District Council of Elliston
Policy

Infrastructure
E079: Rural Property Addressing and Premise Numbering Policy

Signature	
Policy Issued & Effective from	
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Person responsible for maintaining	Director, Essential Services and Assets

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1. Purpose

This policy provides a clear and consistent framework for the District Council of Elliston (**Council**) to determine the allocation, display, and maintenance of property addresses to every occupied site within the Council area. This policy also provides a framework for the supply, installation and maintenance of Rural Property Address (**RPA**) signage to ensure consistent and compliant signage across the district.

This policy ensures that:

- Every urban and rural property within the Council area is allocated a nationally compliant address
- Addresses are assigned in accordance with Australian Standard AS/NZS 4819:2011 – Rural and Urban Addressing
- Property address data is managed in collaboration with the Department for Housing and Urban Development (**DHUD**), the State Addressing Unit for South Australia.
- Addressing supports the needs of emergency services, postal and utility providers, infrastructure authorities, and the general public.
- Addressing processes align with the *Geographical Names Act 1991 (SA)* and the South Australian Property and Planning Atlas (**SAPPA**), ensuring consistency and accessibility of property data across the state.
- This policy supports efficient emergency response, clear property identification, and reliable access to addressing information through SAPPA.

2. Scope

This policy applies to:

- All land divisions, subdivisions, dwellings, and business premises (rural and urban)
- All roads, access points, and property entryways within the district
- The installation, display and maintenance of address signage

3. Application of Rural Property Addressing System

Rural Addressing

- Rural address numbers shall be allocated based on the distance in metres from the defined datum point of the road to the property's primary access, divided by ten (10) and rounded to the nearest odd or even number.
- Odd numbers shall be allocated on the left-hand side, and even numbers on the right-hand side when travelling away from the datum point.
- The datum point shall be the safest and most logical point of access from the nearest town or major road, as determined by Council in consultation with DHUD.
- All new rural properties, land divisions, or developments requiring access from a public road shall be allocated an address consistent with this system.
- Council shall submit all new or updated address data to the DHUD for entry into the state addressing database.

Urban Addressing

- Urban address numbering shall commence from the defined datum point, typically the town centre or primary intersecting road.
- Odd numbers shall be assigned on the left-hand side, and even numbers on the right-hand side when travelling away from the datum point.
- Infill development shall use suffixes (A, B, C, etc.) to maintain logical sequence and avoid renumbering existing properties.
- Corner properties shall be numbered according to the road providing primary pedestrian or vehicular access.
- Where a property has multiple access points, the address shall correspond to the primary point of emergency or postal access as determined by Council.
- Address allocation shall comply with Clauses 5.8–5.10 of AS/NZS 4819:2011.

4. Signage and Display Requirements

All property signage shall comply with Appendix D of AS/NZS 4819:2011 and the following minimum standards:

- Sign dimensions: 300 mm × 100 mm minimum;
- Colour and: Blue background with white reflective numerals
- Reflectivity: Class 1 or equivalent;
- Mounting height: Between 0.9 m and 1.2 m above ground level;
- Placement: Between 2–5 m from the road shoulder, within 3 m of the property access point, facing the approaching road
- Visibility: Must remain unobstructed by vegetation, fences, or other obstacles

Property owners must ensure signage remains visible and legible from the nearest public roadway at all times.

Council may undertake periodic inspections or compliance audits to verify signage visibility and condition.

5. Installation, Maintenance and Replacement

- Property owners are responsible for the purchase, installation, and maintenance of address signage in accordance with Council's Fees and Charges Schedule.
- Where signage becomes damaged, faded, stolen, or illegible, the property owner must replace it promptly to maintain compliance.
- Council may assist with sign installation or replacement at cost recovery upon request.
- Vegetation surrounding signage must be managed by the property owner to maintain clear visibility from the road.
- Property owners must correct any non-compliant signage within 30 days of written notice from Council.

6. Authority and Enforcement

- Under Section 220 of the *Local Government Act 1999*, Council has authority to assign property numbers and direct property owners to display them in a prescribed manner.
- Property owners must not adopt or display a number inconsistent with the numbering system adopted by Council.
- In cases of non-compliance, Council may arrange for installation or correction of signage and recover costs under Section 233 of the Act.
- Council may, at its discretion, waive or adjust fees for community facilities or in special circumstances.

7. Data Management and Notification

- Council shall ensure that all property addresses, including new allocations, amendments, and retirements, are submitted to the State Addressing Unit within the DHUD, which manages South Australia's official addressing database.
- The DHUD unit ensures compliance with AS/NZS 4819:2011, maintains address data integrity across the state, and manages the public display of verified address information through SAPPA, a free map-based application.
- Council may conduct regular reviews of address data to ensure accuracy and consistency with state and national datasets.

8. Related Legislation

- Local Government Act 1999 (SA) – Section 220 and 233
- Geographical Names Act 1991 (SA)
- Planning, Development and Infrastructure Act 2016 (SA)
- Australian Standard AS/NZS 4819:2011 – Rural and Urban Addressing
- Council's Fees and Charges Schedule.

DOCUMENT HISTORY				
Version	**Changes since last version**	**Approved by**	**Record No**	**Issue Date**
1.0	New			