



# Display your Address Correctly

It can protect your family, employees, customers and visitors by helping emergency services to locate you.

Even if you rely on a post office box for mail delivery, it is important that your address is displayed and is visible from the road. This applies whether you own or occupy a property.

## Guidelines for displaying your address

### 1. Use large numbers.

Numbers should be easy to see from the street, whether you are walking, riding or in a vehicle.

For non-residential areas or rural properties you may benefit from using larger numbers than what would be used in an urban area.

### 2. Be visible in the dark.

Numbers on a letter box, post, fence or other structure should be reflective or on a contrasting background.

### 3. Be visible from both directions for rural premises.

Numbers should be visible from both directions. Avoid placing numbers on a gate. If the gate is left open it may not be visible.

### 4. Post twice or more along a shared driveway or use extra identification signage.

If the shared driveway or access point leads to more than one property, post all numbers at the beginning of the driveway from the street and then on each property.

Consider extra signage information, such as, the distance along the driveway or access way to your property.

### 5. Uncover the numbers.

Several times per year, trim the bushes, vines, flowers and weeds so all numbers are clearly visible.

### 6. Use the correct street number.

Do not use lot numbers or non-residential numbers that have not been assigned by Council.

### 7. Display the number for the street it is assigned to.

If you are located on a corner property display your number to the road that it is assigned to, not the other road.

## Reasons for displaying your address

### 1. Protection in case of emergency

Protect your family, employees, customers, visitors and your premises. If you need emergency services they will be able to locate you faster. A visitor, child or injured person may be unable to give clear directions. New emergency personnel may also be unfamiliar with your area. Every second counts.

### 2. Identification for utility services

Phone, electricity, gas, water, NBN Co and other companies rely on an address to begin a new service or respond to a maintenance issue.

### 3. Identification for mail services

Mail, package and other deliveries require an address. Having that address clearly displayed will ensure prompt delivery and ensure that your deliveries do make it to you and not elsewhere or returned to the sender.

### 4. Easier to locate

Customers or visitors can easily find you.

## Not displaying or using an incorrect address is an offence

Under the provisions of the Local Government Act 1993, Section 124(8) a Council may order an owner or occupier of the land, "To identify premises with such numbers or other identification in such manner as specified in the order"

Failure to comply with the order is considered an offence under Section 628 of the Act. Offences for this order attract a maximum penalty of 50 penalty units for an individual or 100 penalty units for a corporation.

## Further Information

The Geographical Names Board of NSW website contains information relating to the NSW Address Policy and User Manual that Council applies to new and existing addresses in the local government area.



If you are unsure of your property address, please contact Council's Spatial Information Co-ordinator at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)