

# Naming of Roads and Street Numbering Organisational Guideline

Land Information Services  
Business Performance | Finance

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#### Acknowledgements

Council wishes to thank all contributors and stakeholders involved in the development of this document.

#### Disclaimer

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. While the Sunshine Coast Regional Council has exercised reasonable care in preparing this document it does not warrant or represent that it is accurate or complete. Council or its officers accept no responsibility for any loss occasioned to any person acting or refraining from acting in reliance upon any material contained in this document.

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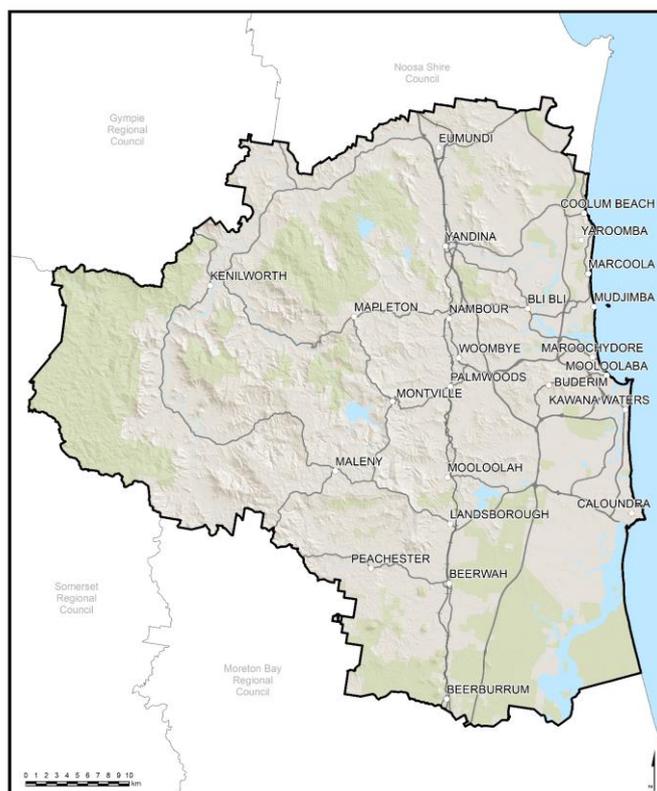
# Introduction

The purpose of this Guideline is to implement a fair and equitable process for the naming and numbering of roads in the region. The Guideline will:

- a. Comply with State Policy/Legislation as outlined in the Australian and New Zealand Standard, Rural and Urban Addressing (AS/NZS4819\_2011).
- b. Comply with Local Law 4 section 14 (Local Government Controlled Areas, Facilities, Infrastructure and Roads) 2011.
- c. Assist with the efficient delivery of Emergency Services.
- d. Support names that have local historic significance.
- e. Ensure Local Councillors and interested parties have input into any renaming decisions.
- f. Ensure duplications of names are avoided to prevent confusion.
- g. Minimise the impact on council resources and simplify the process for members of the community.
- h. Proposals for naming of new roads come from the property developer or their agent prior to plan sealing.

The changing of long established road names is generally not preferred, except where necessary to avoid ambiguity, duplication or due to a road extension, realignment or subdivision that changes the contiguous nature of the road. Renaming and renumbering of roads will therefore only occur in extraordinary circumstances and meet the following conditions:

- a. If requested by Emergency Services, or
- b. at Council's discretion.



## Scope

This Guideline provides details of the processes and procedures that will be used by officers when assessing proposals for naming or renaming **public** and **private** roads in the region under Council's responsibilities (*Local Government Act 2009*). The responsible officer will also inform organisations, and affected property owners when completing naming/renaming or renumbering proposals.

## Process for Road Naming

The process for the submission and assessment of proposals to name or rename roads is outlined below.

1. Parties interested in proposing a new name or replacement name for a road are required to complete a **Road Naming Application Form**. The latest form is available on Councils website.  
[www.sunshinecoast.qld.gov.au/Development/Development-Applications/Development-Application-Forms](http://www.sunshinecoast.qld.gov.au/Development/Development-Applications/Development-Application-Forms)
2. The only parties eligible to request a **Renaming** are:
  - a. A Land-owner (whose property's address fronts the road).
  - b. A Queensland State Department Director or Council.
3. Once completed in its entirety the form is to be submitted to council for evaluation. The Naming Application Form and all supporting documentation should be attached and posted or emailed to:

Sunshine Coast Regional Council  
Land Information Officer (Addressing); Land Information Services  
Locked Bag 72, Sunshine Coast Mail Centre QLD 4560  
Tel: (07) 5441 8178  
Email: [StreetNumbering@SunshineCoast.qld.gov.au](mailto:StreetNumbering@SunshineCoast.qld.gov.au)

Submissions which are considered incomplete will be discussed with the applicant and advice provided on creating a more effective application.

