

THE BAROSSA COUNCIL

PROPERTY IDENTIFICATION POLICY



Strategic Plan Outcome:	3.4 Natural & Built Environment - Infrastructure	Document Code:	TBCPO9050
Policy Owner:	Director Works and Engineering	Last Revised Date:	7 September 2016
Responsible Officer:	Director Works and Engineering	TRIM Reference:	16/55940
Date Approved:	20 September 2016	Next Review Date:	20 September 2019

1. Purpose

- 1.1 The *Local Government Act 1999* Section 219 requires councils to prepare and adopt a policy relating to the assigning of road and public place names. The purpose of this policy is to state The Barossa Council's ("Council") position in regard to the naming of roads and the system of numbering of properties within the Council area to ensure consistency in decision making.
- 1.2 This policy will provide a framework to:
 - Establish guidelines for naming new roads;
 - Outline the process for requests to change a road name;
 - Outline the method for the numbering of properties along roads, and
 - Outline the process for requests to altering a number along a road.

2. Scope

- 2.1 Council will assign a name to:
 - Sealed Public Roads
 - Formed Public Roads
- 2.2 Council will not assign a name to:
 - Private roads (unless requested to do so by the owner)
 - Unmade Road Reserves
 - Road Related Areas
 - State Roads (The naming of State Roads is the responsibility of the Department Planning Transport and Infrastructure (DPTI))
- 2.3 This Policy includes 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.

3. Definitions

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Road	A public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes: (a) a bridge, viaduct or subway; or (b) an alley, laneway or walkway/bikeway.
Public Road	A Public Road is: (a) any road or land that was, immediately before the commencement of the <i>Local Government Act 1999</i> , a public street or road under the repealed Act; or (b) any road— (i) that is vested in a council under this or another Act; or (ii) that is placed under a council's care, control and management as a public road after the commencement of this Act, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or (c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to this Act, is declared by the council to be a public road; or (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown, (and includes any such road that is within the boundaries of a public square).
Private Road	A road in private ownership.
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 <i>Community Titles Act 1996</i> .
Sealed Road	All-weather dust-free surfaces sealed with a wide range of technologies from bitumen seal to thin (non-load bearing) asphalt surfacing.
Formed Road	A reasonably well defined cross section, including drainage. Usually consists of locally available earth material with no added surfacing material
Property Address	The conventional means of describing, labelling or identifying an address site (AS/NZS 4819 2003 Section 1.4).
Rural Property Address	A consistent nationally recognised standard for the addressing of rural housing and other structures.
Road Related	A Road Relates Area is: (a) an area that divides a road;

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Area	(b) a footpath or nature strip adjacent to a road; (c) an area that is not a road and that is open to the public and designated for use by cyclists or animals; (d) an area that is not a road and that is open to or used by the public for driving, riding or parking vehicles.
Road Reserve	Section of land set aside for the purpose of road construction and extends from boundary to boundary on both sides.
Township	A built up area contained within a residential, township, settlement or other non-primary production zone identified in The Barossa Council Development Plan i.e. an area with a permanent speed limit of 60 kph or less.
Rural Area	A primary production or rural living area located outside a township i.e. an area with a permanent speed limit above 60kph.
Affected Landowner	Being landowners abutting the subject Road (or proposed Road in the case of a new development or contraction of a previously unmade Road) and will include known parties who have an interest in the abutting Road (or proposed Road).

4. Policy Statement

4.1 Road Naming

- 4.1.1 Council may initiate a road/public place naming or renaming process if:
- Council receives a request from an affected landowner or their agent
 - Council itself resolves that a name change be investigated; Council opens or forms a road; or
 - Council receives an application for a land division; where
 - Council determines it is in the public interest to investigate a change in road/place name and having regard to considerations including local history, conflicting or confusing road names or other relevant factors.
- 4.1.2 Where Council receives a request to change a road name, Council will consider each request on the merit of the proposal and give consideration to the reasons provided for the road name change.
- 4.1.3 Council will ensure a name will be unique within a township or rural area.
- 4.1.4 Council will select names so as to be appropriate to the environmental, physical, historical or cultural character of the area concerned, and where appropriate Council may invite groups or individuals to comment.
- 4.1.5 Council will ensure that the origin of each name will be clearly stated and recorded as part of the Council's historical records.
- 4.1.6 Council will consult the local Aboriginal community when choosing Aboriginal names or using words from relevant Aboriginal languages.
- 4.1.7 Council when considering the renaming of an existing road shall implement the Public Consultation Policy.

