



Street Numbering Policy

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Review Date (10 years from authorised date):	13 September 2033
Responsible Department	Business Transformation
Responsible Officer	Chief Financial Officer

This policy has been authorised.

1. Introduction

The purpose of this policy is to give a clear and consistent approach to the allocation of street numbers to all properties in the municipality.

2. Context

This policy will be applied when

- New allotments or properties are created, or
- There are physical changes to existing allotments or properties, or
- There is a change in the number or configuration of multi-unit sites, or
- A submission is received advising that numbering is unsatisfactory, or
- Renumbering streets.

2.1 Alignment

This document aligns with the following legislation, policies, and local laws:

- Section 71 of the *Local Government Act 2020* states that a Council may make local laws for or with respect to any act, matter, or thing in respect of which the Council has a function or power under this Act or any other Act.
- Schedule 10 of the *Local Government Act 1989*.
- Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022.
- Australian/New Zealand Standard AS/NZS 4819:2011 – Rural and urban addressing.
- Moreland City Council – General Local Laws 2018 Part 12.

2.2 Organisational Context

This policy applies to all Merri-bek City Council staff that provide street numbering as part of their role. This policy is in alignment with the Merri-bek Council Plan 2021-2025 Theme 5: an empowered and collaborative Merri-bek – build community trust through encouraging participation, evidence-based decision making, stewardship of resources and being accessible and responsive.

2.3 Legislative Parameters

The *Local Government Act 1989* Schedule 10 provides for Council to approve, assign, and change the number of any premises next to a road within its municipality. It also provides that Council may require people to renumber their premises and renew those numbers allocated by Council.

Geographic Names Victoria, operating under the *Geographic Place Names Act 1998*, released *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022* (the Rules). Appendix D of these Rules specifies that all street numbering should be in accordance with the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing (the Standard).

3. Objectives

The objectives of this policy are:

- To Council facilitate the identification of properties in the municipality using a consistent and logical pattern of street numbering.
- In allocating street numbers, Council will consider the need for quick and accurate location of properties by emergency vehicles and postal services.
- To establish and review administrative procedures that ensure that owners, occupiers, requestors, and all relevant authorities are notified of newly allocated street numbers.
- To ensure that property developers are made aware of Council's street numbering requirements, via liaison with the Planning and Building Department, at the early stage of planned developments and subdivision.
- To implement and ensure that all premises display the correctly assigned street number and when needed allow Council to change the street numbers as required.

4. Policy

Council will determine the street number for all properties within the municipality.

Council, as the responsible authority for street numbering, recognises the importance of a consistent and logical approach to street numbering.

The Standard enables a uniform view of properties for both delivery services and emergency services that rely on a simple method of locating properties to provide potentially life-saving services. Council will comply with the Standard.

A consistent approach to the display of street numbering is supported to ensure ease of identification by emergency services and the community at large. Shop fronts should have numbers clearly displayed in a front window, all other properties, numbers are expected to be displayed on letterboxes fronting properties.

4.1 Applications for new properties

All applications for new street numbering allocations must be made via SPEAR (Surveying and Planning through Electronic Applications and Referrals) or in writing to propertydivisions@merri-bek.vic.gov.au. Applications should contain all supporting documentation and the reasons for the request.

Notification to the requestors/building surveyor will be made in relation to street numbering.

4.2 Applications for renumbering properties

All applications for a change in street number must be done so in writing to propertydivisions@merri-bek.vic.gov.au addressed to the Team Leader Revenue Services. Applications should contain all supporting documentation and the reasons for the request.

