***When do I apply for a new street number?***

**FAQ – Street Numbering**

A new street number will be automatically allocated by the City at the time the subdivision clearance request has been lodged and cleared by the City. This information will be provided to Landgate once the certificate of titles have been applied for.

***How can I change my existing street number?***

A landowner may apply to the City to change an existing street address by contacting the City on 9273 3500 or lodging an enquiry through the City’s online portal on the Development Applications Essentials page. Fees may apply for this process.

It should be noted that the City will consider a request for a change of street address in the following circumstances:

* In response to difficulties associated with the identification of a property (i.e. where the front door of a house on a corner lot faces a different street from the one to which the property is assigned an address); and
* To achieve a logical sequence of street numbering in the street.

The City will only consider re-allocating unused whole street numbers that may be available if the adjacent property cannot be further developed.

***In which situations will the City not approve the change?***

The City may not grant requests for a change in street addresses which are based on the following:

* The number is considered unlucky;
* Personal preferences;
* The number/addressed are perceived to devalue the property or not good for business; and
* The property is difficult to sell.

***How is the ‘correct street address’ determined?***

The main pedestrian access from a street to a dwelling/building for visitors (i.e. the front door) determines the correct street address of a property.

***How should properties have their address displayed?***

The letterbox must be located on the front boundary of the property with the footpath or street to which the property is addressed. It must be located close to the main access point, with the allocated street number clearly displayed.

Other properties, such as commercial properties without a letterbox, must have the street number clearly displayed and visible from the street. Displaying street numbers on the dwelling/building and painting of reflective numbers on the kerb are encouraged.

***What method is used for street numbering?***

Street addressing is generally done in accordance with Landgate’s Practice Manual.

***What is the timeframe?***

Once the request has been lodged and payment of the fee (if relevant) has been made, the request will be assessed. Street numbering requests are usually completed within 10 business days

If a request for a change of address is approved, the City will notify the relevant agencies, including Landgate, Australia Post, and the City’s internal Rates Department.

***Need further assistance?***

Feel free to contact the City’s Urban Planning team:

|  |  |
| --- | --- |
| Envelope with solid fill | Lodge an enquiry through the online portal on the City’s website |
| Receiver with solid fill | (08) 9273 3500 |
| Man with solid fill | 71 Stirling Highway, Nedlands (corner of Smyth Road) 8:30am – 5pm |

*Disclaimer: This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate but accept no responsibility or warranties for actions based on the information provided. The City encourages you to seek professional advice before acting on any information contained in this document. Please contact the City if you wish to comment on the forms provided and information contained within.*