



## ***DISPLAY OF HOUSE NUMBERS - REQUIREMENTS FOR ORGANISATIONS PROVIDING HOUSE NUMBERING SERVICES***

### **KERB-SIDE NUMBERING**

1. **Kerb-side 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.
2. It should be explained to the residents that under NO CIRCUMSTANCES is kerb-side house numbering compulsory within the City of Holroyd.
3. Paint based systems shall conform to the Australian Standards for conventional line marking paint.
4. Other systems, which involve recessing the numerals into the face of the kerb, should be constructed without reducing the structural integrity of the kerb.
5. 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.
6. All numerals must be upright.
7. Numeral size should be in a range of 60 mm to 90 mm in height. Series D letter sizes – AS1744 (1975) are also acceptable.
8. Line width (thickness) of the numerals should be no less than 10 mm thick.
9. 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.
10. All such work is to be completed in a workman like manner.
11. Any work completed that is not in accordance with these conditions is to be removed without cost to Council.
12. Numbers installed must only be at the request at the owner &/or occupier and must be at their expense.

13. 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 &/or gutter is damaged and requires repair, or replacement.
14. It should be noted that the numbering on kerbs reduces in no way, the obligation of the property owner, to clearly display the correct house number on the facade of their building and/or letterbox so that it can be clearly seen from the road.

### **FACADE or LETTERBOX NUMBERING**

15. House numbers **must** be displayed according to the following guidelines: -

#### **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.**

#### **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.**

16. House numbers must be of a size, location and quality, to ensure they are perfectly legible and clearly visible from the road.
17. 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.

### **GENERAL**

18. Organisations providing house-numbering services are to inform owners and/or occupiers that although Council has approved their services, it does not endorse, or recommend, their particular service, or product.

19. Organisations providing house-numbering services must exercise due care to ensure that the correct house numbers are used for each property. It is suggested that they contact Council prior to undertaking the work.
20. The intentions of the organisation providing house numbering services must be adequately explained to the residents &/or owners of the property, when the work is being canvassed.
21. Council has not set a rate for such work, and this is for determination on a free market basis.
22. 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.
23. Approval as a provider is valid for one year from the date of issue. New approval must be sought after this date.
24. The organisation providing house-numbering services must provide evidence that they have Workers Compensation insurance. This should be included in their proposal.
25. A copy of the Certificate of Currency for Public Liability insurance, to the value of at least \$10,000,000, must be included with the proposal.
26. The organisation providing house-numbering services must show the owner/occupier these requirements when canvassing, or advertising their service.
27. Any breach of the above conditions may result in the termination of any approval given by Council for the organisation to operate within the Holroyd City LGA.