

Responsible Directorate	Infrastructure
Responsible Business Unit/s	Engineering Design
Responsible Officer	Manager Engineering Design
Affected Business Unit/s	Engineering Operations

Objective

The objective of this policy is to ensure that painted kerbside house numbering is applied in a consistent manner that adheres to appropriate standards and requirements.

Scope

The policy provides specifications in relation to the location, size, colour and spacing of painted kerbside house numbering, sets out responsibilities for cost and maintenance, and outlines requirements for organisations providing services to property owners.

Policy

Council has, at various times, received requests from residents and businesses to have reflective house numbers painted on kerbs, and from organisations that wish to provide this service to property owners.

The provision of an adequate system of house numbering is important for the effective operation of emergency, postal and utility services. Council has no objection to the painting of house numbers on adjacent concrete kerbs by those residents or businesses seeking to assist visitors in locating their property.

Approval Process

1. No approval is required from Council to have a house number painted on the kerb. However, a minimum standard is required, and painted kerbside house numbering will therefore be required to meet specifications stated in this policy.
2. Painted kerbside house numbering is considered as a secondary means of identifying the house number of a property. It shall not remove the property owner's obligation for house numbers to be displayed on the building, fence and/or letterbox, and be clearly visible from the street.

Specifications

3. The numbering shall be of a height of 140mm high, provided by painting yellow reflective numerals, representative of type 'Series E' numerals (as indicated in Australian Standard AS1744-1975), and with 30mm spacing between characters.
4. The background shall be matt olive green colour (or equivalent) and shall extend 30mm clear on the sides and 10mm clear on the top and bottom of numbers.
5. Where the kerb face is too small to accept the above dimensions, then the largest size suitable, of a similar design, shall be used.

6. The numbering shall be painted on the face of the kerb, adjacent to the splay of the crossover on the side nearest to the middle of the property frontage. If there is no crossover, numbers shall be painted at a point closest to the centre of the property.
7. All numbering shall correspond to the house numbering allocated to the property and recorded in the City's Property System. The applicant will be responsible for confirming the correct number prior to marking the kerb, and will be responsible for removing or obliterating any incorrectly marked numbers.

Responsibilities for Cost and Maintenance

8. The property owner shall generally be responsible for:
 - All costs associated with the installation and maintenance of reflective house numbers.
 - Engaging appropriately qualified service providers to undertake installation and maintenance work, and to ensure that the City's specifications are met.
 - Removal or obliteration of any redundant kerbside house numbering, resulting from a change in street address or the development of a property.
9. The City will only replace existing painted kerbside house numbering where the kerb is required to be removed and replaced as a direct result of works undertaken by the City.
10. The City will not accept responsibility for the replacement of painted kerbside house numbering where works are undertaken by, or on behalf of, other bodies. It will be the responsibility of the property owner to negotiate replacement of existing painted kerbside house numbering when works are undertaken by, or on behalf of, other bodies.

Provision of Services

11. The City does not manage, fund or promote the service of providing painted kerbside house numbering. The marketing of painted kerbside house numbering to property owners shall be the responsibility of suitably qualified service providers.
12. Where a service provider solicits work from a property owner, the service provider shall ensure that the property owner is advised that:
 - The installation of painted kerbside house numbers is not compulsory.
 - The cost of installation and ongoing maintenance is the property owner's responsibility.
 - The service provider is not in any way sponsored or recommended by the City and/or that it represents the City in any way.
 - The name, postal address and contact telephone number of the service provider.
13. The service provider shall prepare and implement a traffic management plan that adequately provides for the safety of workers and road users during the installation process, in accordance with the provisions of Main Roads WA's Code of Practice for *Traffic Management for Works on Roads*. All work shall be carried out under the direct supervision of a responsible person who holds current accreditation from Main Roads WA for establishing traffic control on road reserve work sites.
14. The service provider is required to comply with all statutory requirements related to the works, including any relevant Acts, Ordinances, Regulations, By-Laws, Orders and Rules (e.g. *Door to Door Trading Act 1987*, *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996*, public liability insurances, etc).
15. Painted kerbside house numbering must only be installed following approval of the property owner and must be at the property owner's expense. The fee to be charged for the service is agreed between the service provider and the property owner.
16. The City shall not become involved in any transaction between a service provider and a property owner who may or may not wish to install a kerbside house number.

17. Any work completed that is not in accordance with this policy is to be removed without cost to the City.

Definitions

Nil

Relevant management practices/documents

Nil

Legislation/local law requirements

Australian Standard AS1744:1975 Standard Alphabets for Road Signs
Main Roads WA Traffic Management for Works on Roads Code of Practice
Door to Door Trading Act 1987
Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

Office use only

Relevant delegations	Not Applicable		
Initial Council adoption	Date 11 June 2019	Resolution #	0619/007
Last reviewed	Date 26 May 2020	Resolution #	0520/027
Next review due	Date 2021		