Selection of Road & Public Place Names and Numbering Policy

Policy Number	E15
Responsible Officer(s)	Manager Strategic Asset Planning
Policy Adopted	September 2024
Last Revised Date	August 2026
Next Review Date	August 2030
Minutes reference	2026/08-09
Applicable Legislation	*Local Government Act 1999*
Related Policies	Community Engagement Policy.
Related Procedures	Council's Register of Public Roads; Australian Standards AS 4212:1994 and AS 4819:2003.

1. POLICY PRINCIPLE

Wakefield Regional Council seeks to promote a safe, orderly community and recognises the value in having a clearly identified road network and public places. This Policy ensures consistency and clarity for the naming and numbering of streets and roads, and the naming of public places throughout the Wakefield region.

2. POLICY OBJECTIVE

This policy will:

- Assist in establishing guidelines for naming new roads and public places;
- Outline the process that will be undertaken for requests to change a road name or public place;
- Outline the method used for the numbering of properties along roads; and
- Outline the process to deal with requests for altering a numbering system along a road.

3. LEGISLATIVE CONTEXT

Section 219 and 220 of the *Local Government Act 1999* ("the Act") grants Council the power to assign a name, or change the name of a road or public place and numbering of adjacent premises and allotments.

Australian/New Zealand Standard (AS 4819:2003) entitled Geographical Information – Rural and Urban Addressing sets the standard for rural and urban addressing.

4. DEFINITIONS

Public Place	A place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the *Community Titles Act 1996*.
Emergency Services and Local Authorities	Includes the local branches of the Country Fire Service, State Emergency Service, SA Ambulance Service and SA Police.

Road	In accordance with the Act, a road is defined as a public or private street, road or thoroughfare to which public access is available on a continuous basis to vehicles or pedestrians or both.

5. POLICY DETAIL

5.1 Naming and Renaming Roads/Public Places

Council has the authority to assign and change the names of :

- A Public Street;
- A Public Road;
- A Private Road;
- A Public Place;

by resolution of Council.

It is Council's policy that all formed public roads within the Council, will be assigned a name. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public and have more than five property addresses will also be required to have a name assigned. Private roads with five or less property addresses do not need to be named. In these cases, property address numbers will be assigned on the road onto which the private road exits. This includes roads within community/strata title arrangements, reserves or parks etc.

All roads that can be used as part of an address for an address site will be assigned a name.

(The naming of State roads is the responsibility of Department for Infrastructure & Transport (DIT)).

Road name signs that clearly identify each Public Road will, as far as it is practicable, be placed at Road intersections. (While the Australian Standard stipulates that Road name signs should be placed at every intersection, this is not practicable in rural areas).

Property numbering will be in accordance with AS 4819/2003 entitled Geographical Information – Rural and Urban Addressing, with the exception of the numbering of cul-de-sacs which will be numbered in accordance with this Policy.

Property numbering will be determined on receipt of notification of an approved Deposited Plan from the Land Titles Office.

5.2 Road/Public Place created by Land Division

Council must assign a name to each Road created by land division.

The Manager Strategic Asset Planning will submit a list of compliant names for each Road created by the land division to Council for decision.

A developer may submit a list of preferred names for the Road/Public Place created by the relevant land division.

The Manager Strategic Asset Planning is responsible for ensuring that preferred names comply with this policy.

If the names do not comply with this policy, the developer will be notified by Council administration and asked to submit a revised list that is in accordance with this policy.

5.3 Initiating the Road and Public Place Naming and/or Numbering Process

5.3.1 A Road/Public Place naming and/or numbering process may be initiated if:

- A request is received by the Council from an affected land owner or their agent;
- Council resolves that a name or number change be investigated;
- Council staff determine it is in the public interest to investigate a change in Road/Public Place name or number;
- Council opens or forms a Road/Public Place; or
- Council receives an application for a land division.

5.3.2 Request to Change Name or Number of Road or Public Place

All requests for a change to a Road/Public Place name must be submitted in writing to the Manager Strategic Asset Planning.

Requests for a change to a Road name must be accompanied by written expressions of support from at least 80% of the property owners on the Road.

Requests for a change to a Public Place name must be accompanied by written expression of support from the relevant progress association (if applicable).

If the proposed name does not comply with this policy, the Manager Strategic Asset Planning will notify the applicant(s) and request a revised name in accordance with this policy.

