

# Property Identification Policy



Record number	D22/41658
Responsible Manager	Manager Finance & Rating Operations
Other key internal stakeholders	Director Organisational Services and Excellence Director Assets and Environment Manager Civil and Water Operations
Last reviewed	17 August 2022
Adoption reference	178
Resolution number	Governance and Policy Committee
Previous review dates	21 /10/2020, 18/10/17, 12/08/14, (Merges Property Numbers on Kerbs Policy into this Policy), 17/09/13, 08/06/10, 09/10/07, 25/07/06, 25/02/03, 13/03/01
Legal requirement	Section 219 of the Local Government Act 1999 requires Council to have a policy relating to the assigning of road names.  Section 219(7) of the Act requires a public notice to be given at the adoption or alteration of the above section within this Policy.
Due date next review	2025

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## 1. PURPOSE

The purpose of this Policy is to state Council's position in regard to the naming of roads and the system of numbering of properties along roads within the City of Tea Tree Gully area. The existence of this Policy will assist in establishing guidelines for naming new roads, changing road names, numbering of properties along roads and the naming of Council reserves. This policy will also set out the process for the naming of Council's reserves, parks, open spaces and buildings.

## 2. POLICY

Road naming and property numbering will be implemented in accordance with the following general principles:

### 2.1 Road Naming

#### 2.1.1 Public Roads

All roads will be named and sign posted accordingly. To avoid the potential for confusion with other road names within the City (including potential for confusion that may be caused by pronunciation of the road name) new road names will not be duplicated. All signs are to be in accordance with relevant standards and Council's Signage Policy.

Where possible, Council encourages road names to be based on themes, especially those that are reflective of the historical, cultural or environmental assets of the City.

Council will not accept road names that have another meaning in their own right, such as Tennis Court, Federal Court etc.

#### 2.1.2 Private Roads

Council will not enter into the naming of private roads, such as those within Retirement Villages and similar private areas that do not meet the definition of a public road within this Policy unless specifically requested by the owners of the property.

Any signage associated with private roads will be the responsibility of the property owner and owners will be required to carry out such works according to section 216 of the *Local Government Act 1999*.

#### 2.1.3 Requests to Change a Public Road Name

Where Council receives a request to change the name of an existing public road, the applicant must provide:

- a. The request in writing
- b. The reason for the proposed road name change
- c. The proposed future road name
- d. Any supporting documentation deemed necessary by Council or the delegated employees.

Council will consider each request on the merit of the proposal and give consideration to the reasons provided for the road name change.

Where Council receives a request to change a road name and believes the existing road name creates confusion the following principles will apply:

- a. Council or its relevant Committee will consider this Policy but may resolve to take no further action in which case the applicant will be informed accordingly, including the reasons for the decision
- b. Council will undertake consultation in respect of the proposed change, which should occur over a four (4) week period, this will include but not be limited to the views of:
  1. Elected Members
  2. All those living and owning property along the relevant roads
  3. Emergency services
  4. Australia Post.with Council or the relevant Committee having the final decision as to the future name of the road.

Should Council resolve to assign an alternative road name, Council will notify the relevant parties and place a public notice as required in accordance with section 219(3) and (4) of the Local Government Act 1999. In addition to the legislative requirements, Council will notify emergency services of the road name change and all residents living along the relevant road.

## 2.1.4 Property Numbering

All new property numbering systems will be in accordance with the Australian/New Zealand Standard (AS/NZS 4819:2011) entitled 'Rural and Urban Addressing' and each occupied property should clearly display a property number. Where the existing numbering system does not conform along a road with this standard Council will not be obligated to change the numbering system.

Where Council receives a request to correct existing anomalies in the numbering of roads, Council will consider each request on the merit of the proposal and consider the reasons provided for the renumbering of a road.

In accordance with section 220(5) property owners must not adopt a number for a building or allotment that is inconsistent with a numbering system adopted by Council.

In accordance with section 220(6) of the Local Government Act 1999 property owners must ensure that the number of their building or allotment is displayed on their property in a form directed or approved by Council.

