

Policy Title	House Numbering on Kerbs
Related Documentation	Nil
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> - Section 124 - Order 8 Work Health and Safety Act 2011
Responsible Officer	Executive Manager Infrastructure

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To establish a consistent method and standard for residents and approved contractors and service organisations applying kerbside numbering within the City of Campbelltown.

Policy Statement

A consistent approach for providing house numbering of kerbs is seen as beneficial for the easy identification of properties by emergency services, other local services and visitors, and is supported in principle by Council.

On occasions service organisations and independent contractors seek to provide a kerbside numbering service to local residents. This Policy seeks to ensure that the community is appropriately informed about the rights and obligations of various parties, that the work is undertaken in a safe manner, and that a consistent standard is applied.

Scope

This Policy applies to all external organisations seeking to offer a kerbside numbering service to residents within the Campbelltown Local Government Area.

Definitions

Service organisations are typically considered to be volunteer and charity organisations.

Contractors are organisations seeking to provide a fee for service for kerbside numbering.

Legislative Context

Council has authority under Section 124 of the *Local Government Act 1993* to issue an Order to identify premises with such numbers or other identification in such manner as is specified in the order.

DATA AND DOCUMENT CONTROL

Division: City Delivery
Section: Infrastructure
DocSet: 1747673

Adopted Date: 23/07/05
Revised Date: 10/12/2019
Minute Number: 259
Review Date: 30/12/2022

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Principles

Council will consider written applications from contractors and service organisations wishing to apply kerbside house numbers, subject to the following:

- Written approval is required prior to application of the numbering.
- Residents are to be provided with a copy of Council's Policy and written approval prior to application, at the applicant's cost.
- Residents are to be advised that Council is not responsible for any maintenance, removal, alteration, repair or obliteration in respect of the proposed kerbside numbering scheme, and if the street address is altered that the resident is responsible for removal or obliteration of the marked numbers.
- Residents are to be advised of their right to not have kerbside numbering.
- All numbering shall correspond to the street address allocated to the property in Councils Land Information System.
- The applicant is responsible for removing any numbering not in accordance with Council's requirements.
- The applicant is to provide to Council evidence of suitable Public Liability insurance, WHS requirements including Traffic Control Provision, safe work procedures and environmental management procedures. Approval will be withdrawn if insurances are not kept current, WHS requirements are not adhered to, or the works are not in accordance with Council's approval.
- All numbers are to be reflective white in colour, with letter sizes - Series D, AS1744 – 2015. Height to be 100mm and painted with the aid of a stencil.

The reflective white numbers are to be painted on a rectangular paint background, being 300mm x 120mm and again applied with the use of a stencil.

Background colour to be AS 2700 colour N61 Black series.

The painted numbers must be on the vertical face of the kerb of the street that the number refers to only. The correct house numbers must be used for each property.

All numbering must face the direction of the correct street.

Both the numbers and background must be applied with the aid of a stencil. In all instances the stencils used are to be of commercial quality to totally preclude over-spray and under-run.

Responsibility

The application of this Policy is the responsibility of the Executive Manager Infrastructure.

END OF POLICY STATEMENT