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- 4.1.8 Council will give public notice of the assigning or changing of a road name and will provide written notice of Council's decision on a new road name or name change to all Affected Landowners. Public notice will include a notice in a newspaper circulating generally throughout the area of Council and published on the Council's website.
- 4.1.9 Council will ensure road naming signage is in accordance with Australian Standard AS 1742.5.
- 4.1.10 Where Council has completed the necessary consultation process and made a determination it is not bound to undertake a further consultation process under this Policy if an Affected Landowner objects to its determination, but may do so at its sole discretion if presented with substantial new information or facts.
- 4.1.11 An Affected Landowner has rights of review as per Councils Complaint Handling Policy and supporting process or Internal Review of Council Decisions Policy and supporting process.

4.2 Property numbering

- 4.2.1 Urban property numbering will be in accordance with the Australian/New Zealand Standard (AS 4819 – 2003 Section 3) entitled *Geographic Information – Rural and Urban Addressing*.
- 4.2.2 Where Council receives a request to correct existing anomalies in the numbering of a property, Council will consider each request on the merit of the proposal and give consideration to the reason provided for the renumbering of a property.
- 4.2.3 Council when considering the renumbering of an existing road and as Council deems necessary shall consult directly with Affected Landowners by written notice inviting submissions on a proposal to renumber a road, providing at least 21 days to respond to such notice.
- 4.2.4 Rural Property numbering will be in accordance with Australian/New Zealand Standard (AS 4819 – 2003 Section 2) entitled *Geographic Information – Rural and Urban Addressing* and allocated to all occupied and commercial properties outside the township boundaries.
- 4.2.5 Council is committed to implementing and providing the initial framework for the rural property addressing system in accordance with the Rural Addressing Standard AS4819:2003, DPTI Sign Installation Specification Part 248 & 249 and the Local Government Act 1999 D5;S220 – Numbering of premises and allotments.
- 4.2.6 Council will fund the installation of the initial signs at all occupied and commercial properties in the rural addressing zone. Numbered plates required as a part of the initial installation omitted during the initial process will be ordered, paid for and installed by Council until 30 June 2013.

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- 4.2.7 As part of the Development Application process for new developments outside the Township boundaries, application is to be made to Council on the prescribed form for the allocation of a Rural Property Address. The applicant will arrange for the purchase and installation of signage. Specifications for signs and installation locations are to be undertaken in accordance with the Rural Property Addressing Number Plate TES17922 – Plate B. Details are available from Council offices or from www.barossa.sa.gov.au.
- 4.2.8 Responsibility for the replacement of Rural Property Address signs and/or droppers as a result of theft, vandalism or other damage is the responsibility of the landowner.

5. Supporting Documentation

Selection of Road and Public Place Names Process
Rural Property Address Application Form
Public Consultation Policy

6. Related Policies

The Barossa Council Public Consultation Policy
Complaint Handling Policy
Complaint Handling Process
Internal Review of Council Decisions Policy
Internal Review of Council Decisions Process

7. References

The *Local Government Act 1999* Section 219, Section 220, Section 231
Australian Standards (AS 1742.5 – 1997) (AS 4590 – 2006) (AS 4212 – 1994) (AS 4819:2003)
The Transport Services Division Traffic & Access Standards Section – Specific Road Signs – Specifications, South Australia – TES 17922 – Plate B
State Gazetteer

8. Review

This Policy will be regularly monitored and reviewed. Public notice will be given of adopting or altering this policy [see s.219(7) of the Local Government Act]

This Policy is available for inspection at the Council offices at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. It is also available for inspection, download or printing, free of charge, from Council's web site: www.barossa.sa.gov.au.


Any grievances in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council, PO Box 867, Nuriootpa SA 5355.

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SIGNED:

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Mayor Bob Sloane

DATED:

27 / 9 / 16

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