4. As defined by the Guideline the Road Naming Application will be reviewed by the Land Information Officer (Addressing) to confirm that:
  - a. The proposed name is in accordance with council's Naming Guideline.
  - b. Council has authority to approve the name (i.e. the name relates to an official public or private road or easement under Council's authority).
  - c. The proposed name/s comply with the Uniqueness, Sources, Propriety, Communication and Spelling as outlined below.
  - d. If the proposal does not meet all of the above criteria the proposal will not be supported.

- e. The responsible officer will then notify the applicant of the outcome, if rejected, the reasons for the decision of non-support will be outlined. The applicant will be given the opportunity to provide further information, if appropriate, in support of the application.
- f. It is recommended that in conjunction with this Guideline applicants seek advice from Council's Heritage Library Coordinator in selecting appropriate names.

5. In the case of naming **New Roads**:

- a. Road names must be approved prior to applying for Survey Plan sealing, the approved road/street name is to be shown on the survey plan.
- b. It is a requirement that the naming submissions contain a brief background of their origin.
- c. Information as to the proposed final layout of a road or road system is to be provided by the applicant. This is to ensure the road name type correctly describes the type of road as listed below.
- d. For spacemulti-road developments Council encourages the use of naming themes with local significance.
- e. Valid applications will be processed by the Property Addressing Officer.

6. Process for Road **ReNaming**

- a. If the request is deemed valid, the Land Information Officer (Addressing) will consult with the Sunshine Coast 'Heritage Library Coordinator' for confirmation and comments;
- b. The proposal will be discussed with and comments sought from the Divisional Councillor;
- c. Where appropriate the Land Information Officer (Addressing); in conjunction with the Divisional Councillor will identify, using their best endeavours, interested groups or associations.
- d. The Land Information Officer (Addressing) will advise affected parties in writing of the outcome of the proposal allowing a minimum of fourteen (14) days to respond;
- e. Upon closure of the period for comment, the Land Information Officer (Addressing) will provide the results of all feedback to the Divisional Councillor for comment and support. Allow seven (7) days for a response.
- f. The Land Information Officer (Addressing) will notify the applicant/s of the outcome.

7. All affected parties will be notified in writing of the outcome.

8. It is the duty of the Land Information Officer (Addressing) to inform relevant areas of council (i.e. Infrastructure Services) and related external agencies including State Emergency Services, Postal Authorities, the Australian Electoral Commission, Department of Natural Resources Mines and Energy, Emergency Services, NBN Co, Telstra, Unity Water and Energex of the new name/s.

9. Additional unused names of historical significance, suggested by the applicants, will be sent to the Sunshine Coast Heritage Library Coordinator to record for use in future road naming.

# Naming Convention for Public, Private Roads and Easements

The following specifications are to be adhered to as the naming convention for all roads:

## a. Uniqueness

To prevent confusion and misdirection, names must:

- a. Not be duplicated within the same or adjoining postcode area.
- b. Avoid duplication between neighbouring localities.
- c. Where roads cross into an adjoining local government area, a single unique name will apply.

## b. Sources

Council gives preference to locally significant names. Names that are easy to pronounce and spell, as far as possible, should be used. Preferred sources of names include:

- a. Local First Nations / Traditional Custodians.
  - b. People who excelled in sports or the arts.
  - c. People who served the community well.
  - d. Pioneers and Long-term land holders.
  - e. Explorers and Surveyors.
  - f. Flora, fauna, geographical or cultural features.
  - g. Landscape & physical Forms.
  - h. Australiana.
  - i. Australian animals and birds.
  - j. Historic house names.
- Specific person's names  
will only be used in  
memoriam**

The local First Nations / Traditional Custodians community groups should be consulted when choosing local First Nations / Traditional Custodians names, unless an agreed list has already been supplied to Council. The English meaning of the name will be supplied for reference purposes.

The use of a specific person's name will only be used in memoriam of the individual. The individual/family name will only be used if:

- a. Evidence supplied shows a long history of the individual/family within the region, **and**
- b. Evidence demonstrates the individual/family made significant contributions to the community.

Evidence can include items such as: newspaper clippings, public notices, funeral notices, articles from industry newsletters, etc. All names will be researched by Sunshine Coast Heritage Library Coordinator.

