
OPERATIONAL POLICIES

Rural and Urban Street Addressing



Policy Number:	O14
Relevant Delegation:	Not Applicable
Approved Details:	16 January 2026
Last Review Details:	N/A

POLICY OBJECTIVE:

The objective of this Policy is to establish a consistent, logical, and unambiguous system for assigning street addresses in both urban and rural areas of the Shire of York to support efficient service delivery, emergency response, land administration, and compliance with the *Local Government Act 1995*, Landgate requirements, and *Australian/New Zealand Standard AS/NZS 4819:2011 – Rural and urban addressing*.

POLICY SCOPE:

This Policy applies to all properties within the Shire of York that require a formal street address, including existing developments, new subdivisions, unit complexes, commercial and industrial premises, and rural landholdings, and encompasses the allocation, modification, and management of urban and rural addresses in accordance with relevant legislative and technical standards.

POLICY STATEMENT:

INTRODUCTION

The Shire of York is responsible for assigning property addresses to all land within its municipal boundary. Street addresses are essential for accurate property identification, emergency service access, and mail/service delivery.

Street numbers are allocated using a lodged survey plan and in accordance with Landgate's addressing processes. All assigned addresses are shared with Landgate to ensure Certificates of Title reflect the correct street number.

In exceptional circumstances, the Shire may reassign street numbers, including renumbering of all lots within a street.

PRINCIPLES

- Compliance with AS/NZS 4819:2011
- Consistent and accurate application of street numbers
- Clear visibility of numbers from the street
- Transparent communication with property owners
- Enhanced safety and service delivery outcomes

PROVISIONS

URBAN STREET ADDRESSING

1. Allocation of Street Address

- The main pedestrian access from a road to a building/dwelling (i.e., the front door) determines the correct street address.
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- Each individual Lot shall be allocated a street number prior to occupation and as early as practicable in the subdivision and development process. An address number may also be assigned to utility sites and reserves.
 - A street number will be allocated dependent to where the main access point (driveway), letterbox and front door of the property are located.
 - Street numbering shall be sequential, ranging from lowest to highest from the main access point of the road.
 - The use of a building name as a street address is not permitted.

2. Identification of Street Address

In accordance with the Landgate guidelines and to meet the requirements of Emergency Service responders and other service providers, properties must:

- Have the front door or access to a property clearly identifiable and not obstructed by a garage door or other barrier.
- The owner or occupier of the subject property is to paint or affix and maintain the current number on a conspicuous and visible place on the front of a building on the property or on the fence, wall, or letterbox adjacent to the road fronting the property within 14 days after the property is first occupied. Numbers are to be clearly displayed and visible and legible from the road.
- The house number should be displayed on the letterbox. Letterbox requirements are as follows:
 - a) Must be located at the front boundary access to the property. It must be close to the main access point.
 - b) The minimum dimensions for each number on a residential letterbox are 75 millimetres high.
 - c) The minimum dimensions for each number on a non-residential property are 75 millimetres high.

3. Subdivision and Developments

The start point for street addressing is to commence from the start point of the subject road. The following methods are to be used to determine the start point:

- For roads between two other roads, the start point is to be at the intersection of the road of higher order, in relation to road hierarchy; and
- For roads of equal order, the start point is the closest to the Licensed Post Office (LPO) York and
- The start point for cul-de-sac is the entrance to the road.

4. Addressing Patterns

- a. Street numbers will be consecutive and where a street number has been allocated to a property, then that number must be used.
 - b. Odd and even numbers cannot be used on the same side of a street.
 - c. Odd numbers will be allocated to the left hand side of a street, and even numbers will be allocated on the right hand side, commencing from the start point. Cul-desacs will be numbered in the same way to the head of the cul-de-sac.
 - d. Every lot will be allocated a street number. 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.
 - e. Where a lot has two street frontages and the orientation of the dwelling/building has not yet been determined, then the subject property will be allocated a street address
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for both roads where possible. Upon completion of the development, a primary address in one frontage shall be allocated, and the unused number will be reserved in case of future use.

