



## Rural Property Address Number Information Sheet

### RDS/2

The purpose of this information sheet is to inform and assist owners of Rural and Special Rural properties within the Shire of Augusta Margaret River with the allocation a new number or change to an existing Rural Property Address Number (RPAN) also known as Rural Street Number. Allocation and display of RPAN is covered under the *Shire of Augusta Margaret River Street Numbering Local law 2015*.

**Information and guidelines are also available from the Department of Land Administration (Landgate) website at [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au) "Property Street Addressing FAQ".**

#### **A better addressing system.**

Rural Property Address Numbers (RPAN) have been implemented within the Shire in accordance with a National model, partners include Landgate, Emergency Services, Utility providers, Electoral Commission and Australia Post. The objective is to provide a uniform address to every rural and special rural property to make it easy for all partners including the Shire to find a property, particularly in the event of an emergency.

Property numbers are based on the distance of the entrance to a property from the start of a road. Odd numbers are on the left and even numbers on the right. For example, the number 1902 refers to a property on the right side of a road 19.02 km from the road's beginning. Number 325 refers to a property on the left side of a road 3.25 km from the road's beginning.

#### **Why do I need one?**

The Rural Property Addressing System, with its logically established addresses and uniform address plates, makes every rural and special rural property easy to find. Emergency and other services only recognise this Shire supplied sign, as your official street address. Lot numbers, or Road Mail Box (RMB) numbers cannot be used as a valid street address.

It's a system that's simple to understand and easy to use, and it benefits everyone.

Agencies such as Telstra, Synergy (Western Power) and Australia Post will not supply services to a property which does not have a RPAN. The Electoral Commission will not recognise a lot number, RMB or property name as a residential address on the electoral roll for voting.

Australia Post will not recognise Roadside Mail Box numbers (RMB) as these are not valid postal addresses. Even most online shopping forms require a valid street number, (even if you use a PO Box for your postal address).

A RPAN may even save your life or the life of a loved one by making it easy in an emergency for police, ambulance, fire brigade or a doctor to locate your property quickly and without difficulty or delay.

It will make your property easier for vet and stock officers to find, and perhaps save livestock in an emergency. It could help save your home or outbuilding from destruction by fire. As we've pointed out, it could even mean the difference between life and death for you or a member of your family.

#### **What if my mail box used by Australia Post is nowhere near my driveway, won't they still need an RMB?**

The answer is No. RMB numbers are no longer recognised by Australia Post. In the case where your actual mail box is at the closest point where the Rural Mail Contractor delivers, all you need to do is *remove* the RMB number and replace with the RPAN, including the street name on the letter box if required. (i.e. if your New Rural Property address is "123 Dusty Rd, Rosa Brook", but your letter box is located at the top of Dusty Road where it meets "Best Rd, Rosa Brook", just mark your letter box as 123 Dusty Rd.

If you have never had mail delivery to your property before, check with Australia Post first, to see if they do service your property.

### **When and How do I apply for a Rural Property Address Number?**

Its easy! Just fill out the attached application form which also details how you can make your payment. You can send the form by email to [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au) or post to PO Box 61, Margaret River 6285, or simply drop the form into either our Margaret River Civic Administration Centre or Augusta Shire Office.

You can also complete the form at the time you lodge your building application, as the access point (driveway/cross over) of your property may be known, if a number has not been allocated the Shire can immediately measure and allocate a number for you. This will avoid delays in the provision of services from Western Power and Telstra as they require this address before they will commence works or connect services.

In addition getting your RPAN it will make it easier for your builder and tradesmen to find your property, and it would also help in the case of emergency services finding persons on site, during the building stage.

### **I already have a number but I have moved my driveway.**

If you have already been allocated a number, and you have created a new driveway as the primary access point for your property, you can pay a reduced fee and request the Shire to move the existing sign and replace your number or install a new sign at your new access point. Just fill out the attached application form and enter additional information in the Property Lot Number and/or RPAN if already allocated box. You can send the form by email to [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au) or post to PO Box 61, Margaret River 6285, or simply drop the form into either our Margaret River Civic Administration Centre or Augusta Shire Office.

### **What about my privacy?**

Because the new address is just a number, it won't encroach on privacy. Indeed it will help protect it: there'll no longer be a need for names on the gate post. The only agency advised of your new address is Landgate, who are responsible for updating the State & National database address files – these files do NOT use any identifying information other than the address details, the details are 'official' and can be used by organisations such as Western Power, Telstra, Australia Post, Police, Ambulance and other emergency services as required.

### **What does it cost?**

A fee to recover cost of supply and installation of the physical sign and number is applicable. Please refer to the Shire's Current Fees and Charges Schedule. Emergency and other services only recognise the Shire supplied sign with your number as your official street address. This is covered under the *Shire of Augusta Margaret River Street Numbering Local law 2015*

### **When will I be able to use my new Rural Property Address Number?**

Please do not use the address until the Shire has confirmed the details with you in writing, *and* the number plate and sign has been installed.

### **How long will it take?**

Please allow up to 4 weeks from the time of payment or request to the time of installation of the sign or replacement numbers, there are many processes involved including assistance from the Office of Landgate.



SHIRE of AUGUSTA  
MARGARET RIVER

Margaret River  
Monday to Friday: 9am – 4pm  
Phone inquiries: 8am – 4:30pm  
Ph: +61 8 9780 5255

Augusta  
Monday to Friday: 9am – Noon, 1pm – 4pm  
Ph: +61 8 9780 5660

# Application Form

## Rural Property Address Number

RDS/2

May 14, 2014

Please install a new or issue a replacement Rural Property Address Number to the property listed below.

By signing this request for the installation of a Rural Property Address Number, I acknowledge and agree that a fee as per the Shires Fees and Charges, to cover the cost of supply, installation or replacement is payable.

**Payment will be accepted by cheque (attached to this form) or by credit card by phoning 9780 5234.**

Details of Property Location	
Owner Names	
<ul style="list-style-type: none"> <li>Property Lot Number and/ or RPAN if already allocated.</li> <li>Reason for replacement/change/additional:</li> </ul>	
Property Street Name	
<ul style="list-style-type: none"> <li>Nearest Intersection</li> <li>Please attach Plans/Sketch of location of approved access point</li> </ul>	
Suburb/Locality & Postcode	
Postal address (if different to above)	
Suburb and Postcode	
Day time Contact Phone Number:	
Email address	

Signed by owner/s: \_\_\_\_\_ Date: \_\_\_\_\_

Form can be returned by post to PO Box 61 Margaret River WA 6285 or emailed to [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au). If you have any further questions on how to complete this form please contact the Revenue Team on 9780 5234.


**APPLICATION FEE TO BE PAID ON LODGEMENT**

Misc code: WK0072.84 or  
Building Licence code: RPAN

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_


Assess No: \_\_\_\_\_

 **In person**  
(Cash, Cheque, EFTPOS)

Shire Civic Administration Centre  
41 Wallcliffe Rd  
Margaret River

 **Telephone**  
(Credit Card only)

**Please tick**   
A Customer Service  
Officer will contact you.

 **Post**  
(Cheque - made payable to Shire of Augusta Margaret River)

Shire of Augusta Margaret River  
PO Box 61  
Margaret River WA 6285

