

	Rural Property Addressing Policy	
	Version Adoption by Council: 28 January 2020 Resolution Number: 2020/015 Current Version: V2	
	Administered by: General Manager - Infrastructure and Environment	Last Review Date: 2019 Next Review Date: 2022
Document No. D19/35099	Strategic Outcome 4.1.1.3 Support community safety	

1. Objective

Rural Property Addressing is aimed to provide all occupied rural properties with a consistent numbered address. This national initiative is a distance-based road number from the road access point to an occupied property and shall assist emergency services and other service providers to find the rural properties.

For the installation and maintenance of consistent rural addressing signage within the Council by:

- Ensuring that all new dwellings and businesses acquire the correct rural address number, where new dwellings or businesses are established within the rural addressing zone;
- Ensure a consistent and approved form of signage used throughout the Council, to assist in postal and emergency services in locating a property, day or night;
- To set minimum standards for the installation of rural address signage; and
- To clearly define the responsibility for the installation and replacement of rural addressing signage.

2. Scope

To provide guidelines for the supply and installation of rural addressing signage, encouraging a consistent rural address numbering system within Adelaide Plains Council.

3. Policy Statement

- 3.1 Council is committed to implementing a rural addressing system which resolves issues surrounding rural road names and the creation of a meaningful property number for each rural property with a dwelling or place of work. The property number represents the distance to the property entrance from a selected point created by the Department of Planning, Transport and Infrastructure, generally at the beginning of the road.
- 3.2 Council has selected the standard style of property numbers which comprise a rectangular aluminium plate, on which the reflective numbers and road names are placed. The sign is bolted to a metal star dropper. The star dropper is generally installed within a metre back from the line of the guide posts near the property access point to enable ease of viewing. The size of the sign and position of the reflective numbers allow ease of viewing at night.
- 3.3 This policy addresses the requirements for installing the initial rural address number for new properties and the requirements for the replacement of missing or damaged signs.
- 3.4 If a resident / business owner fails to maintain their rural address number they may experience difficulty obtaining mail, and local emergency services may have difficulty locating the rural property.

4. Specific Provisions / Responsibilities

4.1 New Rural Dwellings or Businesses – Council Approving Authority

As part of the Development Application process Council will determine the rural address number to be used for a new property and advise the owner. A fee will be charged to the owner of the dwelling or business equivalent to the cost of supplying and installing the sign and post by Council staff in accordance with Council's Schedule of Fees and Charges.

4.2 Existing Rural Properties

If an existing property number is damaged, lost or stolen, it will be the responsibility of the property owner to purchase a new sign and post if required through Council in accordance with Council's Schedule of Fees and Charges.

Under the *Local Government Act 1999 Section 220 (6)* at the request of Council, an owner of land must ensure that an appropriate number for the owners developed allotment (with a dwelling or business), is in a form as directed by Council's adopted sign template for consistency across Council.

Maintenance of vegetation around rural addressing signs is the responsibility of the property owner's or occupier.

4.3 Local Government Act 1999 - Numbering of premises and allotments

- (1) A council may adopt a numbering system for buildings and allotments adjoining a Road.
 - (a) The council must assign a number (as part of its primary street address) to all buildings or allotments adjoining a public road created after the commencement of this subsection by land division.
 - (b) A council must ensure that an assignment under subsection (1)(a) occurs within 30 days after the issue of certificate of title in relation to the relevant land division in accordance with any requirements prescribed by regulations made for the purposes of this subsection.
- (2) A council may from time to time alter a numbering system, or substitute a new numbering system, under this section.
- (3) Public notice must be given of the adopting, altering or substituting of a numbering system for a particular road.
- (4) A council must immediately notify the Valuer-General of a decision of the council to adopt, alter or substitute a numbering system under this section.
- (5) An owner of land must not adopt a number for a building or allotment that is inconsistent with a numbering system adopted by the council under this section.

Maximum penalty: \$2,500.

- (6) An owner of land must, at the request of the council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the council.

Maximum penalty: \$750. **Expiation fee:** \$105.

4.4 Responsibility

Council is responsible for the adoption of this policy and ensuring that sufficient resources are allocated enabling effective implementation.

The General Manager Infrastructure and Environment has overall responsibility for ensuring the management of this policy and its requirements.

5. Records Management

All documents relating to this Policy will be registered in Council's Record Management System and remain confidential where identified.

6. Document Review

This Policy will be reviewed every two years in accordance with Council's Policy Review Schedule to ensure legislative compliance and that it continues to meet the requirements of Council its activities and programs.

7. References

Local Government Act 1999

8. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Rd, Mallala SA 5502

On payment of a fee, a copy of this policy may be obtained.

Any queries in relation to this Policy must be in writing and directed to the General Manager – Infrastructure and Environment.