- f. All street addresses will be sequential, ranging from the lowest to the highest, for example 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and so on.
- g. If a new subdivision is being developed in stages and the first stage occurs in the middle portion of what will eventually be a continuous road of dwellings or buildings, an estimate will be made of the total number of Lots likely to be created along the entire road. This will be aligned with the Residential Design Code provisions for density, and Lot frontage widths for properties.
- h. Street addresses for subdivisions, amalgamations, survey strata and strata subdivisions will be allocated at the Clearance of Conditions stage. Surveyors, developers, owners and the WA Planning Commission will be advised of the new street address at this stage.
- i. Single houses and grouped dwellings may be required to share a street number.
- j. If a property containing an existing dwelling/building is redeveloped with an additional dwelling/building at the rear and where there is only one street number available, the front dwelling/building will retain the original street number and the new dwelling/building will be allocated the suffix 'A' (e.g. 17A). Two new dwellings/buildings will be numbered with suffixes (e.g. 17A and 17B respectively).
- k. Where there is more than one dwelling/building being constructed on a property and where they have individual street frontages, the allocated street numbers will follow the current street numbering pattern and where possible individual street numbers will be allocated. However, if there is a lack of spare street numbers they will be allocated numbers with suffixes (e.g. 5, 7, 7A, 9).
- l. Where there is only one street number, developments of up to four units will be numbered with suffixes (e.g. 17A to 17D). More than four dwellings/buildings will be numbered with a numeric prefix (eg.1/9, 2/9...8/9).

RURAL ROAD NUMBERING

- Rural addresses will be based on the distance in metres from the road's origin to the property's access point, divided by 10 (e.g., 1234 = 12.34 km from road start).
- Odd numbers are allocated to properties on the left, even numbers to the right, based on the road's defined start point.
- A property must have a constructed, trafficable driveway to receive a rural number.
- Property numbers must be displayed on a dedicated rural address post, visible from the public road.
- Shared access points must include clear signage indicating all properties accessed from that driveway.

CHANGE A RURAL ROAD NUMBER OR URBAN STREET ADDRESS

- Requests to change an assigned address must be submitted in writing to the Shire, stating the reason for the request.
 - Changes will only be considered if there is a valid reason for the request, such as:
 - a. Problems with mail or service delivery;
 - b. Difficulties locating a property;
 - c. If the main access point for an urban property located on a street corner is located on the opposite street frontage to the address currently in use.
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- The Shire will not consider changing a property address for the following reasons:
 - a. The number is considered “unlucky”;
 - b. Religious reasons;
 - c. To improve the “feng shui” of the property;
 - d. Personal preferences;
 - e. The number is not good for business;
 - f. The property is difficult to sell; or
 - g. The number/address “devalues” the property.
 - The applicant must provide supporting documentation and may be required to consult affected neighbours.
 - An unused street number which has been set aside for a corner Lot will not be re-allocated to the adjoining other property as this number may be required for future purposes.
 - The Shire will only consider re-allocating other unused street numbers if the adjacent property cannot be further developed.
 - The Shire will consult with affected owners where a change in street address is being considered.
 - The Shire will consider all requests where objections to the proposal are received from affected owners.

NOTIFICATION

- Where approved, the Shire will notify Landgate and relevant service agencies. All costs associated with signage updates are the responsibility of the property owner.
- All costs associated with the change of street address notifications remain the responsibility of the property owner/developer. This includes the replacement and/or relocation of letterboxes, costs of new numbers, alterations to numbers on buildings, replacing/removing painted kerb side numbers, and notifications to other agencies, business contacts, friends and acquaintances as well as alterations to business and personal stationery.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer:	Executive Manager Infrastructure & Development Services
Contact Officer:	Manager Development Services
Relevant Legislation:	<i>Local Government Act 1995</i> AS/NZS 4819:2011 – Rural and urban addressing

Review History:

Date Review Adopted:	Reference Number
Adopted	ELT – 16 January 2026
24 March 2026	020326