### **c. Propriety**

Names that are able to be characterised into one of the following will be avoided:

- a. Derogatory or discriminatory terms or terms likely to cause offence should be avoided.
- b. Inappropriate sounding when pronounced.
- c. Considered as a commercial or company/association name, or
- d. Deemed to be out of place.

### **d. Communication**

- a. Names are to be easily read, spelt and pronounced in order to assist Emergency Services, service providers and the public.
- b. Unduly long names and names composed of more than one word should be avoided.
- c. The use of given names is to be generally avoided except where it is necessary to identify an individual (in Memoriam) to avoid ambiguity by using their given name.
- d. Whilst names should only have one word, it is recognised some will require more than one word because of their geographic relationship e.g. Blackall Range Road, and;
- e. The use of double destination names is no longer allowed (e.g. Woombye Palmwoods Rd).

### **e. Spelling**

- a. Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form, i.e. spelling which is sanctioned by general usage should be adopted.
- b. Where it is intended a road should have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure the correct spelling is adopted e.g. Seventeen Seventy not 1770.
- c. Place names shown on Department of Natural Resources, Mines and Energy topographic maps are approved names and this spelling must be used.
- d. Generally road names proposed or approved should not contain abbreviations, for example "Creek" must not be abbreviated to "Ck". i.e Mountain Creek Road.
- e. The one exception is - "ST" (Capitalised) should always be used in place of "Saint".
- f. Street types are to be abbreviated as per the Australian Postal Standard for Road Type (Attachment 2).

### **f. Form**

- a. It is preferable to delete a possessive "S" e.g. "Smith Road".
- b. The apostrophe mark ' must be omitted in the possessive case e.g. "Smith's Road" should be "Smiths Road".
- c. Hyphens are no longer used.

## g. Road Type

Proposals for road names are to include an appropriate road type suffix. The road type selected should be representative of the physical form of the road to assist with motorists and pedestrians.

Road Type	Description/meaning
Road	Sub-Arterial, Arterial and Rural roads
Street	Local through road
Drive	Substantial length and scenic qualities
Avenue	Wide tree lined thoroughfare
Way	Synonym for Drive and Avenue
Boulevard	Similar to Avenue, substantial streetscape
Esplanade	Adjacent to lake, river or beach
Terrace	Stepped or other defined topographic features
Crescent	Semi-Circular road
Circuit	Loop road which rejoins itself
Lane	Narrow roadway
Court/Close/Place	Cul-de-sac
Parade	Road of significance

There is to be no suffix used in a road name. The directional North, East, South and West will be considered where appropriate to prefix a road name.

## h. Private Roads and Easements

Developers of private, gated / security or restricted entry developments that contain internal roads must also apply to Council for approval of these internal road names. This ensures uniqueness of name and adherence to this Guideline. This is for the benefit of Emergency Services and the community as a whole. Public and private road/easement cannot share the same name.

# Process for Road Numbering

All properties in the Sunshine Coast region will be numbered in accordance with the Australian/NewZealand Standard – AS/NZS4819\_2011.

To apply for a new street number or to review an existing number contact Council's Customer Service Centre.

## a. Numbering

Council's Land Information Officer (Addressing) will allocate numbers to properties at plan sealing of a sub division in accordance with the standards. The convention for numbering is outlined below.

For any new developments where a property fronts more than one road or the frontage exceeds 20 metres, street numbers will not be applied until the Building Application has been approved and the driveway access has been confirmed with the Land Information Officer (Addressing). This will ensure the allocated street number reflects the location of the property's main access point.

## b. Renumbering

Where practical, renumbering should be avoided. However, under some circumstances Council at its discretion may, in consultation with residents, renumber sections of, or, an entire length of road.

This would occur as a result of a Subdivision or a road extension, or where a road has been allocated numbers out of sequence. These changes are considered for the benefit of Emergency Services.

## c. Notification

In the case of a renumbering of an existing land parcel Council will issue a letter notifying the owner of any changes to allocated street numbers. It is the owner's responsibility to inform their tenants.

## d. Display of Street Number

Street numbers, by law, are to be displayed in a prominent and visible location from the street and positioned only on the street the address refers to.

Rural numbers are to be displayed on a pole / star-picket driven into the ground adjacent to the main property driveway / turnout or access point onto the road, and in a position which does not obstruct services or traffic.

Premises and allotments adjoining a road will be numbered in accordance with the Local Law 4 Part 3 14 (Local Government Controlled Areas, Facilities, Infrastructure and Roads) 2011:

- (1) An owner of land must not adopt a number for a building or allotment that is inconsistent with a numbering system adopted by the local government under this section.