The Manager Strategic Asset Planning is responsible for submitting the request to Council for consideration.

The cost of any changes made will be borne by the applicant(s).

5.4 Names Selection

In the naming and renaming of Roads/Public Places, the following principles will be observed.

- A road maintained by Council will have only one name.
- A road name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).
- Roads that are maintained by the DIT will be named by that Department. Council will consult with DIT in relation to naming these roads.
- Similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.
- If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name as agreed by both councils.
- Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

5.4.1 Name Sources

Sources may include:

- Aboriginal names taken from the local Aboriginal language*;
- Early explorers, pioneers, and settlers;
- Eminent persons;
- Local history references;
- Thematic names such as flora, fauna, ships, etc.;
- War/casualty lists; and
- Commemorative names.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned. Where appropriate, the origin of each name will be clearly stated and recorded as part of the Council's records.

*The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

Names, which are characterised as follows, will not be used:

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company (excluding historic local relevance).

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided:

- A given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- While street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship e.g. Proof Range Road;
- Roads with double destination names will be avoided (for example Blyth-Halbury Road or Balaklava–Whitwarta Road).

5.4.2 Spelling and Form

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazette.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Road names proposed or approved will not contain abbreviations e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions, "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

Apostrophe marks will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road". Names will avoid the use of the possessive "s" unless the pronunciation becomes harsh e.g. "Devil Elbow". The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

5.4.3 Type of Road or Public Place

Road/Public Place names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road.
- Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, for example:
    - Crescent - a crescent or half-moon, re-joining the road from which it starts;
    - Esplanade - open, level and often along the seaside or a river.
    - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
    - Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following is a list of suitable road type suffixes. Only road types shown in the current standards document[1] will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

5.4.4 No Prefix or Additional Suffix

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

5.4.5 Naming of Private Roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

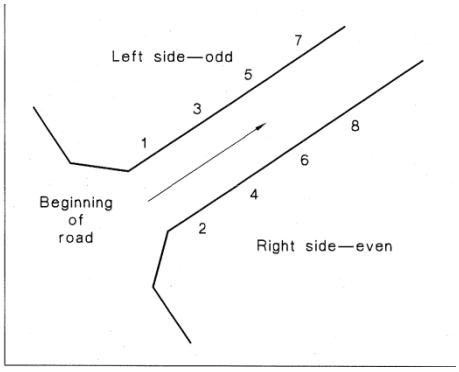
5.5 Property Numbering and Alteration of a Numbering System

5.5.1 Starting Point for Road Number

- For a road running between two other roads, the start point may be at the end adjoining the road of greater importance. Consistent application of the start point within a locality shall take precedence.
- For a minor road running between several roads of equal importance, the start point may be at either end of the road. It shall be applied consistently to parallel roads.
- For a court or a cul-de-sac, the start point shall be at the entrance.

5.5.2 Numbering New Developments

Unless there exists an established local convention to the contrary, from the starting point odd numbers shall be allocated to the left side and even numbers shall be allocated to the right side of the road (see below).



5.5.3 Numbering of cul-de-sacs

From the starting point, cul-de-sac numbers will be allocated numbers with number one being the first property on the left side with numbers following sequentially around the cul-de-sac (see below).

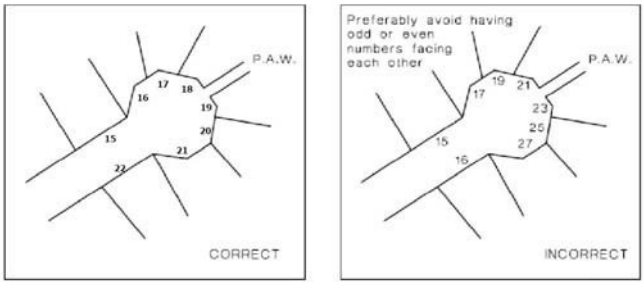
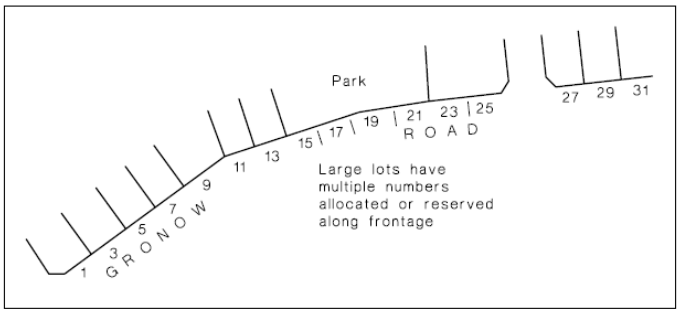


FIGURE 3.2 NUMBERING PATTERN FOR CUL-DE-SAC

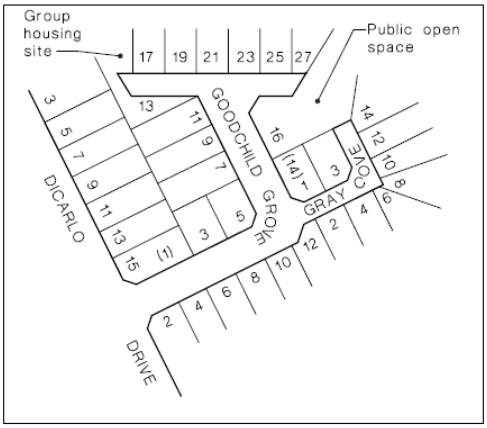
5.5.4 Larger address sites

Additional urban address numbers, based on the frontage allowed for normal house blocks or properties, should be allocated or reserved for larger address sites in accordance with their development potential.



5.5.5 Corner address sites

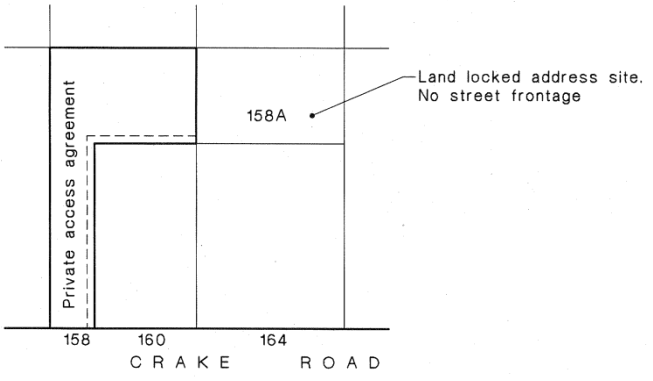
A 'corner' as defined by the Australian Standard is classified as the intersection of two distinct roads. Address numbers shall be reserved for both frontages of corner address sites. Upon completion of the site development, a primary address in one frontage will be allocated. The unused numbers shall be reserved for future use in case the parcel is sub-divided.



NOTE: Bracketed numbers are reserved for these address sites.

5.5.6 Land locked address sites

Land locked address sites with no road frontage should be allocated an alphabetical character relative to the nearest block with a road frontage. Alternatively, such sites may be allocated a unique full number if feasible, relative to the address number of the site over which access is affected.



5.5.7 Subdivision

A subdivision is numbered in accordance with the principles outlined in this procedure. One number shall be allocated for a specific length of road frontage in accordance with the accepted norm for that location. If a subdivision first occurs in the middle of what will eventually become a continuous road, an estimation should be made of the total number of lots likely to be created along the entire road before allocating numbers for the section subdivided.

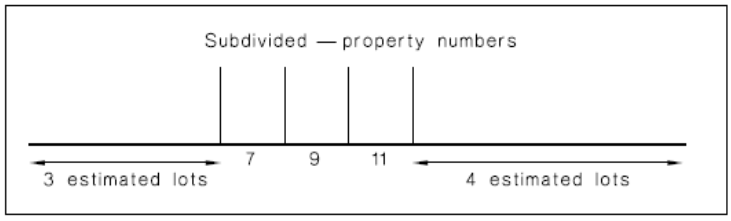


FIGURE 3.6 NUMBERING PATTERN IN A SUBDIVISION

5.5.8 Ranged addressing

Where a large building, site or facility occupies several lots, a ranged address may be used. In the example provided below, the building may be addressed as 7-13 Scotts Road.

