

# RURAL PROPERTY ADDRESSING APPLICATION FORM



Rural Property Addressing is aimed to provide all occupied rural properties with a consistent numbered address. This national initiative is a distance - based road number from the road access point, to the occupied property as identified above by the applicant, and shall assist emergency services and other service providers to find the property.

**A Fee may be payable in accordance with Council's Fees & Charges.**

**NEW NUMBER**

**ADDITIONAL NUMBER**

**REPLACEMENT PLATE**

*(Please circle)*

*(Fee applicable)*

**Full Name:** \_\_\_\_\_  
*(Last)* *(First)*

**Rural / Property Address:** \_\_\_\_\_  
*(Lot/Section Number or Road number) (Road Name)*

\_\_\_\_\_ **CT Number (Volume & Folio):** \_\_\_\_\_  
*(Suburb/Area)*

**Assessment Number:** \_\_\_\_\_ **Valuer General's Number (VG):** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Reason for replacement (If applicable):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DRIVEWAY LOCATION PLAN

{Please include}

- Driveway Location Plan** – please provide a site plan showing primary access to your property with distance in metres measured from boundary fences.
- Property Boundaries including Road names
  - Show location of proposed or existing driveway
  - Distance from property boundaries to primary driveway in metres
  - Driveway Location Plan to scale or alternatively utilise a mapping website of your choice (supply printed map)

.....  
(Insert Road Name)

*(Insert distance in metres from boundary to primary driveway and road name)*

### OFFICE USE ONLY:

- A - Received Over Counter/Development Application/Mail/Email (please circle) - Fee applies as per Councils Fees & Charges
- A - Register in Records
- DS – Admin – Notify DA applicant (if applicable) of requirement to apply for RPA
- DS – Admin – Allocation of DA Number (if applicable)
- A – Rates – Notify DIT via email requesting RPA Data Point
- A – Rates – Receive notification from DIT – Update Rates in Synergy
- A – Rates – Notify DS – Admin re allocation of RPA for Development Application
- A – Rates – Send letter to applicant notifying RPA
- A – Rates – Generate Customer Request (ICS) to Works Supervisor – Assets & Infrastructure to order and arrange installation of RPA numbered plate
- WS – Assets & Infrastructure – Order RPA Numbered Plate and arrange for installation as per guidelines