4.3 Street numbering

When considering applications for new or a change in street number, Council will allocate numbers with consideration of the following:

- Street numbers will be allocated to ensure compliance with the Standard.
- All properties in the municipality shall be allocated a unique street number.
- If applicable and where possible, allowance shall be made for any possible future street numbering for new developments.
- Street numbers are allocated in sequential order within a street.
- Where properties have more than one street frontage, street numbers will be based upon the street frontage of each lot / dwelling as defined on the plans submitted to and endorsed by Council. Allocation to the adjoining street may occur provided that the existing street numbering pattern can continue, and the main dwelling access point faces that street.
- A new parcel created by subdivision where there are no available unique numbers, will be allocated an alphanumeric number (as per the Standard) in ascending order from the appropriate existing property number. Numbers with alphabetic suffixes will be applied if required, in the same direction as numbers, e.g., 5A, 5B will be created between number 3 and number 7.
- Street numbers shall be assigned according to the location of the main point of access to the property.
- In cases of multiple occupancy properties, including multi-dwelling developments, each occupancy shall be allocated a separate identifying number which may be a street or a street and unit number.
- For a property to be numbered to a laneway or right of way, that laneway or right of way must be named in accordance with the Rules before the allocation of street addresses or numbers.
- Where numbering involves properties not included in a subdivision, consultation will be made with existing properties prior to finalisation of the street numbering.
- In numbering properties, consideration will be given to ambulance, fire brigade and police being able to locate a property in emergency situations.
- Any scenario not specifically identified above, will be assessed in accordance with the Standard.

Property owners and/or occupiers shall ensure that the street number is prominently displayed to the street abuttal to which the property is addressed.

If the property has access points from multiple streets, any numbers displayed shall be accompanied by a prominent display of the name of the street to which the property is numbered.

4.4 Renumbering properties

Council reserves the right to change the street number of a property where the existing number is inappropriate or confusing. Renumbering all or part of a street will be considered where there are multiple numbering problems.

Where an existing number is deemed to be unsatisfactory because of conflict or inconsistency with other property numbers in the vicinity or requirements of this policy, then any proposal to renumber shall be referred to the owners and occupiers affected before determining whether to proceed with the proposal.

Council will not approve requests for changes to street numbering that conflicts with the Standard including those requests which are based upon any of the following:

- A number considered “unlucky”
- Vendor or Agent preferences or where the selling agent has misrepresented the property address
- Personal preferences and requests based on aversion to certain numbers
- The number proposed to be not good for business
- The number is believed to make the property unattractive
- The street number address is perceived to devalue the property.

If Council requires the compulsory renumbering of a property, a one-off payment of \$250 will be paid to the property owner. This payment does not apply when a property owner has requested the renumbering of their property.

4.5 Enforcement

The displaying of numbers and adherence to Council’s street numbering will be monitored and enforced by Council’s Amenity and Compliance – Local Laws team in accordance with Moreland City Council – General Local Law 2018 – Part 12: Naming of Roads and Numbering of Premises.

5. Roles and responsibilities

Who	Responsibility
Senior Revenue and Property Officer	Facilitate the allocation and maintenance of street numbering.
Team Leader Revenue Services	Responsible for ensuring policies and procedures are followed when numbering or renumbering properties. Responsible for reviewing street numbering policy.
Unit Manager Finance	Responsible for the review and sign off on complaints in relation to street numbering.
Amenity and Compliance – Operations	Monitor adherence to street numbering and implement enforcement when required.
Department of Transport and Planning (DTP)	Assist with difficult street numbering. Administer numbering when it is a complex site including but not limited to caravan parks, education sites, shopping centres, retirement villages, housing estates, industrial sites, sporting precincts and closed-gate communities.

6. Monitoring, Evaluating and review

Adherence to this policy is the responsibility of the Team Leader Revenue Services and compliance with it will be monitored, evaluated, and reviewed on an annual basis.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document.

Where an update does not materially alter the effect or purpose of this policy, such a change may be made administratively. Examples include a change name of a Federal or State

Government department, or a minor update to legislation which does not have a material impact.

Any change or update which materially alters this document must be approved by resolution of Council.

7. Definitions

Term	Definition
Rules	Means the Naming rules for places in Victoria - Statutory requirements for naming roads, features and localities – 2022 by Geographic Names Victoria in line with the Geographic Place Names Act 1998, as amended from time to time.
Standard	Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
Street	An officially named thoroughfare.
Street number	The address allocated to an individual property or occupancy.

8. Associated Documents

- Local Government Act 1989
- Local Government Act 2020
- Geographic Place Names Act 1998
- Naming rules for places in Victoria - Statutory requirements for naming roads, features and localities – 2022
- Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing
- Moreland City Council – General Local Laws 2018 Part 12.