

Australian Capital Territory

# Districts (Allocation of Street Addresses) Guidelines 2020\*

Notifiable instrument NI2020-679

made under the

Districts Act 2002, Section 14 (Guidelines about allocation of street addresses)

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## 1 Name of instrument

This instrument is the *Districts (Allocation of Street Addresses) Guidelines 2020*.

## 2 Commencement

This instrument commences on the day after it is notified.

## 3 Guidelines

Under section 14 of the *Districts Act 2002*, I make the Allocation of Street Addresses Guidelines as set out in the schedule.

Jeff Brown  
ACT Surveyor-General  
28 October 2020

\*Name amended under Legislation Act, s 60



# Surveyor-General of the Australian Capital Territory.

## Schedule

Guideline No. 19 - October 2020

### Guidelines for the Allocation of Street Addresses.

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## 1.0 Introduction

- 1.1 The allocation of street addresses is carried out under the provisions of the ACT *Districts Act 2002* hereafter the '*The Act*', together with these Guidelines and the relevant Australian Standard.
- 1.2 ACT Office of the Surveyor-General and Land Information is responsible for the allocation of street addresses in the Australian Capital Territory.
- 1.3 Address allocation includes the re-allocation of an address.



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## 2.0 Legislative Requirements

**2.1** Section 13 (1) of *The Act* states the Minister may allocate street addresses.

**2.2** Section 13 (2) of *The Act* requires the street address allocation to be in accordance with any 'Guidelines about the allocation of street addresses' made under Section 14.

**2.3** Section 14 (1) provides for the Minister to make 'Guidelines about the allocation of street addresses'.

**2.4** Section 18 (1) states the Minister may not delegate functions under *The Act* to someone other than the Surveyor-General. The relevant delegation has been made pursuant to Notifiable Instrument (NI 2019-580).

**2.5** In the event of an inconsistency between the Act and this Guideline, the Act takes precedence.



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## 3.0 General Information for Street Addressing.

### 3.1 Road names and the duplication of names:

- 3.1.1 Unique street addressing, including non-duplication of road names, is desirable to avoid the potential for addressing confusion and provide for the timely delivery of services, including emergency services;
- 3.1.2 Duplication includes homophones (that is, words that sound the same but have different spellings or meanings);
- 3.1.3 The use of a two worded road name, in addition to the road type, may be appropriate to afford the determination of a name under the *Public Place Names Act 1989* while striving to accord with the principles of unique street addressing and non-duplication of road names;
- 3.1.4 When two pre-existing road names are combined, it is desirable that the resultant road type is different to any road type already associated with either name or names. Road names include homophones;

### 3.2 If an address has been re-allocated by the Surveyor-General at the request of the:

- 3.2.1 Lessee the cost involved shall be borne by the lessee in total;
- 3.2.2 Territory Government, the cost involved shall be borne by the Territory in total;
- 3.2.3 National Capital Authority (NCA), the cost involved shall be borne by the NCA in total.



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### 3.3 Address allocation for single residential and multi-unit developments.

- 3.3.1 Single residential properties will only be allocated a single address. Unless development has development approval for 2<sup>nd</sup> residence/granny flat/multi-unit.
- 3.3.2 Multi-Unit development address will only be allocated for approved number of units, separately keyed bedrooms with kitchenette within a 'Unit' will not be given a separate address.

### 3.4 Displaying the street address.

- 3.4.1 The address number should be displayed clearly on the road frontage where the address was allocated.
- 3.4.2 The street address should be just as prominently displayed as the display of the building name.



