

The [NSW Addressing User Manual \(AUM\)](#) outlines the Geographical Names Board (GNB) policy, principles, processes and procedures for addressing in New South Wales. As surveyors 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 surveyors.

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](#).



## Governance functions for data producers

Agency	Functions	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 Spatial Services.</p> <p>Determination of relevant address sites should be undertaken as per the requirements outlined in <a href="#">AUM Chapter 2 - Section 2.5.4</a>.</p> <p>The functions that these stakeholders can perform to support comprehensive and standardised addressing are:</p> <ul style="list-style-type: none"> <li>• maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing</li> <li>• to propose new address information at the earliest practical time during the development cycle - refer to <a href="#">AUM Chapter 8 - AP5 - Addressing - Development and Subdivision</a></li> <li>• to record address data and provide access to address information to local government</li> <li>• to support Spatial Services in maintaining a single source of truth address database</li> <li>• to consult with individuals, stakeholders and special interest groups on road naming proposals to facilitate community consensus refer to <a href="#">AUM Chapter 7 - Section 7.1.2 - Submissions</a>.</li> </ul>	<p>These stakeholders must adhere to the requirements of the:</p> <ul style="list-style-type: none"> <li>• <i>Conveyancing (General) Regulation 2008 [2008-375], Part 3 Register of plans, Division 1 General</i></li> <li>• <i>Surveying and Spatial Information Act 2002 No 83, Section 36 Regulations</i></li> <li>• <i>Surveying and Spatial Information Regulation 2012, 31 August 2012, Section 60.</i></li> </ul>

## Custodianship roles for data producers

Custodians	Roles	Rationale
<p>Local Government</p> <p>State Government Agencies</p> <p>Surveyors</p> <p>Developers</p> <p>Planners</p> <p>Geographical Names Board of NSW</p>	<ol style="list-style-type: none"> <li>1. All addresses established in NSW must be defined with the minimum Core Address Components - refer to <a href="#">AUM Chapter 4 - Section 4.5 - Core Address Components</a>.</li> <li>2. Custodians can associate non-Core Address Data with data within their own systems.</li> <li>3. Custodians must record all the addresses for which they are custodian, and wherever feasible provide effective maintenance arrangements.</li> <li>4. New, revised or deprecated Core Address Data must be advised to Spatial Services as per established Data Supply Contracts and/or time frames required in the <a href="#">AUM Chapter 8</a>.</li> <li>5. Core Address Data components must conform to the requirements of the <a href="#">AUM</a>.</li> <li>6. All addresses proposed in NSW by developers, planners or surveyors must be provided to local government within the timeframes outlined in <a href="#">AUM Chapter 8 - Ap6 - Development and Subdivision</a>.</li> <li>7. All addresses produced in NSW by private entities, including corporate bodies, must be provided to local government as outlined in <a href="#">AUM Chapter 8</a>.</li> <li>8. Where revisions are required for existing Core Address Components, Persistent Address IDs should be referenced by local government in data exchanges with Spatial Services to ensure consistency of data maintenance.</li> <li>9. Data producers are strongly encouraged to utilise address data from the NSW Address Database within their systems.</li> </ol>	<p>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.</p> <p>Consistency of data is required and minimum components must be provided to ensure quality and accuracy of address data.</p> <p>Derivation and production of address data components is governed by the <a href="#">NSW Addressing User Manual</a> to ensure consistency of application.</p>

# Addressing Processes – AUM Chapter 8

There are seven processes outlined in the [NSW Addressing User Manual](#). [AP5 – Addressing – Development and Subdivision](#) is the most relevant to surveyors. For more details refer to [AUM - Chapter 8](#).

Spatial Services understands that each local government has different timelines for the DA process. [AP5](#) covers the drafting, quality assurance and processing of address information at various stages to provide for the differing requirements of local government.

The planning, construction and development process involves many organisations and legislation to enable the creation of new property titles in NSW.

## AP5 – Addressing – Development and Subdivision

The process tasks defined in [AP5](#) outline the end-to-end requirements of the development and subdivision processes, using either e-Plan or traditional methods (manual lodgment over the counter) for communicating with the NSW Addressing Committee.

[AP5](#) elaborates on the legislative requirements for planning purposes, but also includes tasks specifically relevant to addressing.

[AP5](#) encourages the capture of an authoritative address as early as possible in the development process to maximise benefits from use of the NSW Address Database.

There is considerable variation in the size and implementation of developments and the process is indicative of where the address activities could and should occur – however each development will have to determine what can be achieved within its given parameters.

