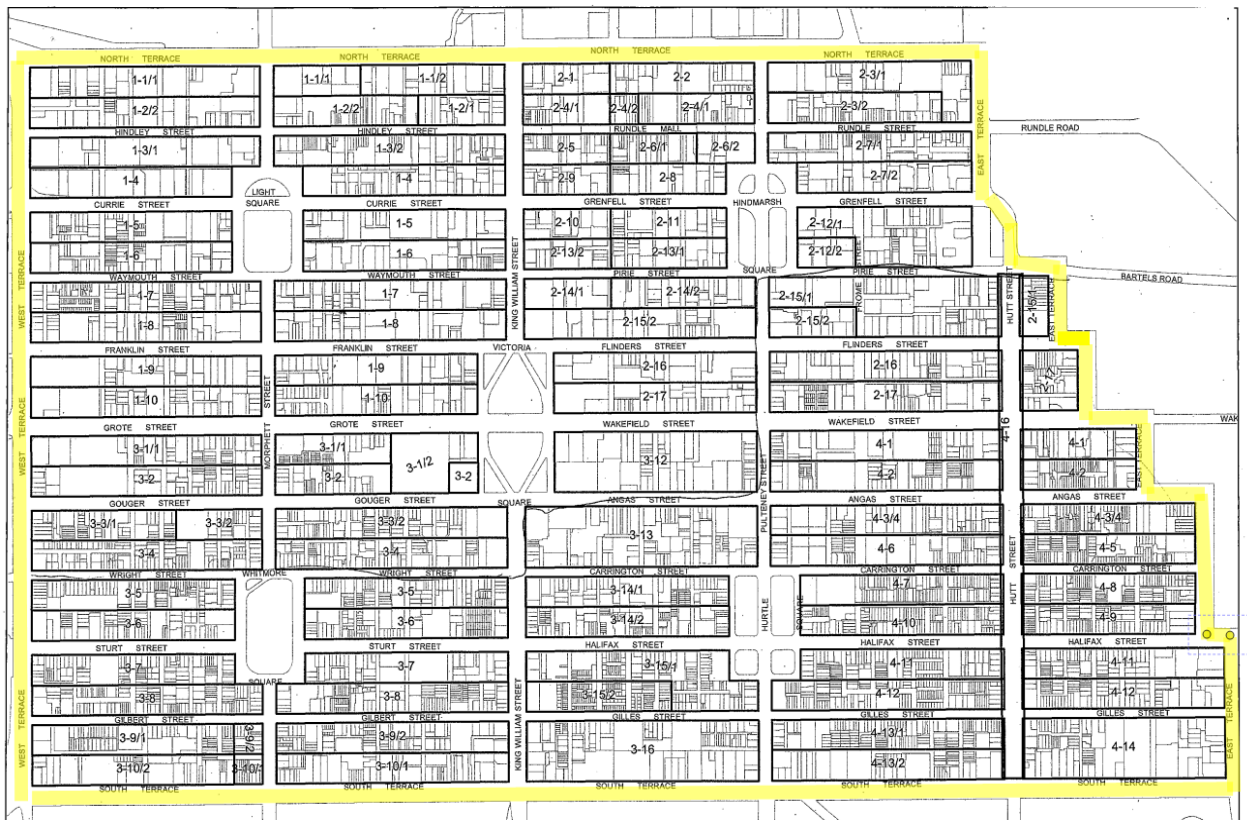
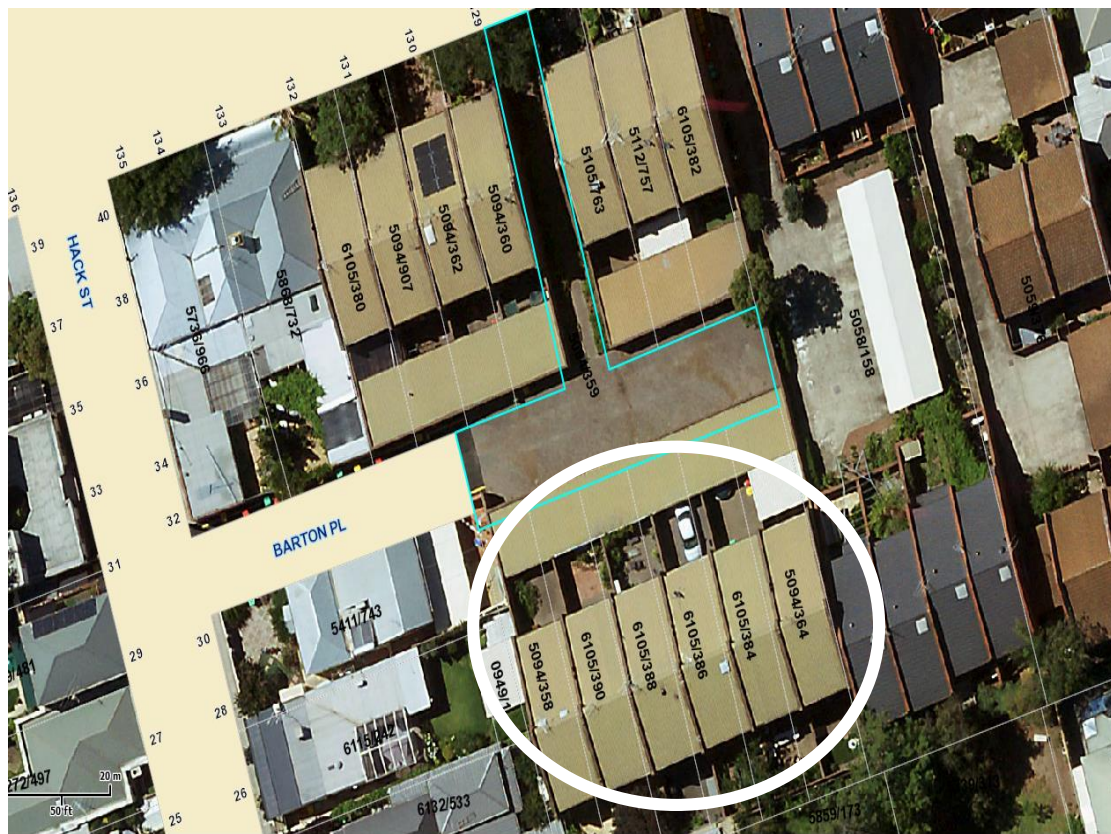


Figure 4. Numbering of buildings that do not have direct street frontage.

The main access to the units highlighted is from Hack Street via the access way.

Due to the number of premises along this access way it was appropriate to have it formally named, Barton Place.