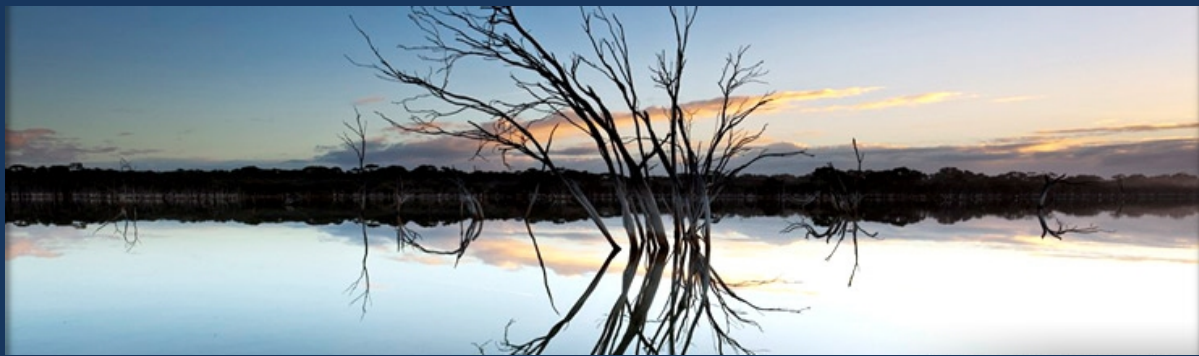




## Property Identification



*“Working with our Rural & Coastal Communities”*

	<b>INF-POL-04 – PROPERTY IDENTIFICATION</b>	Version No:	1.2
		Issued:	September 2023
		Next Review:	November 2026

Responsible Department:	Infrastructure & Development
Policy Adopted:	20/09/2023
Minute Reference:	OCM/023/087
Applicable Legislation:	Local Government Act 1999, S219,S220
Related Policies/Procedures/Codes:	<a href="#">Register of Public Roads</a>
Review Frequency:	Following Council Elections or upon legislative change

## 1. BACKGROUND

A Council has the power under section 219 of the *Local Government Act 1999* (the LG Act) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

Under Section 219(1a) of the *Local Government Act 1999*, Council must assign a name to each public road created by land division.

Section 220 of the *Local Government Act 1999* provides Council with the power to adopt a numbering system for buildings and allotments adjoining a road. Under this section, a number must be assigned to all buildings and allotments adjoining any public road created by land division within 30 days following the issuing of the new property titles.

## 2. POLICY STATEMENT

It is Council's policy that all sealed public roads and all formed public roads within the Council area that primarily service more than one residential property should be assigned a name.

Private roads that are accessible to the public may also be assigned a name approved by Council for the purposes of property addressing.

Road name signs that identify each road with a road name approved by Council will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

Roads that are maintained by the Department for Infrastructure and Transport (DIT) are named by DIT. Where it is determined that a new name or change of name is desired on a DIT road Council will consult with DIT in relation to naming these roads.

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### 3. ROAD NAMING

#### 3.1 Initiating the Process

A road naming process may be initiated if:

- a request is received by the Council from an affected landowner or their agent;
- Council resolves that a name be assigned to a made road or that a name change be investigated;
- Council staff determine it is in the public interest to name a road or to investigate a change in road name;
- A road is created through a land division.

#### 3.2 Selection of Road Names

In the naming and renaming of public roads the following principles will be observed.

##### 3.2.1 Uniqueness

- A road will have only one name, except in the case of Clause 3.2.3.
- A road name will be unique within the Council area.
- It is recognised that potential for confusion may exist where road names within the District Council of Lower Eyre Peninsula are duplicated within adjoining Councils. Where it is reasonably expected that an emergency service response may come from an adjoining Council to a particular area, duplication in road names with adjoining Councils will be avoided wherever possible.
- Duplicate road names within the Council area will be resolved in order to avoid confusion.
- Similar sounding names within the Council area will be avoided where possible.
- Roads crossing Council boundaries should have a single and unique name.
- 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.
- Service roads will not be assigned names different to the road which they service unless:
  - the service road is the continuation of a named side road
  - overcoming difficulties in adopting the property addressing system of the primary road

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**3. ROAD NAMING** cont'd

**3.2 Selection of Road Names** cont'd

**3.2.2 Name Sources**

Sources for road names may include:

- Aboriginal names taken from the local Aboriginal language (Note Clause 3.4);
- early explorers, pioneers, and settlers;
- eminent persons;
- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists; and
- commemorative names.

Names will be selected that are appropriate to the physical, historical or cultural character of the area concerned.

The origin of each name will be clearly stated and recorded as part of the Council's historical records.

