

PROPERTY NUMBERING AND NAMING OF PRIVATE RIGHTS OF WAYS N1

PROPERTY NUMBERING N101

Policy Objective:

1. To provide consistent rules and guidelines for the numbering of rural and urban properties. This includes the renumbering of existing properties originally in a rural area but now falling within an expanding urban area due to further township development and growth.

Other Policies:

2. There are no other relevant Council policies.

Rural (RAPID) Numbering:

3. All properties in the Rural Zone of the district (as defined in the Selwyn District Plan) shall be issued with a RAPID number when:
 - a) A building consent has been granted for a structure associated with temporary or permanent occupation. This could include a residential dwelling, a commercial business, workshop, dairy shed, or any other regularly occupied building off an adjoining road, to cater for the potential of emergency services needing to attend to situations of personal and property distress.
4. The process to issue a RAPID number shall be as follows:
 - a) A RAPID Number Request Form shall be sent out with the building consent information pack.
 - b) This shall require an Applicant to formulate a schematic plan showing the approximate position of the intended vehicle entranceway measured in relation to the sites legal or other established boundaries along the road frontage.
 - c) The Applicant would return this form to Council's Asset Department to enable a preliminary RAPID number to be established within the GIS environment, subject to a confirmation check on site as per 5 below.
 - d) If the Applicant fails to do this or has not been arranged prior to a Code of Compliance Certificate being issued for the building, then staff shall generate a RAPID number that shall be issued to the property.
5. Council staff shall organise all necessary data collection to confirm or establish a RAPID number and enable a post to be erected as follows:
 - a) On site data shall be collected using GPS to locate and confirm the vehicle entranceway location.
 - b) Data shall be downloaded and the distance measured within the GIS environment to confirm or establish the RAPID number.
 - c) When GPS service is not available this shall be established by the measurement of the vehicle entranceway from the nearest intersecting road along the particular road.
 - d) The measured distance shall be sufficient to establish it within the nearest 10 metre interval along the road from its origin and in relation and comparison to any other existing RAPID numbers along the road.
6. A standard 4 or 5 digit number (depending on the length of the road concerned) shall be issued using the Australian-New Zealand Standard 4819:2003 (ANZS 4819).
7. When all 4 or 5 digits are not required the RAPID number shall only use the digits required e.g.123, not 00123.

8. In accordance with ANZS 4819, even numbers shall be allocated to the right hand-side of the road travelling away from its origin. Similarly odd numbers shall be allocated to the left-hand side of the road.
9. Council shall erect a standard RAPID number post (reflective digits on a blue edge marker type post) on the left-hand side of the vehicle entranceway to the property where practical, or otherwise positioned to enable it to be clearly visible.
10. When there are multiple properties off a private road or right of way, the private access way shall be issued with a RAPID number pertaining to the adjoining legal road, and all properties off that access way shall be issued with the same RAPID number with a numbered suffix in sequential order; e.g. 456/1, 456/2 etc. Individual RAPID posts would be erected at the respective vehicle entranceways along the private access way in this manner.
11. Council is responsible for the administration and cost of the RAPID system including the erection and maintenance of individual RAPID posts.
12. Property owners shall not remove or intentionally obscure the RAPID numbers or post (unless in accordance with 16. below) such that it is not readily visible from the adjoining road.

RAPID Number Standardisation:

13. Previously Council has utilised a system that uses a 7 or 8 digit number that is not in accordance with ANZS 4819. However, removal of the first three digits does conform to the intent of ANZS 4819.
14. As part of the adoption of the Property Numbering Policy the previous RAPID number system format used is discontinued to achieve conformance with the format of rural numbering under ANZS 4819 hence forth.
15. Council shall facilitate this by no longer emphasising the need for using the first three digits.
16. Council shall undertake an initial public awareness campaign to this end on policy adoption and this would include all emergency services. Included would be the suggestion for property owners to remove or cover up the redundant digits themselves.
17. The existing 7 or 8 digit RAPID post shall remain until it is replaced by natural attrition. The replacement post would display the RAPID number in the correct format (i.e. less the first three digits) of the previously superseded 7 or 8 digit number.

