

POLICY



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Policy title: LAND ADDRESSES
Directorate: ORGANISATIONAL SERVICES
Branch: FINANCE
Policy objective: To provide standards in relation to the allocation and recording of land addresses within the Council's systems.

Policy scope:

To ensure the consistent application of a standard naming methodology for all land within the City of Logan. This will ensure that the details maintained by the Council are consistent with the requirements of other Government agencies.

Definitions:

Term	Definition
Land	Any lot, building or structure and includes any part thereof, and also roads and watercourses.
Corner lot	Land that has frontages to two or more streets.
Land address	The street address as assigned by the Council.
Physical address	The street address as approved by the Council for use by the resident.
Mailing address	The address as advised by a person with an interest in land that is maintained within a Council database, where that address complies with the Australia Post standard for mailing addresses.
Alternative address	The addressing of corner lots, lots with access from an alternate street and lots with long frontages with the complete set of respective possible addresses.

Policy administrative procedure:

The following procedure is to be undertaken for this policy:

1. The Council shall, as part of the initial registration of land, assign a land address. This address will be required to meet the following criteria:
 - (a) The street number shall be the number or range of numbers assigned within the continuum of numbers assigned to the street. The assignment of street numbers shall be based on the Council policy in force at the time the land is created.
 - (b) The street name shall generally be the street to which the land fronts, or where the land is a corner lot, the street on which the land's longest boundary faces.

- (c) The suburb shall be the suburb in which the land is mainly located. The definition of “mainly” means the suburb in which more than fifty percent of the land area is physically located.
 - (d) This address shall remain as assigned until such time as the land is amalgamated or subdivided.
 - (e) Where the land is a corner lot, or a range of numbers has been allocated, alternate addresses shall be recorded.
2. The Council shall, subsequent to initial registration, on application by the owner, assign a physical address to the land. This address will be required to meet the following criteria:
 - (a) For land without an alternate address, the address shall be the same as the land address.
 - (b) For land with an alternate address the physical address shall be allocated as a single number corresponding to the location of the access to the land.
 3. The Council shall, on application by the owner or occupier, assign a mailing address to the land. This address will be required to meet the following criteria:
 - (a) The mailing address shall be in accordance with the Australia Post Standard for mailing addresses.
 - (b) The mailing address shall correctly represent where the letter box is located on the land.
 - (c) Alternate mailing addresses (eg. PO Box) may also be nominated to the Council by persons with an interest in the land.
 4. For existing properties where the addresses are not in accord with the above standards, the Council shall on becoming aware of the anomaly:
 - (a) Determine the correct address or addresses.
 - (b) Write to the registered owners informing them of the need to bring their address into line with the Council’s records.
 - (c) Allow the owners up to sixty days in which to lodge a request for special consideration.
 - (d) After sixty days alter the records of the Council to show the new address and advise the owners and relevant organisations of the change.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME