

Display of House Numbers

1. It is a condition of the Development Consent for all new developments within the Holroyd LGA that the house number allocated by Council is displayed as stated in clauses 2, 3 and 4 of this policy.

2. Property numbers must be displayed

ALL owners and all occupiers **must** display the Council allocated house number for their property, according to the following guidelines: -

(a) Residential Properties

A house number **must** be displayed on either the facade of the house and/or the letterbox. **Reflective numbers are optional** but highly recommended, **for existing properties. Reflective numbers are mandatory for newly developed properties.**

(b) Business - Factories or Commercial Premises

A house number must be located on the facade of the building facing the road. If the building is not clearly visible from the road, then some other means must be used to ensure that the property number is perfectly visible from the road (eg. placing the-number-on-an existing fence, or placing a sign on the premises near the road, stating the number and perhaps the name of the company operating on the premises, etc.). **Reflective numbers are optional** but highly recommended, **for existing properties. Reflective numbers are mandatory for newly developed properties.**

3. Property numbers must be clearly visible from the road.

Property numbers must be of a size, location and quality, to ensure they are perfectly legible and clearly visible from the road.

(Sizes, styles and colours of property numbers are not specified herein, because each individual owner and/or occupier has their own perception of aesthetic qualities.)

4. There may be no obstructions to impede the view of the house number from the road.

If the view of the house number is obscured from the road either the obstruction should be removed, in line with any Council requirements/policies, or the number relocated to ensure it is clearly visible from the road.

5. Property numbers in the state of disrepair.

If the property number is in a state of disrepair (ie. it is illegible) it must be repaired, or replaced.

6. Kerbside numbers.

Kerbside numbering is encouraged and highly recommended, however, the following conditions must be met: -

Holroyd City Council Policy Display of House Numbers

- a) **Kerbside numbering must be in addition to the house number being displayed on the facade, or letterbox.** It cannot be used as an alternative means of property numbering.
- b) Paint based systems shall conform to the Australian Standards for conventional line marking paint.
- c) Other systems, which involve recessing the numerals into the face of the kerb, should be constructed without reducing the structural integrity of the kerb.
- d) All numerals shall be reflective and on a Brunswick Green (recommended - or similar colour) background. Sufficient contrast between the numeral(s) and the background must be allowed, if using a colour other than Brunswick Green.
- e) All numerals must be upright.
- f) Numeral size should be in a range of 60 mm to 90 mm in height.
- g) Line width (thickness) - the numerals should be no less than 10 mm thick.
- h) Where possible, all numbers should be- located adjacent to the wing wall of the layback, nearest to the centre of the property. If there is no layback, then the numbers should be located on the kerb at the centre of the property.
- i) All such work is to be completed in a workman like manner.
- j) Any work completed that is not in accordance with these conditions is to be removed without cost to Council.
- k) Numbers installed must only be at the request of the owner and/or occupier and must be at their expense.
- l) Organisations undertaking such work, are to inform all owners and/or occupiers that Council accepts no responsibility for the replacement of such numbers in the event that the kerb and/or gutter is damaged and requires repair, or replacement.
- m) Persons undertaking such work are to inform owners and/or occupiers that although Council has approved their services, it does not endorse, or recommended, their particular service, or product.
- n) Council has not set a rate for such work, and this is for determination on a free market basis.
- o) Council will not restrict approval for any organisation to provide house-numbering services to a particular area or zone within Holroyd City Council's Local Government Area (LGA). An approved provider may operate at the same time, within any part of LGA, as another provider.

7. Notice of Intention to Give an Order.

If, after an owner and/or occupier has not complied with a previous request by Council to display a property number, they will be issued with a *Notice of Intention to Give an Order*, pursuant to section 132 of the Local Government Act 1993 (the Act).

8. Service of an Order - Section 124 the Act

Holroyd City Council Policy *Display of House Numbers*

If after seven (7) days from the date of service of a *Notice of Intention to Give an Order*, the property number is not displayed in accordance with Council's guidelines, an Order pursuant to Section 124 of the Act will be issued.

9. Invitation to show cause why house numbers are not displayed, after the issue of an order.

If, after twenty eight (28) days from the service of an Order to display house numbers is given, and they are not displayed, the owner and/or occupier shall be issued with an invitation in writing by Council, to show cause in writing, within fourteen (14) days from the date of the invitation, why an *Infringement Penalty Notice* should not be served.

10. Penalty for not displaying a house number, after the issue of an Order.

Failure to comply with an Order under Section 124 of the Act, to display a house number in accordance with Council's guidelines, will incur a fixed penalty *, pursuant to Section 628 (1) of the Act, via an *Infringement Notice*.

* To date, the penalty is set at \$900.

11. Penalty for ignoring an Infringement Notice.

Where a person, or corporation, ignores the Infringement Notice, which carries a \$100 penalty, the Court may impose a further penalty.

Currently, the maximum penalty in the case of the individual is \$5,500 * and for a corporation it is \$11,000 *, pursuant to Section 628 (1) of the Act.

* These amounts are to be updated within this policy, when necessary.

12. Regular advertising campaigns should be undertaken advising :-

- a) Property owners &/or occupiers of their responsibility to display house numbers
- b) The importance of displaying a house number
- c) A summary of Council's guidelines for the display of house numbers
- d) A short statement about the enforcement of Council's policy.

13. Council's Website

This policy should be advertised and displayed permanently on Council's website, and included in Council's booklet entitled *Holroyd City Built around People - A Guide to Our City*.

14. Approved House Numbering Providers

- a) Council will advertise annually for suitably qualified house numbering providers to service the Holroyd LGA. Those judged to be capable of meeting Council's requirements are to be listed as an "Approved House Number Provider" which will be made available to residents/occupiers on request.

*Holroyd City Council Policy
Display of House Numbers*

- b) Residents/occupiers wishing to use a provider not previously approved by Council must notify Council and obtain a copy of Council's "Policy on the Display of House Numbers" prior to engaging the provider. (The intent of this requirement is to allow residents/occupiers the rights to choose a provider of their own choice and to ensure the house numbering applied complies with Council's policy.)

This Policy/Code was adopted by Council at its Meeting held on 20 November 2001