Urban Numbering:

18. Properties in the urban or township area of the District shall have an urban number when:
 - a) The property is within a currently operative District Plan Living or Business Zone in a township;

and

- b) The property adjoins or has access to a road that has a speed limit of 70kph or less, as established by Council bylaw to Land Transport NZ speed limit criteria.
19. Wherever practicable, the standard numbering format detailed in ANZS 4819 shall be followed unless it is appropriate to resolve numbering conflicts in urban areas by using the underlying existing standardised RAPID number derived under 14. above. Where an anomaly

occurs, the most practicable numbering sequence shall be adopted. This is to follow the standard numbering conventions as closely possible.

20. Urban numbering sequences are to be consistent with originating out from an established township centre along main streets and roads wherever practical.

21. When there are multiple properties off a private road or right of way, or when a property has been subdivided and all sequential numbers have been allocated, an urban number pertaining to the adjoining legal road shall either be retained or assigned and an additional alphabetical suffix shall be used to differentiate the individual properties e.g. 3a, 3b, etc. Individual letterboxes shall be erected at the beginning of the private accessway, where it adjoins the legal road boundary.

22. Council shall be responsible for the issuing of new urban numbers including undertaking the notification of internal and external stakeholders in conjunction with the naming of new subdivision streets and roads.

Private Roads and Rights of Way Naming:

23. Council shall consider a request to name a private accessway or right of way provided it meets the following criteria:

- a) It serves a minimum of 5 (five) properties; and
- b) For an existing private accessway, the proposed name is consented to by all ratepayers on the private accessway; or
- c) For a private accessway that is part of a new subdivision, the proposed name is to be submitted with the application for subdivision consent.

24. Council shall consider a request to change the name of an existing private accessway provided all ratepayers on that private accessway give their consent to the change.

25. The request to name or rename a private accessway (as per 23. or 24. above) must be submitted to Council staff for approval and shall be assessed under 23. and 24. above to ensure it complies with appropriate naming conventions i.e. the name is suitable and does not conflict with any legal road name within the district.

26. If approved, a name plate to Council specifications shall be erected using white lettering on a blue background, in order to differentiate the private accessway from legal roads. Such name plates in the rural area shall be the standard size to aid visibility, whilst name plates in the urban areas shall be smaller. Under the name, the word "Private" shall be inscribed.

27. Council shall erect the name plate and post (if required) with the cost invoiced to the original submitter. Any arrangements to recover this cost with other users shall be the submitter's responsibility and not Council's.

28. By allowing the naming of such a private accessway this in no manner infers that Council is responsible for its maintenance or any aspects associated with its provision or use as a private accessway. For addressing purposes, properties are identified from the legal road in which the private accessway adjoins, in accordance with 10 and 21 above.

29. The properties shall be numbered sequentially in accordance with 10 or 21 above.

Renumbering from Rural to Urban Numbers:

30. The trigger for changing property numbers from a rural (RAPID) number to an urban number shall occur when the criteria established in 18 above is met.

31. An urban number shall be issued in accordance with ANZS 4819 and the relevant provisions contained in this policy.

32. Consultative procedures shall be implemented by the Asset Department to provide those affected by the change at least two months notice (or other notice period as agreed with the relevant township advisory and Community Committee) of an approved change.

33. A Help Pack would be sent with any notification to assist property owners with the change.

34. When renumbering to urban numbers, if there is a conflict(s) with existing RAPID numbers such that number duplication would occur on the same road and this can not be reasonably resolved on an individual basis, then changing existing numbering directions, sequences or road names shall be considered as detailed below.

Changing a Road Name to Resolve Numbering Issues:

35. A resolution of Council shall be required to effect a road name change.

36. Pursuant to this, full consultation with affected parties such as property owners and relevant township advisory and community committees shall be undertaken by Council staff and the outcome of this reported to Council as part of any recommendation.

37. Road name changes and changes in numbering sequences or direction should only take place when there is no other logical or practical solution that could be imposed without significant impact.

38. Where practical, a road should be renamed to the nearest intersecting road to achieve a differentiation to the origin of any resulting roads and street layouts.

39. The suffix "Street" is to be considered if appropriate to give clear distinction between the existing road name and the newly renamed section of urban street within a township.

40. Consultative and notification procedures shall be undertaken in accordance with 36 above, in conjunction with currently established Council approval and notification procedures of internal and external stakeholders as in 21 above.

.

Council 21.3.2006

Confirmed by Council 11.7.2007