

# KERBSIDE HOUSE NUMBERING GUIDELINE

**PREPARED BY:**

**TRAFFIC & PUBLIC DOMAIN SERVICES**



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SUTHERLANDSHIRE

## 1. PURPOSE

Kerbside house numbering has become a popular method used by property owners to highlight the location of their residence. Use of a common standard across the Sutherland Shire Council area will facilitate the location of residences by various emergency services, postal deliveries and visitors.

## 2. APPLICATION

Although Council does not manage, fund or promote the service, Council supports the painting of house numbers on adjacent concrete kerbs by those residents or businesses seeking to add this additional communication of their property number. This guideline is required to ensure that such kerbside number is applied through a controlled and managed process to ensure consistency and adherence to appropriate standards, legislative and regulatory requirements.

## 3. PRINCIPLES

### 3.1 Application of Principles

To establish a consistent method and standard for contractors and service organisations applying kerbside house numbering within the Sutherland Shire Council area.

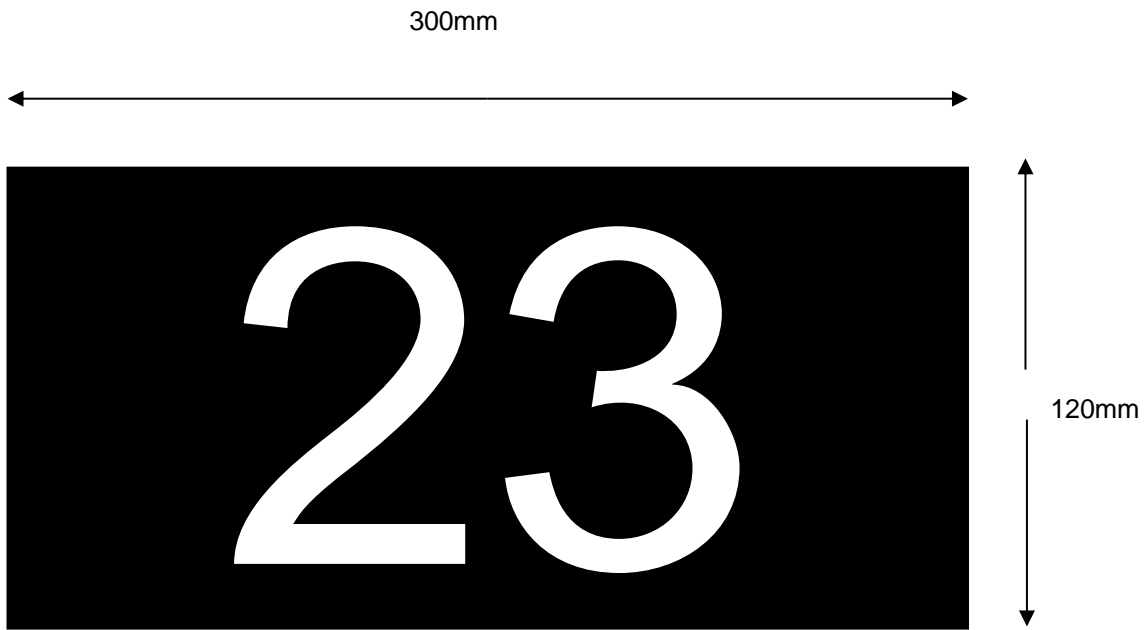
## 4. SPECIFICATIONS

Service providers and residents should ensure the following conditions are understood and adhered to in regard to the application of kerbside house numbering within the Sutherland Shire:

- That the householder be advised that kerbside house numbering is optional, and under no circumstances compulsory.

Otherwise the following criteria apply:

- That the installer exercises due care to ensure that the correct house numbers are used for each property.
- It is to be understood that Council will not be responsible for the maintenance or repair of these painted numbers, under any circumstance. All costs are to be met by the householder, including restoration and repair work.
- It is to be noted that kerbside house numbering, in no way, reduces the obligation of the property owner to display the correct house number on their building or fence fronting the street, pursuant to Section 124 Para 8, Local Government Act 1993.
- The numbers are to be white in colour, with letter sizes Series D, AS1744, of height 100mm and painted with the aid of a precisely engineered stencil to totally preclude over-spray and under-run. No raised numbering is to be used, only painted numbering.
- The numbers are to be painted on a rectangular background of black paint, of maximum size 300mm x 130mm applied with the aid of a stencil.
- The correct numbering is to be placed only on the kerb length fronting the property, and only on the street that the number refers to, and is to indicate the house number only.
- It should be noted that this approval in no way gives any installer or organisation exclusive rights for the provision of this service in Sutherland Shire.
- All of the preceding advice is to be provided to residents by the installer.



## 5. RESPONSIBILITIES

### 5.1 Responsible Officer

The Manager of Traffic and Public Domain Services is the Responsible Officer for this guideline.

### 5.2 Council

In accordance with the Local Government Act 1993, Council is responsible for allocation of house numbers and notifying specified service providers.

### 5.3 Chief Executive Officer

The Chief Executive Officer has the authority to exercise the functions of the Council that are delegated by the Council to the Chief Executive Officer, and to exercise the responsibilities detailed in this guideline.

### 5.4 Directors

Directors are responsible for ensuring their Division adheres to the requirements of this guideline and provide guidance in respect of kerbside house numbering within their division and the organisation.

5.5 Staff must adhere to the requirements of this guideline and operate within the relevant authorities.

## 6. MONITORING

The Manager Traffic & Public Domain Services will review and monitor the effectiveness of this guideline.

## 7. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the NSW State Records Act 1998 and Privacy and Personal Information Protection Act 1998 through its Enterprise Content Management Policy and Privacy Policy.

## 8. BREACHES OF GUIDELINE

Breaches of this guideline will be dealt with in accordance with normal disciplinary procedures and will be advised to the CEO and / or Director via the Manager Traffic & Public Domain Services.

## 9. RELATED DOCUMENTS

- Works & Emergency Services Committee  
WKS213-03 (minute no.1372)

## 10. RELEVANT LEGISLATION, REGULATIONS AND GUIDELINES

- Local Government Act 1993 (NSW).
- State Records Act 1998 (NSW).
- Privacy and Personal Information Protection Act 1998 (NSW).
- Government Information (Public Access) Act 2009 (NSW).
- Australian Standard Rural and Urban Addressing AS/NZS 4819
- Section 124 Para 8, Local Government Act 1993

End of Document

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