



**LERNER ST**

**BOWLS CLUB**

## **Guideline for Naming of Roads and Street Numbering**

**Custodian:** Chief Information Officer, Corporate Services

**Currency:**

**Review triggers**

**Review date**

Changes to council naming policy	As required
Upon the adoption of new Local Laws	As required
Upon the adoption of new Planning Scheme	As required
Revised	15/04/2016



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## Definitions

**Road**, for the purpose of this Policy, 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.

## Introduction

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

- comply with State Policy/Legislation as outlined in the Australian and New Zealand Standard, Rural and Urban Addressing (AS/NZS4819\_2011).
- comply with Local Law 4 section 14 (Local Government Controlled Areas, Facilities, Infrastructure and Roads) 2011
- assist with the efficient delivery of Emergency Services
- support names that have local historic significance including culture and citizens;
- ensure Local Councillors and interested parties have input into any renaming decisions;
- ensure duplications of names are avoided to prevent confusion; and
- minimise the impact on council resources and simplify the process for members of the community.

Proposals for naming of new roads will 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:

- If requested by Emergency Services or
- At Council's discretion.



## Scope

This Policy 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). It 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 is required to complete a **Road Naming Application Form**. The latest form is available on Council's 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 Land-owner (whose property's address fronts the road), 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  
Property Addressing Officer; 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.

## Process for Road Naming

### 4) As defined by the Policy, the Road Naming Application will be reviewed by the Property Addressing Officer to confirm that:

- I. the proposed name is in accordance with council's Naming Policy;
- II. council has authority to approve the name (i.e. the name relates to an official **public** or **private** road/easement under Council's authority);
- III. the proposed name/s comply with the Uniqueness, Sources, Propriety, Communication and Spelling as outlined below
- IV. if the proposal does not meet all of the above criteria the proposal will not be supported.
- V. 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.
- VI. It is recommended that in conjunction with this Policy applicants seek advice from Council's Heritage Library Coordinator in selecting appropriate names.

### 5) In the case of naming New Roads:

- I. 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
- II. it is a requirement the naming submissions contain a brief background of their origin.
- III. 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
- IV. for multi-road developments Council encourages the use of naming themes with Local significance
- V. valid applications will be processed by the Property Addressing Officer

**6) In the case of Renaming an existing road/s:**

- I. If the request is deemed valid, the Property Addressing Officer will pass the name/s to the Sunshine Coast 'Heritage Library Coordinator' for confirmation and comments;
- II. The proposal will be discussed with and comments sought from the Divisional Councillor;
- III. Where appropriate the Property Addressing Officer, in conjunction with the Divisional Councillor will identify, using its best endeavours, interested groups or associations.
- IV. The Property Addressing Officer will advise affected parties in writing of the outcome of the proposal allowing a minimum of fourteen (14) days to respond;
- V. Upon closure of the period for comment, the Property Addressing Officer will provide the results of all feedback to the Divisional Councillor. Allow seven (7) days for a response.
- VI. Property Addressing Officer 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 Property Addressing Officer 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 and Mines, 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/Easements

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

### UNIQUENESS

To prevent confusion and misdirection, names must:

- Not be duplicated within the same or adjoining postcode area
- avoid duplication between town centre areas
- where roads cross into an adjoining Local Authority Area, a single unique name will apply

### 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:

- Indigenous names
- Flora, fauna, geographical or cultural features
- Landscape & physical Forms
- Australiana
- Australian animals and birds
- Historic house names
- People who excelled in sports or the arts
- People who served the community well
- Pioneers and Long-term land holders
- Explorers and Surveyors

**Specific person's names  
will only be used in  
memoriam of the individual**

The local indigenous community group should be consulted when choosing indigenous 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:**

- evidence supplied shows a long history of the individual / family within the region, **and**
- 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.

## **PROPRIETY**

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

- derogatory or discriminatory terms or terms likely to cause offence should be avoided.
- inappropriate sounding when pronounced
- considered as a commercial or company/association name or
- deemed to be out of place.

## **COMMUNICATION**

- Names are to be easily read, spelt and pronounced in order to assist Emergency Services, service providers and the public
- Unduly long names and names composed of more than one word should be avoided
- 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.
- 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;
- The use of double destination names is no longer allowed (e.g. Woombye Palmwoods Rd).

## **SPELLING**

- 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
- 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
- Place names shown on Department of Natural Resources and Mines topographic maps are approved names and this spelling must be used
- Generally road names proposed or approved should not contain abbreviations. for example "Creek" must not be abbreviated to "Ck". The one exception is - "ST" (Capitalised) should always be used in place of "Saint"
- Street types are to be abbreviated as per the Australian Postal Standard for Road Type (Attachment 2)



## FORM

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

## 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
BOULEVARDE:	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.