## Subdivision and building developments

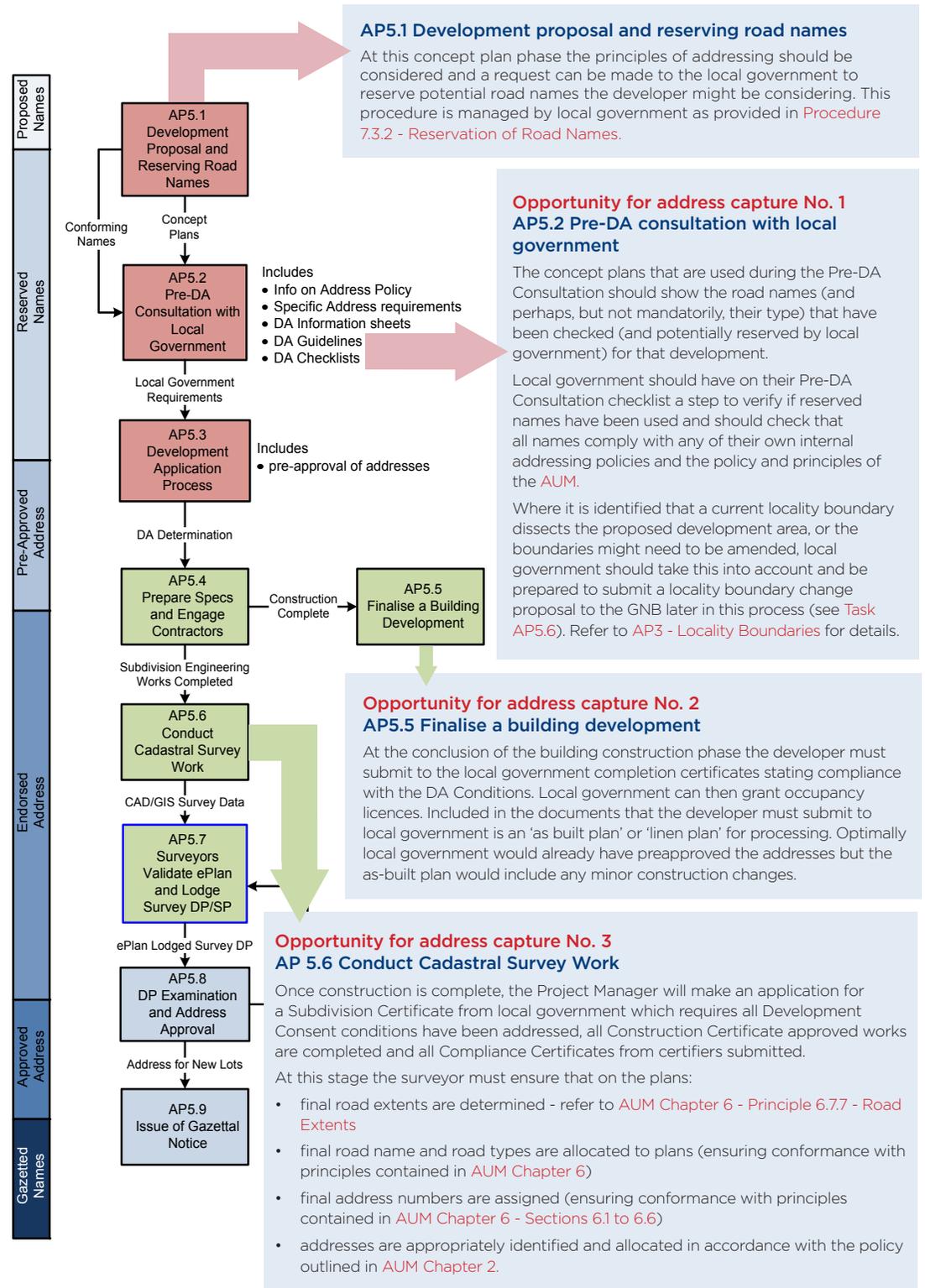
[AP5](#) can cover both subdivision developments and building developments that are undertaken under the formal Development Application process that is managed by local government. Tasks [5.1 - 5.5](#) cover developments that do not require the submission of a DA to Spatial Services.

## Private roads and existing roads

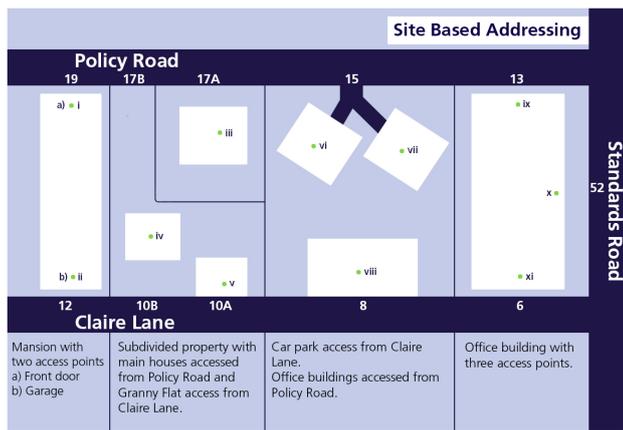
The process can cover the scenarios of developments both with and without new roads. For building developments the new roads will be internal private roads. If no roads being created, the road naming tasks are not required and can be omitted.

