Please print clearly in BLOCK LETTERS with a black pen.
Ensure all fields have been filled out correctly.
Please tick ☑ the appropriate boxes.
Once your application is received a Council Officer will
contact you if further information is required.

You may use this form to apply for any Property Addressing applications you may have.

PROPERTY TYPE (please tick)

☐ Urban/Rural Residential (Attach Deposited Plan)

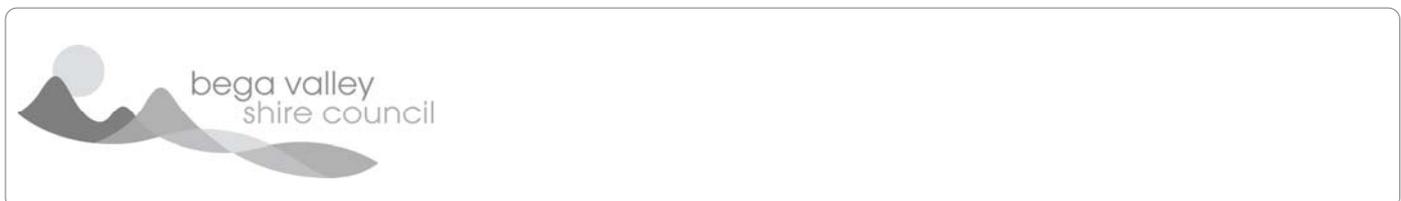☐ Rural (Attach Sketch Plan)

APPLICANT/OWNER DETAILS

Applicant name [   ]   **Phone** [   ]

Owner's Name [   ]   **Phone** [   ]

PROPERTY DETAILS (your property details must be supplied below)

Street/Road [   ]   **Town/Locality** [   ]

Lot & DP No. [   ]   **Rates Assessment** [   ]

☐ Please update my postal address with my new rural address details

☐ Please update my postal address to: _____

Please provide diagram indicating how you would like the property numbered (refer to instructions on reverse of form).

bega valley shire council

ADDRESSING PRINCIPLES

Address numbering shall be unambiguous and applied in a logical manner.

Address numbers shall be applied to ALL sites which require unique identification to facilitate access, delivery of services or maintenance of records.

The main access, or where access is most likely to occur for a visitor, from a road to an address site (ie. front door) determines the primary address.

URBAN/RURAL RESIDENTIAL ADDRESSING

Odd numbers are on the left side of the road (from the datum point) and even numbers on the right side of the road. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction, in which case numbering shall continue as per existing layout.

RURAL ADDRESSING

What is Rural Addressing?
Rural Addressing is a simple and permanent means of identifying, locating and addressing properties in rural areas.

Why is rural addressing an advantage?
Rural residents have been disadvantaged by not having a clearly identified address. One of the more important examples of why rural addressing can be an advantage is the emergency services if required can find your property more efficiently.

How does it work?
Property numbers are allocated based on the distance of the property from the start of the road, odd numbers on the left, even number on the right. The rural address number 327 refers to a property on left and 3.27km from the start of the road (see example below).
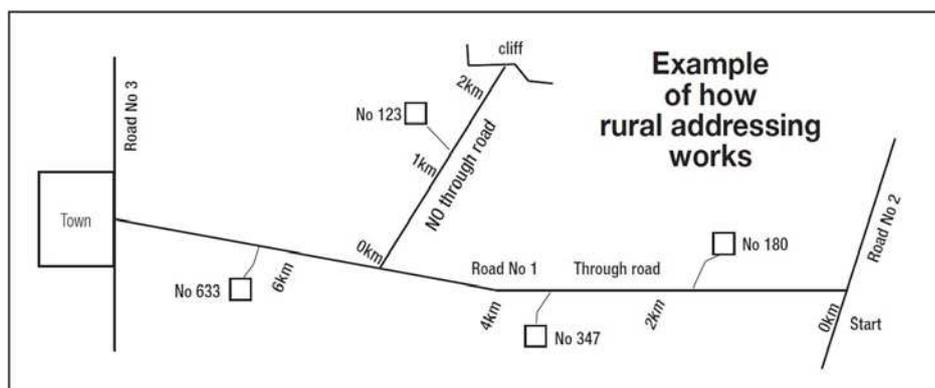
Where does a road start?
A road starts at the "T" intersection of junction of another road.

What direction do the numbers run?
BVSC have adopted a standard for what direction the numbers will run.
For a through road, the numbering begins at the intersection of an adjoining road and continues in a south-north direction or east-west direction. Where a road is **NOT a through road**, the numbering will always begin at the "T" intersection or junction with the adjoining road.
The exception to all the above is the **Princes Highway** which has segments starting at Batemans Bay, Bega and Eden and runs in a southerly direction.

What do I do now?

You are required to fill out the application form (reverse side) and provide a sketch showing the distance from the edge of one side of the **SIDE BOUNDARIES** of your property to the middle of the **ACCESS DRIVEWAY** only.