



## Planning Information Sheet: Street Numbering

### INTRODUCTION

The following information provides a summary on the City of Canning's practice in the allocation of street addresses and the procedure for changing those that have been allocated. This is not a definitive document but provides general information to assist the community in understanding the requirements and processes applicable to changing a property street address.

### IN WHAT CIRCUMSTANCE CAN I CHANGE MY STREET ADDRESS?

An applicant (with the owner's written approval) may apply to change a street address. It should be noted that generally the City of Canning will consider a request for a change of street address in the following circumstances:

- In response to difficulties associated with the identification of a property (i.e. where the front door of a house on a corner lot faces a different street from the one the property is addressed off);
- To achieve a logical sequence of street numbering in the street; and
- Where the change is in accordance with AS/NZS 4819:2011: Rural and Urban Addressing.

The City may not grant requests for a change in street address which are based on the following:

- The number is considered unlucky;
- Personal preferences;
- To improve the Feng Shui of the property;
- Religious reasons;
- The number is not good for business;
- The property is difficult to sell; and
- The number/address are perceived to devalue the property.

The City **will only** consider re-allocating unused whole street numbers that may be available if the adjacent property cannot be further developed. If other properties are affected by a request, the City will require the applicant to seek comments from those owners before submitting an application. Requests for a change of street address can be approved under delegated authority, which means that they do not have to go to a full council meeting for a decision.

### HOW IS THE 'CORRECT STREET ADDRESS' DETERMINED?

The main pedestrian access from a street to a dwelling/building for visitors (front door) determines the correct street address of a property.

### HOW SHOULD PROPERTIES HAVE THEIR ADDRESS DISPLAYED?

The letterbox must be located on the front boundary of the property with the footpath or street to which the property is addressed. It must be located close to the main access point, with the allocated street number clearly displayed.

Other properties and commercial properties without a letterbox must have the street number clearly displayed and be visible from the street. Displaying street numbers on the dwelling/building and painting of reflective numbers on the kerb are encouraged.

## WHAT METHOD IS USED FOR STREET NUMBERING?

- All street numbers will be consecutive and where a street number has been allocated to a property, then that number must be used.
- Odd and even numbers cannot be used on the same side of a street.
- Odd numbers will be allocated to the left hand side of a street commencing from the start point, and even numbers will be allocated to properties on the right hand of a street. Cul-de-sac's will be numbered in the same way, to the head of the cul-de-sac.
- The use of a building name as a street address is not permitted.
- Every lot is allocated a street number, including, reserves and drainage reserves. Normally one street number will be allocated per lot, but if possible, extra numbers will be set aside to allow for the development potential of a lot.
- Where a lot has two street frontages, then that property will be allocated a street number for both streets.
- In some circumstances properties may require the addition of a 'suffix' to the street number.

If a request for a change of address is approved, the City will notify any affected owners and the relevant Government agencies. These agencies are:

- Australian Electoral Commission;
- Western Australian Electoral Commission;
- Telstra;
- Synergy (Western Power);
- Water Corporation;
- Department of Fire & Emergency Services (DFES);
- Australia Post; and
- Landgate (Department of Land Information).

Please note that all other costs associated with a change of street address remain the responsibility of the owner. These may include but are not limited to:

- The replacement and/or relocation of letterboxes;
- The costs of new numbers;
- Alterations to numbers on buildings;
- Replacement/removal of painted kerb side numbers,
- Notifications to other Government agencies, business contacts, friends & acquaintances etc; and
- Any alterations to business & personal stationery.

## HOW CAN I MAKE AN APPLICATION?

Requests for a change in street address are to be submitted on the attached application form together with the application fee. Please review the City's list of the current Planning fees and charges.

### Disclaimer

*This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Canning encourages you to seek professional advice before acting on any information contained in this document. Please contact the City of Canning if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.*

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