## Naming features and checking locality boundaries

Where parks or reserves are being planned for a development area, the developer should refer to the GNB guidelines for naming geographical features. Local government has a key role in the allocation and approval of appropriate addresses to support developments. They are the primary contact point for addressing and they, in cooperation with the NSW Addressing Committee, will create authoritative addresses in accordance with NSW legislation, Australian Standards and the NSW Address Policy. Local government procedures and policies may vary and so will the time taken to approve and create addresses. Developers should consult with local government early and often to ensure their projects are not delayed or interrupted in getting the essential addressing tasks completed.

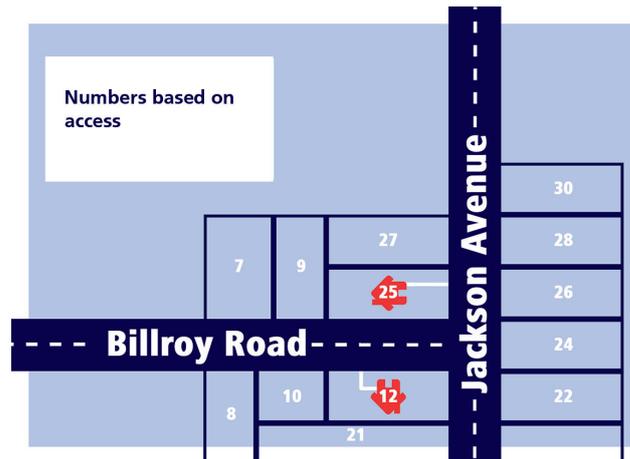


# Addressing Principles – AUM Chapter 6



## Determination of address number

The main access, or where access is most likely to occur for a visitor, from a road to an address site (e.g. front door) determines the primary address. Sometimes there might be separate vehicular and pedestrian access to a site. The primary address should be allocated to the pedestrian access point; the alternative address should be allocated to the vehicular access point. Where pedestrian access is provided via a pathway, not a named road, the pathway shall be named in accordance with **AUM Principle 6.7.3 - Roads to be Named**.



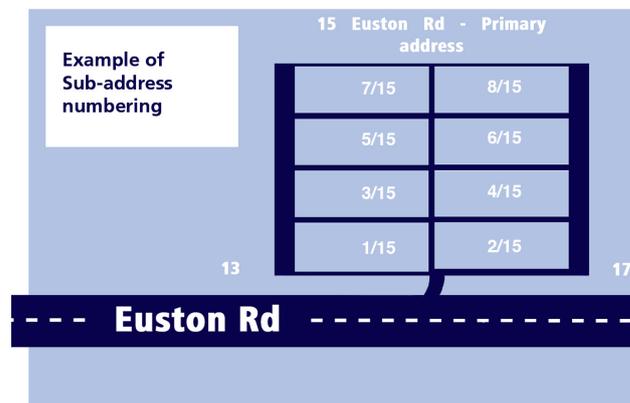
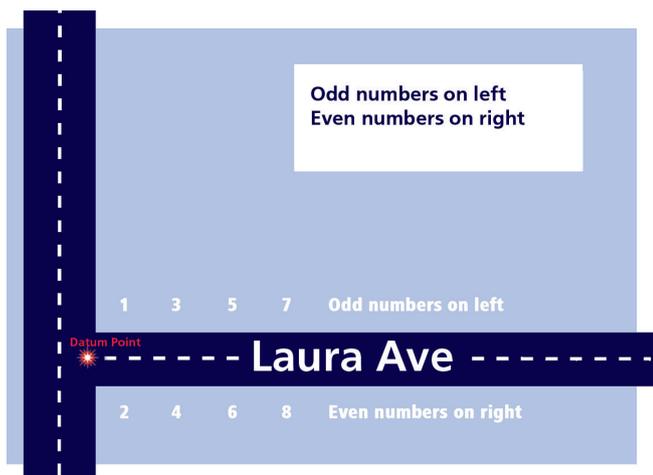
## Address numbers

Address numbers shall be:

- a. Unique, clear, logical and unambiguous.
- b. Sequential positive integers commencing from the datum point.
- c. Odd numbers on the left side of the road (from the datum point) and even on the right side.
- d. Created without prefixes, in the form of preceding alphabetical characters.
- e. Singular, i.e. no number ranging shall be used.
- f. Distinct from Lot Numbers
- g. Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.

