



TOWN OF PORT HEDLAND

POLICY 12-004 ROAD NAMES AND STREET NUMBERING

1. PURPOSE

The aim of the Policy is to provide guidelines for the naming of roads/streets within the Town of Port Hedland. These guidelines will provide easy identification of road names and recognition of community members who have provided extensive service.

This Policy also specifies how Council will number properties in the Town to ensure a consistent and logical pattern of street numbering that is in accordance with Australian Standard AS/NZ 4819:2011 Rural and Urban Addressing.

2. POLICY CONTENT

2.1. ROAD NAMES

2.1.1 Except as provided below, a road name shall not be proposed for a new or existing road if that road name is currently in use with the Town. This includes the use of:

- (a) Like-sounding names e.g. names with the addition/deletion of "s"; or
- (b) Same name with a different suffix e.g. road as opposed to street.

2.1.2 Where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

2.1.3 Roads shall be named or renamed (as the case may be):

- (a) So as to avoid repetition as outlined above specifically within suburbs; and
- (b) From the approval reserves list of names for roads.

2.1.4 Road names are to be sourced from:

- (a) Persons, entities, places or events of historical or heritage significance and directly related to the Port Hedland area and its neighbourhood;
- (b) Common or Aboriginal names of flora and fauna species indigenous to the Port Hedland area;

- (c) Port Hedland locality or geographic feature names in common, historical or Aboriginal usage; and
 - (d) Persons having a distinguished record of achievement within the Towns history.
- 2.1.5 All nominations for road names shall be accompanied by a brief explanation of the relationship and significance of the name to the Town.
- 2.1.6 Acceptance of nominated names for incorporation into reserve road names list and for applying to particular thoroughfares will be delegated to a Road Names Committee comprising the Mayor, Deputy Mayor and the Chief Executive Officer.
- 2.1.7 Support to name or rename roads in established areas can be obtained by:
- (a) Advertising the proposal in the local newspaper, inviting comments; and
 - (b) Advising residents in the area of the proposed name in writing and inviting comments
- 2.1.8 Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

2.2 NEW STREET NUMBERS

- 2.2.1 Numbering for all new roads within the Council area will be based on the requirements of AS/NZ 4819:2011 "Rural and Urban Addressing" and its amendments.
- 2.2.2 Allocation of property numbers is to be delegated to the Manager Planning Services and the Lands Officer who shall be responsible for the allocation of street numbers in accordance with this Policy.

2.3 RENUMBERING

It may be necessary for Council to adjust or to modify existing street numbers where development or redevelopment occurs in an established area or where historic anomalies exist.

In this situation, residents affected by the change may be offered assistance to notify the relevant authorities and compensation to offset the inconvenience caused to them by the change.

2.4 NOTIFICATION TO AFFECTED PROPERTY OWNERS

2.4.1 New properties (lot)

When a new lot is created, Councils Finance Services shall send notification of the property address (street number and road name) to the property owner, the occupier, all authorities specified in the Local Government Act 1989 as amended, and all Council departments having an interest in the numbering of properties.

2.4.2 New properties (dwelling)

When a new dwelling is proposed on an existing lot/property, Councils Planning Services shall specify the property address (street number and road name) for the new dwelling and renumber existing dwellings on the lot/property where necessary. The new property address/s are to be specified within the Planning Approval obtained for the new dwelling. In these instances, all costs associated with the new addresses will be at the landowner/s expense.

2.4.3 Existing properties

When it has been deemed necessary to alter the property address (street number and/or road name) in accordance with clause 2.3 of this Policy, Council shall:

Prior to the changes coming into effect

- (a) Provide written notification to the owner and occupier of all affected properties at least ninety (90) days prior to the date of the change taking effect;
- (b) Provide written notification to all relevant service providers of the property address changes;
- (c) Provide public notification of the proposed changes, in the form of a public notice in the local newspaper.

As soon as possible after the changes come into effect

- (d) Replace letterbox numbers of all affected properties.

2.5 REIMBURSEMENT OF MAIL REDIRECTION

When it has been deemed necessary to alter the property address (street number and/or road name) in accordance with clause 2.3 of this Policy and an occupier has purchased a mail redirection, the occupier will be eligible to receive a rebate of the mail redirection fee. To be eligible the occupier must, within ninety (90) days of the mail redirection service being purchased, submit a request for reimbursement form with Councils Financial Services and attach a copy of the receipt.

2.6 REQUEST TO CHANGE A PROPERTY ADDRESS (STREET NUMBER AND/OR ROAD NAME)

A request to change a street number must be lodged in writing addressed to:

MANAGER PLANNING SERVICES
Town of Port Hedland
PO Box 41
PORT HEDLAND WA 6721

The application must include an explanation of the reason for the request.

The request will be considered in accordance with the provisions of this Policy, however, unless there is significant justification, the requirements of this Policy will prevail.

3. REVIEW AND EVALUATION

This Policy will be reviewed when the AS/NZ 4819:2011 is replaced and/or updated.