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## 4.0 Detached Housing

- 4.1** Generally, street numbers run from a major street to a lesser one in the road hierarchy and begin from that end closest to the town centre Post Office.
- 4.2** Odd numbers are allocated to the left-hand side of the street and even numbers to the right
- 4.3** One number is reserved, but not assigned for each street crossed when allocating street numbers. Similarly, a number may be reserved for unoccupied open space, but not for pathways.
- 4.4** Corner blocks are allocated one number for the street frontage containing the design driveway. The lessee may select either one of these depending on the mail delivery point on the block (eg front door). Where the lessee selects an alternate street frontage, the address will be re-allocated.
- 4.5** In areas not yet developed, street numbers may be estimated, based on one number for each 15m of street frontage. This spacing may be varied in areas where smaller frontages are known to be used.
- 4.6** Allocation of numbers may become difficult where development creates more blocks than previously existed. In such cases, alpha-numeric identifiers are to be used to supplement the existing numbering.
- 4.6.1 Where a block has been subdivided: ....44, **46A, 46B**, 48, .....
  - 4.6.2 Where a block has been approved for dual occupancy, “granny flat”, etc .....44, **46, 46A**, 48.....
  - 4.6.3 For a units development: **1/46, 2/46, 3/46, 4/46**, 48



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**4.7** Cul-de-sacs are numbered using the same criteria as for streets. Where a cul-de-sac has a name identical to its adjoining street, the numbering will be continuous with that street. Otherwise numbering for a cul-de-sac will be unique. Note Smith Street and Smith Place are not identical.





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## 5.0 Medium Density Residential Housing

5.1 Generally, procedures are similar to those for detached housing.

5.2 When numbers are available, single units fronting onto a public or private road are numbered as if they were part of a detached housing development. Where there is a deficit of numbers, alpha-numeric addresses may be used.

5.3 Where only one street number is allocated, single units fronting a public or private road shall be numbered as follows.

5.3.1 For example Street number 10 has 4 units fronting it. Therefore the unit addresses shall be displayed as

1/10, 2/10, 3/10, 4/10 or;

U1, U2, U3, U4 or;

Unit 1, Unit 2, Unit 3, Unit 4.

5.4 Address the building frontage or main pedestrian entrance. Please note, this may not be where the group mailbox or driveway is located.

5.5 Where redevelopment creates a deficit of available numbers, an alphabetic suffix may be added to existing numbers affected.

5.6 Where a redevelopment consolidates a number of blocks for a certain development (units/townhouses) a street number is chosen from one of the range formerly used.

5.7 Ranged addresses will not be permitted.



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- 5.8** For medium-density blocks with long frontages, a range of street numbers based on the number of 10m divisions across the frontage, is to be allocated.
- 5.9** Where a large block of units has more than one driveway entrance, each building frontage is allocated a street number. Numbers are derived using the principle in 5.6.
- 5.10** Where several residential towers or blocks of flats are built on the one parcel of land, an alphabetic character, rather than a number, should identify each tower block.
- 5.11** Use of estate names for unit developments in conjunction with street numbers is permissible but not recommended, particularly for larger developments and where there is more than one unit development in the vicinity.



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## 6.0 Business and Commercial blocks

- 6.1 Generally, procedures are similar to those for detached housing.
- 6.2 As these blocks are generally larger than average residential blocks, street numbers are allocated on the basis of one number every 7m of frontage. This will provide a reserve of numbers for sub-leases or future subdivision of the block.
- 6.3 After any subdivision, the residual block at the “ascending” end of the street frontage takes on the highest number reserved for that block.
- 6.4 If, in any event there are insufficient numbers, then the reserved numbers for any street crossed may also be used, provided that they are in the correct sequence.
- 6.5 Subleased units or shops are not given a separate street number but are identified by an alphabetic or numeric suffix.
- 6.6 Where a block fronts two or more streets, only one of the allocated street numbers may be used as for residential blocks. If there are different businesses being conducted at each frontage, both numbers are available for use



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## 7.0 Rural properties

7.1 Rural properties are allocated a number based on the distance the property is from the start of the road.

7.2 Odd numbers are allocated to the left of the road and even numbers to the right as in urban areas.

7.3 Numbers are allocated on the basis of a 20m frontage. They are determined by dividing the distance from the start point on the road (in metres) by 10 and then rounding up or down as required.

7.3.1 For example, a property whose entrance gate is 1892m from the start of Well Station Road and on the left would be given the address of 189 Well Station Road. A property directly opposite would be 190 Well Station Road.

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Surveyor-General of the ACT

28 October 2020