## PRIVATE ROADS/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 that other components of this policy are adhered to. 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 Standard (AS/NZS 4819-2011). To apply for a new street number or to review an existing number contact Council's Customer Service Centre.

### **NUMBERING**

Council's Property Addressing Officer 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 established. This will ensure the allocated street number reflects the location of the property's main access point.

### **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.

### **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.



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## **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.

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

#### Numbering of premises and allotments adjoining a road

- (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.

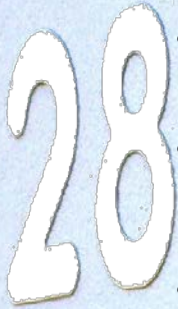
Maximum penalty for subsection (1) - 10 penalty units

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

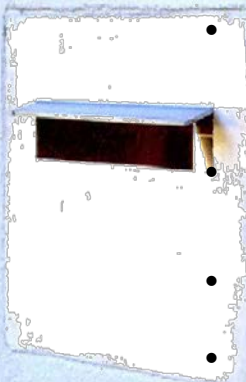
Maximum penalty for subsection (2) - 10 penalty units

## Numbering Convention for All Land Parcels

Numbering of land parcels including private roads and easements will follow the AS/NZS 4819:2011 and will be applied as follows:



- Numbers will progress from the start of the street increasing with even numbers to the right and odd numbers on the left
- An even or odd number is allocated every 20 metres of road frontage and applies to all allotments
- 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
- A single street number will be assigned to the driveway access of the Land Parcel
- 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.
- 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)
- In the case of detached dwellings a street number will be allocated on application.
- Multiple tenancies in one building/Annex are not to receive separate numbers.
- 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.
- 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.
- 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.
- Locality names used in addresses are to be the official gazettal of locality names.
- Council will notify amongst others the Emergency Services, Postal Authorities, the Australian Electoral Office, Telstra, Energex and Unity Water of these new street numbers.





## References

**Sunshine Coast Regional Council Naming Policy:**  
[WWW.SunshineCoast.qld.gov.au](http://WWW.SunshineCoast.qld.gov.au)

**AS/NZS 4819-2011**

**Local Government Act 2009 :-**

Chapter 3 The business of local governments  
Part 3 Roads and other infrastructure

### **60 Control of roads**

**(1)** A local government has control of all roads in its local government area.

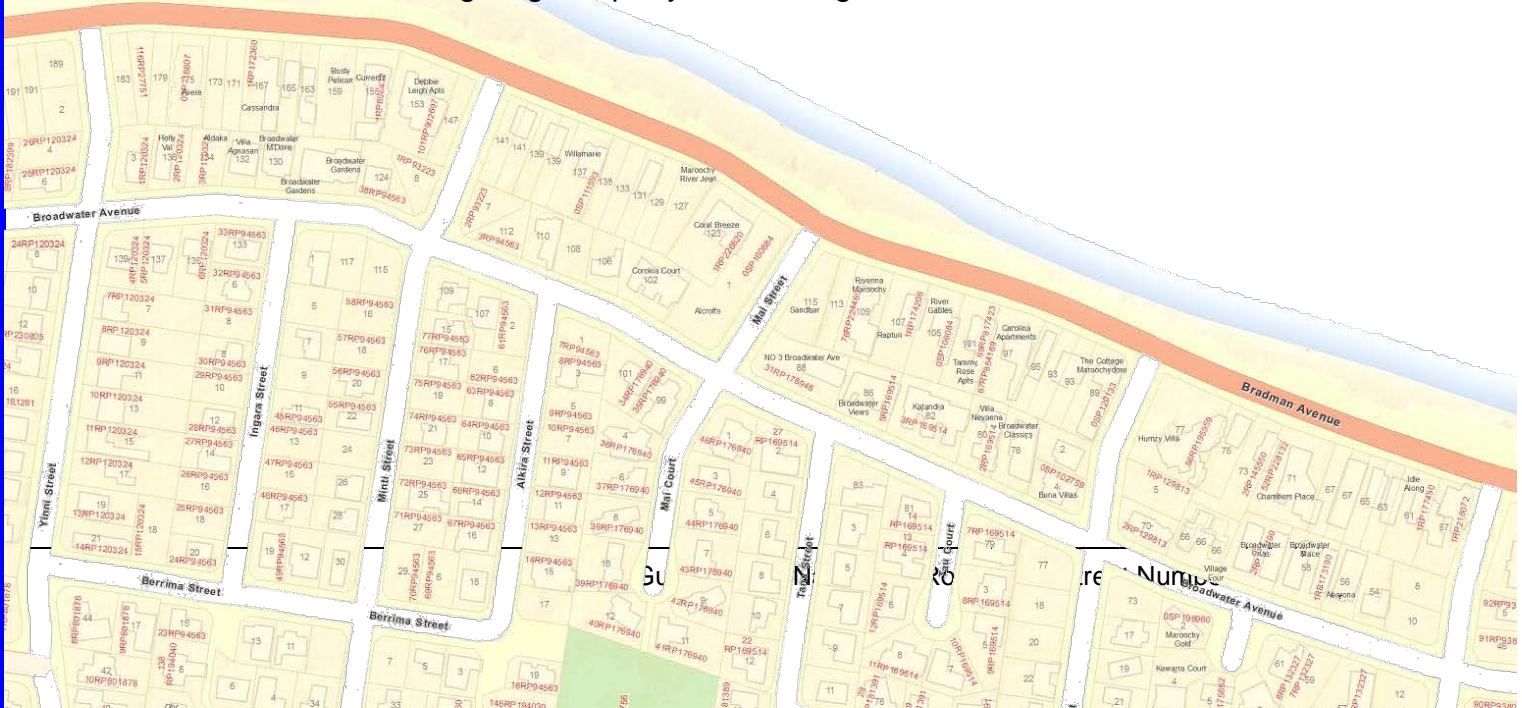
**(2) This control includes being able to :-**