Maximum penalty for subsection (1) - 10 penalty units

- (2) An owner of land (other than vacant land) must display the number allocated so as to be easily identified from the adjoining road.

Maximum penalty for subsection (2) - 10 penalty units

## Numbering convention for all land parcels

Numbering of land parcels including private roads and easements will follow the Australian/NewZealand Standard – AS/NZS4819\_2011 and will be applied as follows:

- a. Numbers will progress from the start of the street increasing with even numbers to the right and odd numbers on the left.
- b. An even or odd number is allocated every 20 metres of road frontage and applies to all allotments.
- c. Where a road is opened at one end only and undedicated at the other (e.g. extends as part of a staged subdivision), the numbering is to start at the opened end.
- d. A single street number will be assigned to the driveway access of the Land Parcel.
- e. For corner allotments or allotments with more than one street frontage, the allocated street number will be assigned to the driveway access as the primary address.
- f. Cul-de-sac numbering should progressively increase so that odds and even numbers meet at the top of the court head (i.e. odd numbers should never continue onto the evens side and vice versa).
- g. Multiple tenancies in one building/Annex are not to receive separate numbers.
- h. Where multiple dwellings/flats are located on the one land parcel, these are to be numbered in the same manner as units (1/16 and 2/16). An alternate number will be allocated on request.
- i. For any new developments where a property fronts more than one road or the frontage exceeds 20 metres, street numbers will not be confirmed until the building application has been approved and the driveway access established.
- j. Alpha numeric extensions may only be used when there are no address numbers available for an address site due to existing allocations. An existing number may be retained based on access. Alpha suffixes are permitted to be out of order at the start of sequence.
- k. Locality names used in addresses are to be the official gazettal of locality names.
- l. Council will notify amongst others the State Emergency Services, Postal Authorities, the Australian Electoral Commission, Department of Natural Resources Mines and Energy, Emergency Services, NBN Co, Telstra, Unity Water and Energex of these new street numbers.

## Definitions

**Road**, for the purpose of this Guideline, mean any road, street, private road or thoroughfare access easement. It does not include a State-controlled road. Roads must be within the geographical boundaries of the Sunshine Coast Regional Council local government area.

**Road Name** is the official name to be used for the purpose of locating and addressing.

**Road Number** is the assigned number for a land parcel connected to a road and which must only be used in conjunction with the road it is allocated to.

**Renaming** is when a road which already has an official name is to be changed in part or whole.

**Renumbering** is when a land parcel, which already has an allocated number, is changed to a new number.

**Duplication** refers to the road name and includes the road type. For example, Ocean Street is considered a duplication of Ocean Place.

## References

**Policy Naming of Parks Places and Community Infrastructure Roads and Street Numbering**

**Australian/NewZealand Standard – AS/NZS4819\_2011 Geographical information – Rural & urban addressing**

***Local Government Act 2009, Chapter 3, Part 3 Roads and other infrastructure, 60 Control of Roads***

***Local Law 4 Part 3 14 (Local Government Controlled Areas, Facilities, Infrastructure and Roads) 2011***

**Australian Postal Standard for Road Type – per Attachment 2**

Review Triggers	Review Date
Changes to council naming Guidelines	As required
Upon the adoption of new Local Laws	As required
Upon the adoption of new Planning Scheme	As required

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create new		Mandy Bond & Jacki Regeling	2006
2.0	Revised format	Y	Mandy Bond & Jacki Regeling	30/07/2010
3.0	Revised format	Y	Mandy Bond & Jacki Regeling	15/04/2016
4.0	Revised format	Y	Mandy Bond & Jacki Regeling & CFO	12/08/2020

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# Attachment 1 – Land Information Services Road Naming Application



## Land Information Services Road Naming Application

**DEVELOPMENT PLANS WITH NEW ROADS WILL NOT BE SEALED UNTIL THE ROAD NAMES HAVE BEEN APPROVED**

**Required information:** This Application form must be fully completed and accompanied by a **road layout plan**, including future road extensions. Please provide a copy with the new roads numbered (1, 2, 3 etc.) for identification.

