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| **Administration Building:** | **Telephone:** | 02 6354 9999 |
| 180 Mort Street LITHGOW NSW 2790 | **Fax:** | 63514259 |
| **Postal Address:** | **Email:** | [council@lithgow.nsw.gov.au](mailto:council@lithgow.nsw.gov.au) |
| PO Box 19 LITHGOW NSW 2790 | **Website:** | <http://council.lithgow.com> |

Logo, company name

Description automatically generated

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| **APPLICATION FOR RURAL/URBAN ADDRESS NUMBERING** |

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| **Property Details** | | | | | | | | | | | | | | | | | | | | | |
| **Landowner(s) Name:** | | | | | |  | | | | | | | | | | | | | | | |
| **Contact No:** | | | | | |  | | | | | | | | | | | | | | | |
| **Email:** | | | | | |  | | | | | | | | | | | | | | | |
| **Postal Address:** | | | | | |  | | | | | | | | | | | | | | | |
| Land for which an address is requested | | | | | | | | | | | | | | | | | | | | | |
| **Lot:** |  | | | | **Section:** | |  | | | **Deposited Plan/Strata Plan:** | | | | | | | |  | | | |
| **Street:** | |  | | | | | | **Suburb:** |  | | | | | | | | | | | | |
| **Prepared By:** | | |  | | | | | | | | | | **Date:** | | |  | | | | | |
| **Purpose of Request/ Further Details** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| *Please be advised a fee may be applicable for this application* | | | | | | | | | | | | | | | | | | | | | |
| I understand that an address number will only be formalised after full payment is received | | | | | | | | | | | | | | | YES | | | |  | NO |  |
| Authorised By | | | |  | | | | | | | | **Date:** | | | | |  | | | | |
| **To Be Completed By Council** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | Receipt No: | | |  | | | | | | | |
| Amount Paid: | | |  | | | | | | | |
| Date Paid: | | |  | | | | | | | |
| Processed By: | | |  | | | | | | | |

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| **The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only ne used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.** |

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| **GENERAL INFORMATION** | |
| How is an Address Issued?  An Address is issued via the NSW Address Policy and User Manual 2021 which outlines policies which should be implemented to standardise the production, aggregation, publication and usage of address data across New South Wales (NSW) in an open and timely manner.  *Suburb changes are also assigned correctly within the LGA as Council recognises Suburb addressing as an ongoing issue.*  NSW Address Policy and User Manual 2021  The NSW Address Policy and User Manual was developed by the Geographical Names Board and Spatial Services to outline principles, procedures and processes which can be implemented to standardise the production, aggregation, publication and usage of address data in an open and timely manner.  The Geographical Names Board (GNB) of NSW is responsible for maintaining the state gazetteer for place names and road names, and therefore uniquely positioned to provide support for the production, aggregation, publication and usage of standardised address data across NSW. This document is aligned with AS/NZS 4819 and replaces the documents listed in AUM Chapter 1 - Section 1.6 - Related Policies and Documents as previously issued by the GNB.  The scope of the contents for this manual have been defined through consultation with Spatial Services and the GNB through various iterations which have taken into account:   * GNB Strategic Plan and Action Items * current legislative framework for addressing in NSW * status of Spatial Services systems developments which will enable capture of address data * state and national policies for addressing * requirements for a best-practice addressing standard for application across the state.   This policy applies to the production, aggregation, publication and usage of all new addresses (and components) in NSW, including: | |
|  | road names (private and public) |
|  | assignment of address numbers |
|  | development and subdivision address processes |
|  | complex site addressing (caravan parks, retirement villages, Educational facilities etc.) |
|  | creation of new or amended address locality boundaries. |
| How to complete this form   1. Ensure that all fields have been filled out correctly with as much information that you are able to provide. 2. You are encouraged to expand upon the material provided in any way you consider relevant. 3. Once completed, any applicable fees must be paid before an address number can be formalised 4. Failure to provide the required information will delay processing of your address number and may result in the application being returned to you for completion. | |