

The [NSW Addressing User Manual \(AUM\)](#) outlines the Geographical Names Board (GNB) policy, principles, processes and procedures for addressing in New South Wales. As developers play an integral role in the assignment of addresses, this reference guide has been developed to emphasise the key areas of responsibility and interest for developers.

The [AUM](#) is an extension of the *AS/NZS 4819:2011 Rural and Urban Addressing Standard* and provides for the production, aggregation, publication and use of address data in NSW. It is the foundation for creation of quality addresses which should be captured as early as possible, clearly understood by the community (i.e. there is no reliance on anything other than the authoritative address to identify a location) and maintained through standardised quality assurance processes.

The [AUM](#) repeals all existing GNB policies and guidelines in respect to addressing in NSW. The policy contained in [Chapter 2 of the AUM](#) does not apply retrospectively. Arrangements that predate this policy are not necessarily subject to its terms. For information regarding these addresses refer to the [NSW Retrospective Address Policy](#).

Legislation and Authority

The GNB is governed by the *Geographical Names Act 1966* which provides the power to assign names to places; to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name; and to determine the application of each name with regard to position, extent or other reference. The Board ensures its practices; guidelines and policies adhere to international standards in this domain.

The GNB is committed to providing NSW with the best possible service in relation to location information, thereby demonstrating their commitment to public safety.

The role of the Board in the road naming process is to set policy and processes for all road naming proposals in NSW, and to compile, maintain and publish a list of road names as per s.5(2) of the *Geographical Names Act 1966*. The Board offers guidelines and advice for the selection of names for roads. Under the provisions of Section 10 of the *Roads Regulation 2008*, 'a road authority may not proceed with a proposal to name or rename a road against an objection made by the following persons or bodies except with the approval of the Minister' of which the Surveyor General of NSW is a notifiable authority.

The Board is responsible for the naming of localities and defining their extent as provided under s.2 and s.5 of the *Geographical Names Act 1966*.



Authority for numbering

The GNB expects local governments to pursue conformant numbering and enforce the principles which support the practice of standardised addressing. This can be enforced through the provisions of the *Local Government Act 1993*.

Under the provisions of the *Local Government Act 1993*, s.124, Order 8, a council may order a person to 'identify premises with such numbers or other identification in such manner as is specified in the order'. Failure to comply with this order is an offence, as described under s.628, for which the maximum penalty is 50 penalty units for an individual and 100 penalty units for a corporation.

Authority for road naming

The [NSW Address Policy](#) applies to all roads in NSW, regardless of custodianship and maintenance agreements. Importantly, under this policy, all roads in NSW shall be authoritatively named and the names gazetted.

For the purposes of the policy a road is considered to be an area that is open to and/or used by the public and is navigable by vehicle or foot and can be used for assigning addresses or allowing access between points or to a feature.

Road naming is legislated under the *Roads Act 1993*. This Act empowers the authority in charge of the road with the rights to name it. Under the provisions of Section 10 of the Roads Regulation, 'a road authority may not proceed with a proposal to name or rename a road against an objection made by the following persons or bodies except with the approval of the Minister' of which the Surveyor General of NSW is a notifiable authority.

Local governments are able to refer their administrative requirements regarding gazettal and notification, as per the *Roads Regulation 2008*, to the Surveyor General, as Chair of the GNB. The online road naming application provided by the NSW Address Database custodian, Spatial Services, includes an option for the authority to request the Surveyor General, and therefore the Board, to support any agreed notifications and gazettal requirements of the Regulations.

Authority for locality names and boundaries

Under s.2 and s.5 of the *Geographical Names Act 1966*, the GNB have responsibility for assigning names to localities, determining their extent and publishing their details in the Gazetteer of Place Names (GPN). Refer to [AUM Chapter 4 - Section 4.2.3 - Gazetteer of Place Names](#) for more details.

The Act provides that any geographical publication shall use the official name of a locality, unless the publication explicitly states that the name is not considered official for the purposes of the Act. Failure to comply with directions of the Act can be liable to a penalty of up to 5 penalty units.



Custodianship roles for data producers

Custodians	Roles	Rationale
Local Government	1. All addresses established in NSW must be defined with the minimum Core Address Components - refer to AUM Chapter 4 - Section 4.5 - Core Address Components .	Addresses must be properly and unambiguously produced to allow for accurate and reliable site identification to support timely and efficient emergency service and other service delivery.
State Government Agencies	2. Custodians can associate non-Core Address Data with data within their own systems.	Consistency of data is required and minimum components must be provided to ensure quality and accuracy of address data.
Surveyors	3. Custodians must record all the addresses for which they are custodian, and wherever feasible provide effective maintenance arrangements.	Derivation and production of address data components is governed by the NSW Addressing User Manual to ensure consistency of application.
Developers	4. New, revised or deprecated Core Address Data must be advised to LPI as per established Data Supply Contracts and/or time frames required in the AUM Chapter 8 .	
Planners	5. Core Address Data components must conform to the requirements of the AUM .	
Geographical Names Board of NSW	6. All addresses proposed in NSW by developers, planners or surveyors must be provided to local government within the timeframes outlined in AUM Chapter 8 - AP6 - Development and Subdivision .	
	7. All addresses produced in NSW by private entities, including corporate bodies, must be provided to local government as outlined in AUM Chapter 8 .	
	8. Where revisions are required for existing Core Address Components, Persistent Address IDs should be referenced by local government in data exchanges with LPI to ensure consistency of data maintenance.	
	9. Data producers are strongly encouraged to utilise address data from the NSW Address Database within their systems.	

Governance functions for data producers

Custodians	Roles	Rationale
<p>Planners</p> <p>Developer</p> <p>Surveyors</p>	<p>Surveyors, developers and planners are responsible for proposing core address components for new developments.</p> <p>This information is then required to be provided to local government through the Development Approval process, or another approved process which ensures the data is eventually maintained by local government and LPI.</p> <p>Determination of relevant address sites should be undertaken as per the requirements outlined in AUM Chapter 2 - Section 2.5.4.</p> <p>The functions that these stakeholders can perform to support comprehensive and standardised addressing are:</p> <ul style="list-style-type: none"> • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • to propose new address information at the earliest practical time during the development cycle - refer to AUM Chapter 8 - AP5 - Addressing - Development and Subdivision • to record address data and provide access to address information to local government • to support LPI in maintaining a single source of truth address database • to consult with individuals, stakeholders and special interest groups on road naming proposals to facilitate community consensus refer to AUM Chapter 7 - Section 7.1.2 - Submissions. 	<p>These stakeholders must adhere to the requirements of the:</p> <ul style="list-style-type: none"> • <i>Conveyancing (General) Regulation 2008</i> [2008-375], Part 3 Register of plans, Division 1 General • <i>Surveying and Spatial Information Act 2002</i> No 83, Section 36 Regulations • <i>Surveying and Spatial Information Regulation 2012</i>, 31 August 2012, Section 60.

More information

The [NSW Address Policy](#) and [NSW Addressing User Manual](#) can be downloaded from the GNB website www.gnb.nsw.gov.au

For more information on any aspect of addressing or the addressing process please contact the NSW Addressing Committee @ SS-GNB@finance.nsw.gov.au or ☎ 02 6332 8070.