### ROAD NAME GUIDELINES (extract)

#### A NAME WILL BE:

1. Easy to pronounce and spell, as far as possible
2. Relevant to Australian, preferably local, history, flora, fauna, culture, landscape or physical characteristics; and
3. Only one word, excepting personal names and understanding that a geographic relationship such as Blackall Range Rd is permissible; and
4. When choosing local First Nations / Traditional Custodians names the local community groups should be consulted and confirmation provided.
5. Names that may be construed as advertising a commercial or industrial enterprise are not suitable.
6. The use of a specific persons name will only be used in memorian, the person commemorated should:
  - a) Have contributed significantly to the development of the locality or region; or
  - b) Have demonstrated outstanding levels of civic service; or
  - c) Have achieved role-model status in the wider community or donated property or funds for community benefit.
7. Road names should be unique within the SCC region and be single destinations, e.g. Palmwoods Road, not Woombye Palmwoods Road
8. Council approval of new road names is required before a plan of subdivision is lodged for Sealing
9. A **Road Layout plan**, including future road extensions must be accompany the Application.

\* Denotes Compulsory fields

#### 1. Applicant details

*Surname	*Given name	
*Postal address		
*Suburb	*State	*Postcode
*Business phone	Mobile	
*Email address		

#### 2. Estate details

*RAL/MCU number:		
*Estate name and stage :		
*Site address :		
*Real property description	*Lot	*RP / SP

#### Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

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Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

3. Proposed new names		*Provide 3 different names per road (road type not included)	
*Private road	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Road number 1</b>	<b>Road number 2</b>		
1 <sup>st</sup> preference	1 <sup>st</sup> preference		
2 <sup>nd</sup> preference	2 <sup>nd</sup> preference		
3 <sup>rd</sup> preference	3 <sup>rd</sup> preference		
<b>Road number 3</b>	<b>Road number 4</b>		
1 <sup>st</sup> preference	1 <sup>st</sup> preference		
2 <sup>nd</sup> preference	2 <sup>nd</sup> preference		
3 <sup>rd</sup> preference	3 <sup>rd</sup> preference		
<b>** Please provide a description on the historic significance or rationale of proposed names (if insufficient space, please provide attachment)</b>			

4. Declaration of applicant	
I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.	
Signature	Date

For enquiries, please contact Land Information Officer (Addressing), Land Information Services. Phone: 5441 8178  
 Please email completed applications to: [streetnumbering@sunshinecoast.qld.gov.au](mailto:streetnumbering@sunshinecoast.qld.gov.au)

## Attachment 2 – Australia Postal Standard for Road Type

To be used for naming of public and private roads.

Street Type	Abbreviation	Street Type	Abbreviation	Street Type	Abbreviation
Access	ACCS	Esplanade	ESP	Promenade	PROM
Alley	ALLY	Fairway	FAWY	Quay(s)	QY(S)
Alleyway	ALWY	Fire track	FTRK	Range	RNGE
Anchorage	ANCG	Footway	FTWY	Reach	RCH
Arcade	ARC	Foreshore	FSHR	Reserve	RES
Avenue	AVE	Garden(s)	GDN(S)	Retreat	RTT
Basin	BASN	Glen	GLEN	Ridge	RDGE
Beach	BCH	Grange	GRA	Ridgeway	RGWY
Bend	BEND	Green	GRN	Rise	RISE
Block	BLK	Grove	GR	Riverway	RVWY
Boulevard	BVD	Gully	GLY	Riviera	RVRA
Brae	BRAE	Heights	HTS	Road	RD
Break	BRK	Highway	HWY	Roads	RDS
Bridge	BDGE	Landing	LDG	Run	RUN
Broadway	BDWY	Lane	LANE	Service Way	SWY
Bypass	BYPA	Laneway	LNWY	Slope	SLPE
Causeway	CAUS	Link	LINK	Sound	SND
Centre	CTR	Lookout	LKT	Spur	SPUR
Chase	CH	Loop	LOOP	Square	SQ
Circle	CIR	Mall	MALL	Strand	STRA
Circuit	CCT	Mount	MT	Street	ST
Close	CL	Nook	NOOK	Strip	STRP
Common	CMMN	Outlook	OTLK	Terrace	TCE
Corner	CNR	Parade	PDE	Track	TRK
Court	CT	Park	PARK	Trail	TRL
Courtyard	CTYD	Parklands	PKLD	Vale	VALE
Cove	COVE	Parkway	PKWY	View	VIEW
Crescent	CRES	Pass	PASS	Vista	VSTA
Crest	CRST	Path	PATH	Walk	WALK
Crossing	CRSG	Pathway	PHWY	Walkway	WKWY
Drive	DR	Place	PL	Way	WAY
Driveway	DRWY	Plateau	PLAT	Wharf	WHRF
Edge	EDGE	Pocket	PKT	Yard	YARD
Entrance	ENT	Port	PORT		



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Our region.  
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**Creative.**

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