Where there are changes to property numbering systems along a particular road, Council will notify the Valuer-General and place a public notice of the resolution adopting, altering or substituting a numbering system for a particular road, in accordance with section 220(3) of the Local Government Act 1999.

## 2.1.5 Property numbers on kerbs

Council acknowledges that street numbers beyond the property boundary are not always easily seen from the road outside of daylight hours and an additional form of numbering is often sought. Council supports the principle of painting of house numbers on kerbs with the aim of assisting the public and emergency services in locating properties. Council's position is that community groups such as neighbourhood watch (or similar) should be allowed to perform this work provided

Council's risk is minimised, there is minimal cost to Council and a reasonable standard of works can be assured.

The CEO will ensure guidelines are maintained for this policy position.

## 2.2 Reserve Naming

All reserves under Council's care and control will be allocated a name. In the first instance any Reserve that does not have a common name will be allocated the name of an adjoining road.

- a. Where a reserve has an existing known and well-used name (other than that of the adjoining road) that name will be allocated in Council's property database.
- b. Where Council receives a request for a name change (to that allocated in Council's property database) a report will be prepared by the relevant Council department and submitted to the Council or the relevant committee for consideration. Community consultation may be considered as part of the decision making process.

All names assigned to reserves will be reflected in the relevant community land management plans.

## 3. DEFINITIONS

For the purposes of this Policy the following definitions apply:

### CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

### Emergency Services and Local Authorities

Includes the local branches of the South Australian Country Fire Service, State Emergency Service, SA Ambulance Service and South Australian Police.

### Private road

As defined under the Local Government Act 1999, means a road in private ownership.

### Public Place

A place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the Community Titles Act 1996.

### Public Road

Under the *Local Government Act 1999* this means:

- (a) any road or land that was, immediately before the commencement of this Act, a public street or road under the repealed Act; or
- (b) any road:
  - (i) that is vested in a council under this or another Act; or
  - (ii) that is placed under a council's care, control and management as a public road after the commencement of this Act, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or
- (c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to this Act, is declared by the council to be a public road; or

- (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or
  - (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown,
- (and includes any such road that is within the boundaries of a public square).

### Road

In accordance with the Local Government Act 1999 a road is defined as a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:

- a. A bridge, viaduct or subway or
- b. An alley, laneway or walkway

For the purpose of this Policy only, roads will not include walkways and pedestrian paths.

All reserves under Council's care and control will be allocated a name. In the first instance any Reserve that does not have a common name will be allocated the name of an adjoining road.

- a. Where a reserve has an existing known and well-used name (other than that of the adjoining road) that name will be allocated in Council's property database
- b. Where Council receives a request for a name change (to that allocated in Council's property database) a report will be prepared by the relevant Council department and submitted to the Council or the relevant committee for consideration. Community consultation may be considered as part of the decision making process.

All names assigned to reserves will be reflected in the relevant community land management plans.

## 4. LEGISLATIVE FRAMEWORK

The following legislation applies to this Policy:

### Local Government Act 1999

Section 219 of this Act grants Council the power to assign a name or change the name of a road or public place, while section 220 of this Act provides for the numbering of adjacent premises and allotments.

Under section 219(5) of this Act, Council is required to adopt a policy relating to the assigning of road names.

Section 219(7) of the Act requires a public notice to be given at the adoption or alteration of this Policy.

In accordance with section 220(6) of this Act, property owners must ensure that the number of their building or allotment is displayed in a form directed or approved by Council.

### 4.1 Other references

Council's document including:

- a. Fees and Charges Register
- b. Property Numbers on Kerbs Guidelines
- c. Signage and Entrance Statement Policy

External document including:

- a. Australian/New Zealand Standard (AS/NZS 4819:2011) entitled 'Rural and Urban Addressing' sets the standard for rural and urban addressing.
- b. Geographical Names Guidelines

This Policy is based on a model policy developed by the Local Government Association.

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Places	
<i>Streets, paths, open spaces and parks are appealing, safe and accessible</i>	This will ensure that all properties are identified and easily located.

### 5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of organisational excellence. The theme most relevant to this report is Finance and systems to ensure street naming and numbering is appropriate.

## 6 POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.