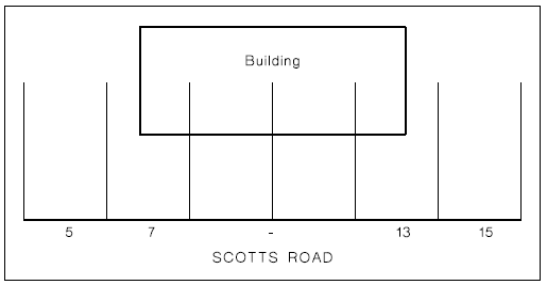
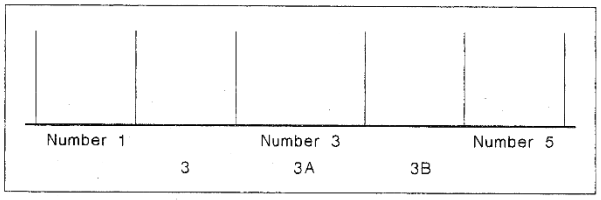


FIGURE 3.7(A) RANGED ADDRESS FOR BUILDING

5.5.9 Renumbering existing developments

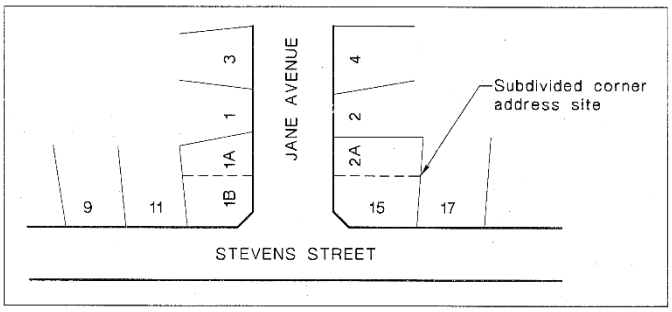
On occasions it may be necessary to adjust or modify existing address numbers to cater for development or redevelopment of urban areas. Sometimes the introduction of alpha suffixes will be necessary. In development where previously only one address number was allocated, the unit or property on the lower-numbered side will carry the previously allocated number, while the other units or property will be allocated the number with suffixes.



Numbering pattern with previously allocated number

5.5.10 Sub-divided corner address site with no reserved alternative address number

Subdivided corner address sites with only one allocated address number shall be allocated a number with a suffix in accordance with other numbers on that frontage.



Subdivided corner address site with no reserved alternative address number

5.5.11 Other address numbering scenarios

For examples that are not covered under this Policy, reference will be made to the AS 4819/2003.

6 NOTIFICATION OF NAME AND/OR NUMBERING ASSIGNMENT OR CHANGE

6.1 Consultation with Adjoining Councils

If a Council decides to change the name or numbering of a Road/Public Place that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice (Section 219(2) of the Act).

6.2 Public Notice of Name or Number Assignment or Change

Council will give public notice of the assigning or changing of a Road/Public Place name or number in line with Council's Community Engagement Policy, and by publication in the Government Gazette and on Council's website www.wrc.sa.gov.au. Public notice will include the date that the new name takes effect (see 6.4).

6.3 Advise Relevant Parties of New Name or Number and/or Name or Number Change

Council will provide written notice (e.g. by email or letter) of Council's decision on a new Road/Public place name or number, or name or number change to all relevant parties, including:

- Registrar-General:
- Surveyor-General;
- Valuer-General
- The owner of the road (if a private road);
- Owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- SA Power Networks,
- SA Police;
- SA Ambulance Service;
- SA Metropolitan Fire Service and/or Country Fire Service.

6.4 Date of Effect for New Name or Number and/or or Name or Number Change

The date of effect of the new or changed road name or number will be determined at the time of the decision to assign the name or number so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming or renumbering an existing road, the impact on existing property owners, residents, tenants and occupiers. For example, the time required to advise relevant parties to change letterhead, stationery and advertising references;
- Potential confusion for people using maps and street directories that effectively become out of date; and
- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by Section 231 of the Act.

7 REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

Document history:

Version	Adopted	Description of Change
1.0	March 2012 – Min 194	New Policy.
2.0	June 2014 – Min 266	Minor change to delete duplicated information.
	November 2014	Policy numbering system changed and inclusion of document history table.
3.0	June 2016 – Min 276	Policy objective paragraph included.
4.0	March 2019 – 2019/03-26	Minor word changes, addition of principle, changes to reflect new template and change to review period to 48 months (unless required earlier).
5.0	March 2023	New policy template; change reference to Department for Planning, Transport & Infrastructure (DPTI) to Department for Infrastructure & Transport (DIT); changes to paragraph 3.2.11 in relation to public notice requirements.
6.0	September 2024	Reviewed to include provisions of property numbering and alteration of a numbering system.
7.0	August 2026	Reviewed to include process for Public Place and process for road names in a land division, update responsible manager