

Street Numbering Policy

Introduction

This policy replaces the existing House Numbering Policy which was passed in March 1995. The allocation of street addresses is the responsibility of local authorities under section 319B of the Local Government Act 1974.

Where relevant, this policy conforms to and expands upon the Australian/New Zealand Standard for Geographic information – Rural and urban addressing (AS/NZS 4819:2003) jointly published by Standards Australia and Standards New Zealand in 2003 and amended in 2006. It proposes alternatives under specific circumstances, in the allocation of street numbers and administrative procedures for changing an existing street number. It also documents the relevant legislation governing street numbering and the empowerment of the council to administer street numbering.

Purpose

The objective of this policy is to:

- Identify properties within Manukau city by using a system of street numbering that is clear, logical and unambiguous.
- Ensure that the general public and providers of mail, utility and emergency services can quickly and easily locate individual properties.
- Ensure consistent, reliable and effective street numbering and reduce inconsistencies in street number allocation and renumbering of properties.

Scope

This policy applies to all existing and new street numbers in Manukau city.

Statutory and regulatory requirements

In carrying out its street numbering function, the council will comply with the following regulatory and statutory requirements:

- Under 319B of the Local Government Act 1974, the council may allocate a number to any area of land, building or part thereof and may change this number.
- Section 145 of the Local Government Act 2002 enables the council to make bylaws to protect, promote and maintain public health and safety.

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- The Local Government Act 1974 and Local Government Act 2002 give the council enforcement powers in respect of street numbering.
- Manukau City Consolidated Bylaw 2008, Chapter 17, Street Names and Numbering of Premises enables the council to advise that premises' numbers must be displayed visibly and to alter the numbers of premises.
- Australian/ New Zealand Standard for Geographic information – Rural and urban addressing (AS/NZS 4819:2003 and amendment 4819:2006) where relevant.

General rules

- Street numbers are allocated at the start of the subdivision process and advised in writing to the applicants.
- Existing problems and anomalies are rectified as they come to the council's attention.
- The council retains the flexibility to depart from this numbering approach where no other practical options are available; particularly to avoid unnecessary disruption and cost in relation to older properties where different policies and allocation methods were previously applied.
- Any request to apply this policy retrospectively will be considered on its merit and any amendments made or rejected will be solely at the discretion of the council.

Main considerations

- Every property is allocated a unique number within the street.
- Street numbers should enable visitors, utilities, postal and emergency services to locate properties intuitively, easily and without unnecessary delay.
- Even numbers are allocated to the left side of the street and odd numbers to the right side. Although this differs from the Australia /New Zealand Standard for Geographic information – Rural and urban addressing AS/NZS 4819:2003 (which allocates even numbers on the right and odd numbers on the left), it follows the previous policy and maintains continuity within Manukau city and aligns with adjacent councils such as Auckland City.
- All street numbers are consecutive and in sequential order along the street frontage.
- Whole numbers are allocated whenever available and appropriate.
- Where whole numbers are not available, alphabetical suffixes must be used.

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- A numeric prefix is issued for all units, flats etc on Unit Title and Cross Lease plans. Unit title and flat numbers that are logical and sequential should be used for street numbering if appropriate.
- Street numbers are allocated with consideration to the size of the lots allowing for future development and if possible, extra numbers may be set aside to allow for the future development potential of a lot.
- Some flexibility exists for corner sites and multiple frontage sites.
- Every lot or parcel is allocated a number including reserves, walkways, vehicle access lots and schools.

Changing existing numbers

- Street numbering will only be changed for technical reasons, where a change improves and clarifies the layout of street numbers. Allocation of street numbers, or changes to existing numbers, will be on a technical basis, following the above principles. When considering requests to change existing numbers, neither cultural, religious and personal beliefs, nor possible or perceived impacts on property values, will be taken into account due to the wide range of numbers which may be considered unlucky.
- When considering the renumbering of a parcel or parcels, all possible alternatives will be investigated. In order to achieve clear and unambiguous street addresses, street numbers may be changed for a section of or for the entire street rather than just for a single property.
- If renumbering of all or part of a street is deemed necessary, the council will prepare a proposed assignment of numbers and notify the owners of the properties that the council invites comments within 20 working days.

Consideration will be given to any objection to the proposed numbers and the final decision of the assigned numbers will be advised within 15 working days.

- When new or changed street addresses have been allocated, the council will notify any affected owners and the relevant government agencies, emergency services and utility suppliers.
- All costs associated with the change of street number are the responsibility of the affected owner.

Applications for changes to existing street numbers

All applications for changes of street number and address must be made on the appropriate form or lodged in writing, preferably via email to LandInformation@manukau.govt.nz.

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