

## BACKGROUND

The maintenance of an adequate system of house property numbering is important for the effective operation of postal, utility and emergency services provided by the community for the benefit of property occupants.

Although Council does not manage, fund or promote the service, Council supports the painting of house numbers on adjacent concrete kerbs by those residents or businesses seeking to add this additional communication of their property number. This policy is required to ensure that such kerbside number is applied through a controlled and managed process to ensure consistency and adherence to appropriate standards, legislative and regulatory requirements.

## OBJECTIVE

To provide consistent criteria required for organisations and persons for the application of kerbside numbering.

## POLICY STATEMENT

Council supports the installation of kerbside house numbering to defined consistent standards through the application of appropriate process. This policy sets out the criteria for the process of kerbside house numbering for organisations and persons from inception to completion.

## STATEMENT OF PROCEDURES

### Specifications for Kerbside House Numbering

- 1 Formal application to be made detailing:
  - i Who is carrying out the work
  - ii When the work is to be carried out (at least one month's notice is required)
  - iii Where the work is to be carried out
  - iv Evidence of currency of the required 'occurrence based insurance policy' for public liability for an amount not less than \$10,000,000 for any one originating cause and in the annual aggregate.

This application will allow consent to be issued for the application of the house number as well as the required licences under Sections 116 and 138 of the Roads Act 1993.

This application is to be via Council's '*Application for works in Road Reserve - Open or Occupy*'. The application can be submitted electronically or through Council's Customer Service Section with the application form available on Council's website.

- 2 All numbering shall correspond to the street address number allocated to the property in Council's Land Information System. The applicant will be responsible for confirming the correct number prior to marking the kerb, and will be responsible for removing or obliterating any incorrectly marked numbers.
- 3 The numbering shall be of a height of 80mm, provided by painting white reflective numerals on a matt black background with durable paints and using a stencil to conform with type 'Series E' as laid down by the Australian Standard Specification for Road Design.
- 4 The numbers shall be on the face of the kerb immediately adjacent to the driveway/vehicle crossing closest to the centre of the property. If there is no driveway or vehicle crossing, at a point closest to the centre of the property.
- 5 All work to be carried out under the direct supervision of a responsible person who holds current accreditation for establishing traffic control on road reserve work sites.
- 6 The applicant shall satisfy all the requirements of the *Work Health and Safety Act, 2011* and supporting Regulations.
- 7 The applicant shall design and implement traffic control measures to comply with the latest version of Australian Standard 1742 – '*Manual of Uniform Traffic Control Devices*' and the RMS '*Traffic Control at Worksites*' manual. These tasks shall be carried out by a person who has the required qualifications in traffic control.
- 8 Any numbering carried out in major commercial shopping areas to be confined to a number or series of numbers at the beginning and end of each block.
- 9 Council will not be responsible for the payment of fees in connection with the numbering of Council owned properties.
- 10 The applicant shall advise all householders in writing prior to commencement of work, that the proposal to install the numbers on the kerb does not relieve them of their obligation under Section 124 Order 8 of the *Local Government Act, 1993* wherein house numbers must be displayed on their building, fence and/or letterbox, and be clearly visible from the street. The householder should also be advised that Council is not responsible for any maintenance, removal, alteration, repair or obliteration in respect of the proposed kerbside house numbering scheme, and that if the street address is altered they are responsible for removal or obliteration of the marked numbers, and that Council will not be responsible for reinstating any new numbering on the kerb.
- 11 Council retains the right to revoke this approval for non-compliance with any of these conditions.
- 12 Owners, householders or residents shall be informed by those carrying out the work of their right to not have the kerb numbering.
- 13 All persons who carry out 'works' associated with Kerbside House Numbering shall hold current WorkCover accreditation for 'General Induction' of work sites.

## SUMMARY SHEET

Responsible Division	Infrastructure Strategy and Planning
Date adopted by Council	8 May 2017
Date of previous adoptions	26 May 2014, November 2005, November 2002, August 1982
Date of next review	8 May 2021
Responsible Manager	Manager Infrastructure Strategy and Planning
Authorised by	Director Infrastructure and Works