- (a) survey and resurvey roads; and
- (b) construct, maintain and improve roads; and
- (c) approve the naming and numbering of private roads; and
- (d) name and number other roads; and
- (e) make a local law to regulate the use of roads,
- (f) make a local law to regulate the construction,
- (g) realign a road in order to widen the road; and
- (h) acquire land for use as a road.

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

**Australian Postal Standard for Road Type** (Attachment 2)

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Jacki Regeling, Property Addressing Officer



## Attachment 1 – Road Naming Application Form

To be used for naming of **public** and **private** roads.

Please forward completed applications to:  
 Property Addressing Officer - Land Information Services  
 Phone: 5441 8178 /  
 Email: [streetnumbering@sunshinecoast.qld.gov.au](mailto:streetnumbering@sunshinecoast.qld.gov.au)

Development Application number:

### 1. Applicant details

Surname		Given names	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			Fax

### 2. Estate details

Estate name and stage		
Site address		
Real property description	Lot	RP / SP

### 3. Proposed new names

Private road	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road number	Road number	
1 <sup>st</sup> preference	1 <sup>st</sup> preference	
2 <sup>nd</sup> preference	2 <sup>nd</sup> preference	
3 preference	3 <sup>rd</sup> preference	
Road number	Road number	
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	

Significance of preferred names (if insufficient space, please provide attachment)

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**Required information: This information 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.**

### 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
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## Attachment 2 – Australian Postal Standard for Road Type

To be used for naming of public and private roads.

Street Type	Abbreviation
Access	ACCS
Alley	ALLY
Alleyway	ALWY
Anchorage	ANCG
Arcade	ARC
Avenue	AVE
Basin	BASN
Beach	BCH
Bend	BEND
Block	BLK
Boulevard	BVD
Brae	BRAE
Break	BRK
Bridge	BDGE
Broadway	BDWY
Bypass	BYPA
Causeway	CAUS
Centre	CTR
Chase	CH
Circle	CIR
Circuit	CCT
Close	CL
Common	CMMN
Corner	CNR
Court	CT
Courtyard	CTYD
Cove	COVE
Crescent	CRES
Crest	CRST
Crossing	CRSG
Drive	DR
Driveway	DRWY
Edge	EDGE
Entrance	ENT
Esplanade	ESP
Fairway	FAWY
Fire track	FTRK

Street Type	Abbreviation
Firetrail	FITR
Footway	FTWY
Foreshore	FSHR
Garden(s)	GDN(S)
Glen	GLEN
Grange	GRA
Green	GRN
Grove	GR
Gully	GLY
Heights	HTS
Highway	HWY
Landing	LDG
Lane	LANE
Laneway	LNWY
Link	LINK
Lookout	LKT
Loop	LOOP
Mall	MALL
Mount	MT
Nook	NOOK
Outlook	OTLK
Parade	PDE
Park	PARK
Parklands	PKLD
Parkway	PKWY
Pass	PASS
Path	PATH
Pathway	PHWY
Place	PL
Plateau	PLAT
Pocket	PKT
Port	PORT
Promenade	PROM
Quay(s)	QY(S)
Range	RNGE
Reach	RCH
Reserve	RES

<b>Street Type</b>	<b>Abbreviation</b>
Retreat	RTT
Ridge	RDGE
Ridgeway	RGWY
Rise	RISE
Riverway	RVWY
Riviera	RVRA
Road	RD
Roads	RDS
Run	RUN
Service Way	SWY
Slope	SLPE
Sound	SND
Spur	SPUR
Square	SQ
Strand	STRA
Street	ST
Strip	STRP
Terrace	TCE
Track	TRK
Trail	TRL
Vale	VALE
View	VIEW
Vista	VSTA
Walk	WALK
Walkway	WKWY
Way	WAY
Wharf	WHRF
Yard	YARD