

CHANGE OF STREET ADDRESS

Introduction

This fact sheet provides summary information on requirements for changing a street address. It is not a definitive document but provides general, overview information to assist the public in understanding the requirements and processes applicable to changing a street address.

Can I Change My Street Address?

An applicant (with owners written approval) may apply to change the street address of a property. However it should be noted that: -

- There is a presumption against changing the address of properties, where this results in the need to re-address other properties in the vicinity. The City will only consider altering the address of a property if there are difficulties associated with the identification of that property (ie. where the front door of a house on a corner lot faces the other street).
- The City cannot accede to requests for a change in street number which are based on the following:
 - The number is considered “unlucky”;
 - Religious reasons;
 - To improve the “feng shui” of the property;
 - Personal preferences;
 - The number is not good for business;
 - The property is difficult to sell; and
 - The number/address “devalues” the property.
- An unused street number which has been set aside for a corner lot **will not** be re-allocated to the adjoining other property as this number may be required for future purposes.
- The City **will only** consider re-allocating other unused street numbers if the adjacent property cannot be further developed.
- Requests for a change of street address that comply with the Change of Street Address Policy and which do not affect any other property can be approved under delegated authority.
- If other properties are affected by a request, the City will seek comments from those owners and if objections are received, a report will be presented to Council.

What Must I Submit ?

Requests for a change in street address are to be submitted on the attached application form together with the application fee of \$125 (the fee includes GST).

Application Process

If an owner’s request for a change of address is approved, the City will notify any affected owners and the relevant Government agencies. These agencies are:

- Australian Electoral Commission;
- Western Australian Electoral Commission;
- Telstra;
- Synergy (Western Power);

- Water Corporation;
- Fire & Emergency Services Authority of WA;
- Australia Post; and
- Landgate (Department of Land Information).

All other costs associated with a change of street address remain the responsibility of the owner. This includes the replacement and/or relocation of letterboxes, costs of new numbers etc, alterations to numbers on buildings, replacing/removing painted kerb side numbers, notifications to other Government agencies, business contacts, friends & acquaintances etc, as well as alterations to business & personal stationary.

Requirements

Correct Street Address

The main pedestrian access from a street to a dwelling/building for visitors (front door) determines the correct street address of a property. The letterbox must be located on the front boundary of the property on the street to which the property is addressed. It must be close to the main access with the allocated street number clearly displayed. Other properties and commercial properties without a letterbox must have the street number clearly displayed and visible from the street. This is in accordance with **LANDGATE** (Department of Land Information) guidelines and the requirements of the Fire & Emergency Services Authority of WA.

The minimum dimensions for each number on a letterbox are 75mm high by 35mm wide. This is in accordance with the Australian Standard AS1744 – SERIES B.

Displaying street numbers on the dwelling/building and painting of reflective numbers on the kerb are encouraged. Kerb numbers should be in accordance with Council Policy J801108 and Australian Standard AS1744 – SERIES E.

Correct Suburb Name

The street address allocated to a property also determines the correct suburb name. In some instances, corner lots are on the border of two suburbs. If they are redeveloped towards the other street they will have a different address and possibly different suburb name. If in doubt about the suburb name for a particular property, please contact the City of Stirling of City Planning.

Numbering Methods

All street numbers will be consecutive and where a street number has been allocated to a property, then that number must be used. Odd and even numbers cannot be used on the same side of a street. Odd numbers will be allocated to the left hand side of a street commencing from the start point, and even numbers will be allocated to properties on the right hand of a street. Culs-de-sac will be numbered in the same way, to the head of the cul-de-sac. The use of a building name as a street address is not permitted.

Every lot is allocated a street number, including padmounts, reserves and drain reserves. Normally one street number will be allocated per lot, but if possible, extra numbers will be set aside to allow for the development potential of a lot.

Where a lot has two street frontages, then that property will be allocated a street number for both streets. The City will initially use the street number adjacent to the boundary with the smallest frontage. (**Note** - where a lot has two street frontages and it is redeveloped towards the other street then there is a possibility that this new property may be in a different suburb.)

Please Note: In some circumstances properties may require the addition of a 'suffix' to the street number.

Enquiries

Enquiries may be made to the City's staff on 9205 8555 or by appointment at the City's offices during office hours, Monday-Friday.

Further information may be available on the **City's website**: www.stirling.wa.gov.au, or the **WAPC website**: www.wapc.wa.gov.au

DISCLAIMER

This publication is intended to provide general information only. Verification with the original Local Laws, planning schemes and other relevant documents is recommended for detailed references.

CHANGE OF STREET ADDRESS APPLICATION

This application should be read in conjunction with the attached information sheet. **Application Fee inclusive of GST: \$125**

Current Property Address		
House/Street No:	Street Name:	Suburb:

Owner Details	
Name/s:	
Signature/s:	Date:

Applicant Details	
Name/s:	
Address:	Postcode:
Phone: (work): (mobile):	Email:
Signature/s:	Date:
<i>If the applicant is not the owner of the property, the owner's consent and signature/s are required.</i>	

Please nominate your preferred change of address		
House/Street No:	Street Name:	Suburb:

Reasons for the change of address <i>(please attach separate sheet if more space is required)</i>

Please answer the following questions

Yes No

Is this property strata titled?
If yes, you require the written approval from the other owners (this must be attached to your application).

Do you accept that all other costs as mentioned in this brochure are your responsibility and the cost of the assessment will not be refunded? If no, this application will not be determined.

N.B. - The portion below the perforated line will be shredded once the transaction is completed

Credit Card Payment – Request for Copy of Plans and/or Approvals

Name on Card: _____

Contact number: _____

Address: _____

Signature: _____

Card Number: _____ Expiry _____

Type of Card: MasterCard or Visa

Date: _____

Amount: \$ _____