Names of living persons will be avoided.

Road names, which are characterised as falling into any of the following categories, will not be used:

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company names

**3.2.3 Communication**

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 will be avoided, except in the following circumstances:

- 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;
- It is recognised that some roads require a two word name because of their geographic relationship e.g. Gun Club Road

Roads with double destination names (eg xx – yy Road) will be avoided.

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**3. ROAD NAMING** cont'd

**3.2 Selection of Road Names** cont'd

**3.2.4 Spelling**

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 Gazetteer.

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.

Generally road names proposed or approved will not contain abbreviations, with the following exceptions:

- “St” will always be used in place of “Saint”, and
- “Mt” may be used for “Mount”.

**3.2.5 Form**

The apostrophe mark ‘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 euphony becomes harsh e.g. “Devil Elbow”.

The use of hyphens will be avoided, unless naming a road after a person with a hyphenated name.

**3.2.6 Road Type**

Road names will include an appropriate road type suffix conforming to 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 e.g.:
  - Crescent - a crescent or half moon, rejoining the road from which it starts;
  - Esplanade - open, level and often along the seaside or a river.
- For a cul-de-sac Place, Close, Court or a suffix of similar connotation shall be used.
- 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.

(continued):

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**3. ROAD NAMING** cont'd

**3.2 Selection of Road Names** cont'd

- Road name suffixes shall be sources from the following list of suitable road types. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.

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

**3.2.7 No Prefix or Additional Suffix**

The use of a compass point prefix/suffix or an additional suffix such as “extension” will be avoided.

Where an existing road is 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 (e.g. Mickan East Road and Mickan West Road)

**3.3 Naming of Private Roads**

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.

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### 3. ROAD NAMING cont'd

#### 3.4 Consultation

Before assigning a road name, Council will contact all adjoining landowners, as well as any relevant community group in the area concerned, inviting comment on a proposed name. Any representation received through this process will be considered in the assigning of a road name.

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two month's notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [see s.219(2) of the LG Act]

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

#### 3.5 Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette, by notice in the local newspaper/s and the Council website. Public notice will include the date that the new name takes effect.

#### 3.6 Advise Relevant Parties of New Name or Name Change

Council will provide notice of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General; and
- Valuer-General
- The owner of the road (if a private road);
- Owners of adjoining properties;
- The local Progress Association or other relevant Community Group

#### 3.7 Register of Public Roads

Council will update the Register of Public Roads as required by S231 of the LG Act (1999).

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### 3. ROAD NAMING cont'd

#### 3.8 Road Name Signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 2017) is erected to all named public roads under the control of Council.

Signage for State road names is the responsibility of DIT.

Street name signs on private roads should generally be installed at the discretion and cost of the road owner.

### 4. PROPERTY ADDRESSING

#### 4.1 Numbering System

All urban and rural property numbering if assigned, shall be in accordance with the Australian/New Zealand Standard (AS 4819:2011) entitled Geographical Information – Rural and Urban Addressing.

Each occupied property should have an assigned number, which should be clearly displayed.

#### 4.2 Public Notice of Assignment of a Numbering System

Council will give public notice of the assigning of a numbering system for any particular road.

#### 4.3 Advise Relevant Parties of Assignment of Numbering System

Council will provide written notice of the adoption, altering or substituting of a numbering system for a particular road to all relevant parties, including:

- Valuer-General [see s.220(4) of the LG Act]
- The owner of the road (if a private road);
- Owners of adjoining properties;
- The local Progress Association or other relevant Community Group



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#### 4. PROPERTY ADDRESSING cont'd

##### 4.4 Display of Property Numbering

The display of all assigned property numbering is the responsibility of the property owner.

In the case of Rural Property Addressing, Council will supply and install the initial sign after which, maintenance and renewal of the rural property address sign will be the responsibility of the individual landowner.

Urban property numbering should be in a location and of sufficient size to be clearly visible from the public road.

Rural property numbering must be displayed in accordance with the requirements of DIT as attached in Appendix 1 to this document.

#### 5. FURTHER INFORMATION

Further information in regard to this policy is available by contacting the Works Department on 8676 0400 or emailing [mail@dclep.sa.gov.au](mailto:mail@dclep.sa.gov.au).

#### 6. AVAILABILITY

Copies of this policy may be purchased for the fees outlined within Council's current Schedule of Fees & Charges. This policy is available for inspection at the Council offices during ordinary business hours or on Council's website ([www.lowereyrepensula.sa.gov.au](http://www.lowereyrepensula.sa.gov.au)) at no cost.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.0	17/7/15	Adopted
1.1	17/5/19	Adopted with minor amendments
1.2	20/09/2023	Adopted without amendment