

<b>Policy Section:</b>	<b>4. Infrastructure &amp; Engineering Services</b>
<b>Policy Name:</b>	<b>Property Numbering – Uniform Numbering on Road Kerbing</b>
<b>Classification</b>	<b>Public - Council Policy</b>
<b>Adopted:</b>	<b>8 October 2019</b>
<b>Frequency of Review:</b>	<b>After each general election of Council</b>
<b>Last Review:</b>	<b>October 2019</b>
<b>Next Review Due:</b>	<b>October 2023</b>
<b>Responsible Officer(s):</b>	<b>Manager Infrastructure and Engineering Services</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR19/67484</b>
<b>Legislation Authority:</b>	<b>Local Government Act 1999</b>
<b>Related Policies and Codes:</b>	<b>N/A</b>
<b>Related Procedures:</b>	<b>N/A</b>

## 1. BACKGROUND

That it be a Policy of Council for the numbering of kerb assets to occur in accordance with the following details.

- 1.1 Purpose:  
To improve the identification of properties where numbers on buildings or within allotments may be difficult to visually see for the general public and emergency services.
- 1.2 Scope:  
This policy applies to all kerb assets under the care and control of the Council and only 'non for profit' community groups may seek the approval of Council to conduct uniform property numbering programs in accordance with Section 221 of the *Local Government Act 1999*. Kerb numbering is not to be undertaken in the Church Hill State Heritage Area in Gawler.

## 2. REQUIREMENTS FOR KERB NUMBERING

- 2.1 The dimensions of the numbers shall be - Height = 75mm, Width = 50mm, Thickness = 14mm.
- 2.2 Where more than one number is used, the numbers shall be spaced 10mm apart.

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- 2.3 The numbers shall be white and placed on a black rectangular background.
- 2.4 The background rectangle shall be 95mm in height, and shall be 70mm long for single digit numbers, 130mm long for two digit numbers, and 190mm long for three digit numbers.
- 2.5 The materials to be used for numbers and backgrounds shall be either marking ink or paint approved by the Manager of Infrastructure and Engineering Services.
- 2.6 Where numbers for residential properties are placed on kerbing, they shall be placed on the face of the kerb as close to the right hand side of the driveway to the property as possible.
- 2.7 Where numbers for commercial properties are placed on kerbing, they shall be placed on the face of the kerb in front of, the entrance to the property
- 2.8 Where numbers cannot be placed on kerbing, they may be placed on a fence or post only with written permission of the property owner so as to be one metre above ground level, and located in a similar manner as numbers referred to in clauses 2.6 and 2.7 above.
- 2.9 The applicant for any kerb numbering program shall submit to Council details of:-
  - 2.9.1 The street names and house numbers to be included in the program.
  - 2.9.2 Adequate public liability insurance to the satisfaction of the Chief Executive Officer.
  - 2.9.3 Names and addresses of persons undertaking the works.
  - 2.9.4 Traffic Management Plans
- 2.10 The manner in which works associated with Numbering Programs are undertaken shall be in accordance with Australian Standard AS1742.3 Manual of Uniform Traffic Control Devices, Part 3: Traffic Control Devices for Works on Roads as updated from time to time.
- 2.11 The Applicant for any Numbering Program shall provide Council with an undertaking to install the numbering in accordance with this Policy, and that if not so installed the applicant shall meet the cost of removal of the numbering.
- 2.12 The numbering of kerbs on land under the care and control of the Council does not remove the requirement for property owners to display property numbering on private land if requested to do so by the Council in accordance with Section 220 of the *Local Government Act 1999*.
- 2.13 There is no obligation on the Council to install kerb numbering to its kerb assets.
- 2.14 Council accepts no responsibility for the maintenance or replacement of kerb numbering including, but not limited to where numbers are damaged, fade or when the kerb is replaced, including when land is subdivided.
- 2.15 Council may remove kerb numbering if a 'non for profit' community group does not install and maintain the kerb numbers in accordance with this Policy.

## **2. REVIEW AND EVALUATION**

The effectiveness of this Policy will be reviewed after each general election of Council and may be reviewed at any time.

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The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy. The Policy will not be altered or substituted so as to affect a process already commenced.

### **3. FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone: 8522 9211  
Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)  
Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.  
Letter: PO Box 130, Gawler SA 5118

### **4. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.