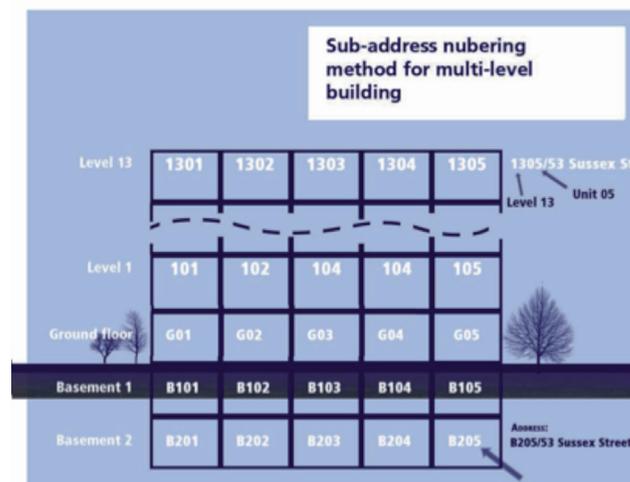
## Sub-addressing

Sub-address numbering shall be used for address sites that are contained within a primary address site e.g. an apartment building, block of flats or marina.



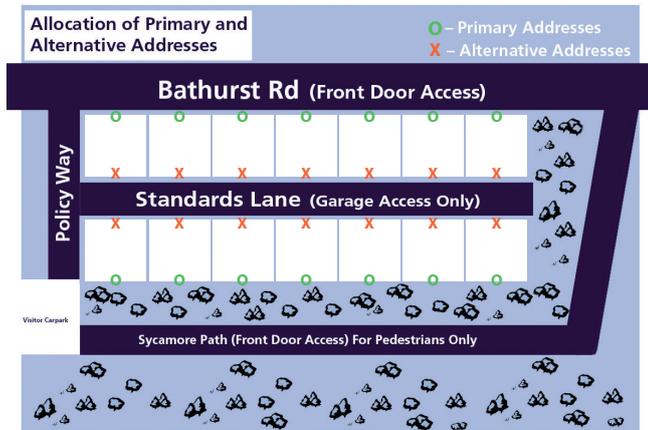
## Multi-level sub-address allocation

Sub-address numbers in multi-level buildings shall consist of two parts. The first part shall be one or more alphanumeric characters which represent the level and room. The last two digits shall be the address number for the site (this is commonly referred to as 'hotel-style numbering'). The last two digits in the sub-address number shall be unique on that level.



## Alternative addresses

Where a primary address site has more than one access point, it may be assigned one or more alternative addresses. Corner sites with only one access point shall have only one address - on the road that the site is accessed from.



## Reserving numbers

Additional numbers should be reserved for address sites with abnormally wide frontages or where there is potential for urban infill. Reserving numbers means sufficient numbers should be available for any possible future development design.



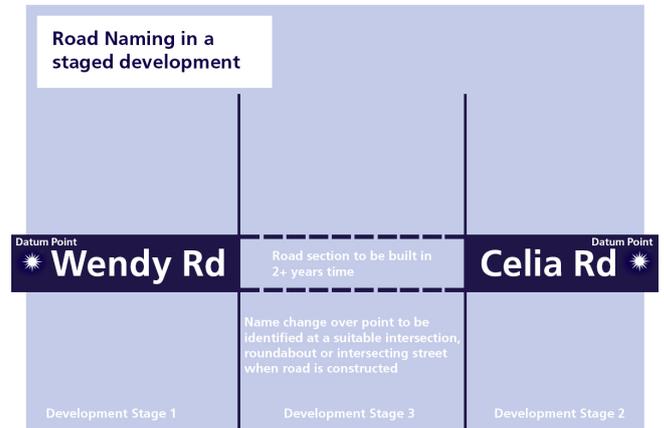
## More information

The NSW Address Policy and NSW Addressing User Manual can be downloaded from the GNB website [www.gnb.nsw.gov.au](http://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](mailto:SS-GNB@finance.nsw.gov.au) or ☎ 02 6332 8070.

## Road extents

The extent of a named road shall be defined by the formed road, and shall include only one section navigable by vehicles or foot. Unconnected navigable sections, such as where separated by an unbridged stream or a physical barrier, shall be assigned separate names.



## Distance based numbering system

The system for determining address numbers in rural and semi-rural areas is based on the distance of the access point from the road datum point. This distance is measured in metres and then divided by 10 - after which the number is then rounded to the nearest odd number (for points on the left side of the road from the datum point), or nearest even number (for points on the right side of the road).

