

Naming and Numbering of Roads Policy

Strategic Reference	Objective 3: A prosperous and sustainable district. Strategy 3.7 - Maintain a local road network that satisfactorily supports primary production, tourism development and other employment generating opportunities.
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Responsibility	Director Infrastructure & Assets
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Next review date	Every two years, July 2019
Applicable Legislation	Local Government Act 1999, s 219, 220 & 231
Related Policies	
Related Documents	Australian Standard AS 1742.5 – 1997 DPTI 'Guidelines for the Selection of Names for Roads in SA' LGA guidelines 'Model Policy for the Selection of Road and Public Place Names' Standards for Uniform Kerbside Numbers

1. Purpose and scope

The purpose of this policy is to ensure that an open and transparent process is undertaken in relation to the naming of roads and assigning of street/road numbers throughout the Council region.

2. Policy statement

Coorong District Council has the power under section 219 of the Local Government Act 1999 to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

Council must assign a name to each public road created by land division. The developer is required to submit proposed road names to Council for prior approval.

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It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public (with the following exception) will also be assigned a name. Private roads with five or less property addresses do not need to be named. In these cases, address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

A road name sign that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

3. Naming roads

3.1 Initiating the road naming process

A road naming process may be initiated if:

- a request is received by the Council from an affected land owner or their agent
- Council resolves that a name change be investigated
- Council staff determine it is in the public interest to investigate a change in road name
- Council opens or forms a road; or
- Council receives an application for a land division

3.2 Road names – uniqueness

In the naming and renaming of public roads the following principles will be observed:

- A road will have only one name
- A road name will be unique within a rural locality. Duplicate road names within a locality will be resolved in order to avoid confusion (eg emergency services response)
- Roads that are maintained by the Department for Planning, Transport and Infrastructure (DPTI). Council will consult with DPTI in relation to naming these roads
- Duplicate names and similar sounding names (eg Paice, Payce or Pace Roads) within a locality will be avoided where possible
- If possible, duplication of names in proximity to an adjacent locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name
- Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads

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3.3 Naming of private roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road, it will consult with the owner of the land over the proposed name and the signage requirements for the road.

3.4 Consultation with adjoining Councils

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months notice of the proposed change and consider any representations made by the adjoining Council in response to the notice (refer to s.219(2) of the Local Government Act).

3.5 Public notice of name assignment or change

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Local Government Act. Public notice will include the date that the new name takes effect and notice will also be published on Council's website: www.coorong.sa.gov.au.

Where a road is to be named or renamed:

1. Council will advertise the proposed naming or name-change of the road in the local press, allowing a period of four weeks for written submissions prior to closing of the relevant agenda.
2. The proposal will also be forwarded to the relevant Ward Committee(s), with similar time allowances, for their comments, if any.
3. Council will then make a determination of name and will notify parties who have made a written submission of the outcome.

3.6 Advising relevant parties of new name or name change

Council will provide written notice (eg by email) of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General;
- Valuer-General (see s.219(3)(a) of the Local Government Act);
- the owner of the road (if a private road);
- owners to abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- SA Power Networks;
- SA Police;

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- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service

3.7 Date of effect for new names or name changes

The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers.
- Potential confusion for people using maps and street directories that effectively become out of date; and
- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by s.231 of the Local Government Act.

3.8 Road name signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. Signage may be erected during construction of a sub-division.

All road name signage should include the Council logo.

Note – signage for state road names is the responsibility of DPTI.

4. Road numbering

This section of the policy does not apply to numbers and addresses for the purposes of Rural Property Addressing.

4.1 Numbering of premises

Council's objective is to have every address site within the boundary of the Council area given a number or number range. Such areas include public reserves, schools, buildings, and all other fixtures and locations situated in urban thoroughfares, which are not numbered but which require road addresses to establish their locations.

4.2 Displaying of premises numbers

Council's objective is to have all premises within Coorong District Council, including residences, shops and other buildings, display adequate identifying numbers.

Council has taken into account the need to have premises clearly identified for the efficient delivery of mail and so that emergency services, other service providers and the general public can easily locate premises.

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Under Section 220(6) of the Local Government Act 1999 an owner of land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

4.2.1 Residential premises

All premise numbers should be easily identifiable from a stationary vehicle located on the adjacent roadway.

Where properties have no street frontage, numbers must be identifiable from the access road/private laneway adjacent to the property.

For houses such as those in denser areas which are less than 1.5 metres from the front property boundary, the number should be placed in a prominent position to the left hand side or adjacent to the main entrance to the house.

For houses that are more than 1.5 metres from the front boundary, the premise number should be placed on or near the front gate. If the premise has no front fence or gate, the number should be placed on the letterbox or other feature facing the street. Australia Post prefers the premise numbers to be displayed on the letterbox where a letterbox is provided.

Ideally the numbers should be located 750mm to 1.5m above the ground level and on the left hand side of the door or gate.

Numbers should be at least 75mm high to ensure they can be seen from the roadway and use colour combinations which provide strong contrast between the number and the background, such as black and white. Visibility is improved by using retro-reflective material for either the number or the background. For numbers placed on letterboxes consider using raised numbers (tactile) to assist the vision impaired.

4.2.2 Industrial and commercial premises

Premise numbers should be displayed in a prominent position to the left side of the driveway main entrance and/or the façade of the building and in a way that makes it easy for the number to be seen clearly by pedestrians and motorists.

Commercial buildings require the same type of premise numbers as residential premises. Although the minimum required height of number is 75 mm, larger numbers are encouraged. Owners should consider displaying numbers which are in scale with the size of the building and which enhance its appearance.

4.3 Kerbside numbering

In addition to the displayed premise numbers, Council will permit Neighbourhood Watch SA groups, or other local groups approved by Council's Director Infrastructure & Assets, to install, at their cost, kerbside numbering on premises within Coorong District Council. All such kerbside numbering must be installed in accordance with Council's Standards for Uniform Kerbside Numbers.

4.4 Type of Road or Public Place

Council will assign the type of road in accordance with the LGA guidelines '*Model Policy for the Selection of Road and Public Place Names*'.

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4.5 Promotion and enforcement

Council will promote the display of premise numbers within the district, in particular using the following methods:

- Include an advisory note regarding premise numbering in the conditional approval of each development application processed
- Include a copy of this policy in the New Residents Kit;
- Include an article regarding premise numbers in at least one edition of The Community Link per year;
- Participate in any joint promotional campaigns arranged by Australia Post and/or emergency service providers.

5. Further information

This policy will only be enforced using Council's powers under Section 220(6) of the Local Government Act 1999 on the basis of complaints received.

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's website: www.coorong.sa.gov.au

Customer Service Centre
95-101 Railway Terrace
Tailem Bend
Phone: 1300 785 277
Fax: 8572 3822

Meningie Branch Office
49 Princes Highway
Meningie

Tintinara Branch Office
37 Becker Terrace
Tintinara

Copies will be provided to interested parties upon request. Email council@coorong.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.