

Street Addressing Policy

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Contents

1. Introduction	3
2. Policy Statement	3
3. Scope	4
4. Considerations for street number allocation	4
5. Residential Addressing Principles	5
5.1. Low density residential	5
5.2. Medium Density residential	5
6. Display of Premises numbers on premises	6
7. Documents Required with Application	6
8. Finalisation of Addressing	7

1. Introduction

Council's Street Addressing Policy sets out the standards and procedures for street numbers and sub-addresses within Randwick City Council. The Policy aligns with the NSW Address Policy and User Manual issued by Spatial Services and the Geographical Names Board.

Council's authority to regulate street address numbering and re-numbering is conferred by the Local Government Act 1993 (NSW).

The NSW Address Policy provides a statewide framework for assigning road names and property addresses. It ensures addresses are simple, unique, unambiguous and logically structured supporting public safety, emergency response, efficient postal delivery, navigation, infrastructure planning, and accurate digital records

2. Policy Statement

This Policy sets out Council's approach to the regulation, allocation, and alteration of street address numbers to ensure a consistent, legible, and functional addressing system that supports public safety and efficient service delivery.

The investigation and response will consider the following:

- Addresses and sub-addresses must be allocated in accordance with the NSW Address Policy and User Manual
- Council will allocate and, where necessary, amend street address numbers in a manner that is consistent, logical, and fit for purpose, in accordance with statutory requirements, public interest, and relevant information provided by applicants.
- Street address numbering and re-numbering will not be undertaken for cultural, social, religious, or superstitious reasons.
- Where conflicts arise between applicant preference and addressing standards, priority will be given to public safety, clarity, and consistency across the addressing network.
- Council will maintain a coherent addressing system across the LGA, including correcting historical anomalies, removing duplications, and rationalising irregular numbering when necessary.
- Council will notify the relevant authorities including NSW Spatial Services, emergency services, utility providers, and Australia Post of approved addressing outcomes.
- Developers must provide accurate plans and information to enable Council to allocate compliant addresses, and no construction marketing materials should use unapproved numbering.

3. Scope

This Policy applies to:

- All premises within the local government area, including residential, commercial, industrial, and public facilities.
- The allocation of street address numbers for new developments, subdivisions, consolidation, reconfiguration of access, building conversions and strata schemes.
- The alteration or rationalisation of existing street address numbers.

Council may initiate alterations to street address numbers to correct inconsistencies, improve clarity, or reflect changes to road layout or access or to address urban development patterns

4. Considerations for street number allocation

In exercising its functions under this Policy and under the Local Government Act, Council will have regard to the following.

- The clarity, accuracy and legibility of numbering to enable emergency services, postal services, and utility authorities and delivery services to accurately locate and identify premises. The sub-addresses across the same site must not be duplicated, including where a site has multiple entrances or an alternative address. i.e. no simultaneous use of “Shop 1” & “Unit 1”.
- The coherence and continuity of the numbering system along streets and within multi-unit or multi lot developments, ensuring logical progression.
- The ease with which the public can locate and identify properties, including visitors, trades, couriers, and service providers.
- Street hierarchy, lot frontage and vehicular/pedestrian entry points and the function of each access point.
- Established numbering patterns along the street and adjoining streets to maintain continuity.
- The correct sequencing of even and odd numbers and the avoidance of gaps, duplications, or irregularities or ranged numbering.
- Compliance with the NSW Addressing Policy and all relevant addressing standards.
- Each property or building must be assigned a single, unique street number to ensure clarity and avoid confusion. Ranged addresses (e.g. “6–10”) cannot be used.
- Each property or building must be assigned a single, unique street number to ensure clarity and avoid confusion for users.

5. Residential Addressing Principles

5.1. Low density residential

Single dwelling

- The primary street address will correspond to the pedestrian access leading to the front door.
- For corner lots, an address may be allocated to the secondary road, where appropriate, to maintain legibility and consistency with established numbering.

Dual occupancies

- Where both dwelling entrances face the same road and original dwelling has an existing number, this existing number may be retained with a suffix assigned to the additional dwelling.
e.g. 10 Avoca Street is used for original dwelling and number 10A for the new dwelling.
- For corner lots, the second dwelling may be assigned an address from the secondary road frontage where appropriate.
e.g. The primary address for existing development is 20 Avoca Street and adjoining corner lot will be 15 Alison Road.
- For corner lots at the beginning of a street, where no available number exists, the new property will be assigned a suffix number.
e.g. 1B Arthur Street.

5.2. Medium Density residential

Multi dwelling housing/ apartments/ units

- Unit numbers, level numbers, and building suffixes must be unique and not duplicated anywhere within the development.
- Developments with one pedestrian entry will receive one primary street number.
- Developments with multiple pedestrian entries on different streets will receive a separate street number for each entry.
- One address will be designated as the Common Property Address for the development.

Address Format

- A sub-address (unit number) is followed by the primary street number (e.g., 1/18 Houston Road, 2/18 Houston Road).
- For developments with entries on different streets, addresses will reflect that distinction (e.g., 3/12 Barker Street, 4/12 Barker Street).

Unit Numbering - Multi-Level Developments

- Units must be numbered sequentially by level as follows:
Basement: B01-B09
Ground Floor: G01-G09
Level 1: 101-109
Level 2: 201-209

And so on for higher levels

Multi-Building Developments

Where a development comprises multiple buildings, building suffixes will be applied to assist with on-site identification.

Suffixes will be allocated sequentially, commencing from the main entrance to the development.

Examples: G01/18A Houston Road

G15/18B Houston Road

G30/18C Houston Road

6. Display of Premises numbers on premises

All premises must display the street number clearly and consistently. This requirement applies to all buildings, shops, businesses and residences throughout Randwick City Council. Failure to display adequate numbering can lead to delays for essential services such as ambulance, fire brigade, and police, potentially endangering life and property. In addition, inconsistent numbering causes significant inconvenience for the general public, particularly shoppers, couriers, tradespeople and visitors.

Street numbers must:

- Be at least 100 mm in height
- Preferably be made from reflective material
- Be placed in a prominent position and be clearly visible from the street
- Be accompanied by mailboxes located in an accessible, visible location.

Review and Amendments

Council may initiate alterations to street address numbers to correct inconsistencies, improve clarity, or reflect changes to road layout or access or to address urban development patterns.

Applicants may request review of a determination; however, such requests will be considered strictly in accordance with this Policy and relevant legislation. Council is the sole authority for determining street addresses.

7. Documents Required with Application

The following information must be submitted to enable Council to allocate or confirm street addressing:

- Completed application form including all required details (contact details, applicable CDC/DA number)
- Site plan showing the location of mailboxes and pedestrian entry points for each dwelling where applicable. For developments containing multiple buildings, this information must be provided for each building.
- Floor plans clearly indicating proposed numbering sequence.

- Lot and Deposited Plan/Strata Plan information, if available
- Draft Torrens Title or Strata subdivision plan, if available

8. Finalisation of Addressing

Council will assess and confirm the allocated street address for a completed application within two to three weeks of receiving all required information.

Key service providers including emergency services, the NSW Electoral Commission, and Australia Post will be notified of any approved changes to street addresses.

Only addresses approved and issued by Council will be recognised by statutory authorities and incorporated into state addressing systems.

Applicants may request review of Council's determination, however such request will be considered strictly in accordance with this Policy and relevant legislation. Council is the sole authority for determining street addresses.

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