

# STREET ADDRESS CONFIRMATION APPLICATION FORM

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Instructions for  
completing this form:

1. Read the attached fact sheet
2. Fill in the form
3. Attach copies of relevant documents
4. Email the form and documents to [council@penrith.city](mailto:council@penrith.city)

You can use this form to apply for street address confirmation for new or proposed subdivisions and developments, or for existing granny flat or dual occupancy sites that require a street address. Please allow up to 10 business days for the application to be processed.

## APPLICANT DETAILS

First name

Surname

Company name (if applicable)

Postal address

Street number and name / PO Box

Suburb

Postcode

Phone number

Email address

I am the property owner

I am **not** the property owner

If you are not the property owner, what is your relationship to the owner? (e.g. builder)

## REASON FOR APPLICATION

I have determined the street address myself and require confirmation from Council the address is acceptable

I need Council to provide me with the address details

## EXISTING PROPERTY DETAILS

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Lot/DP/SP

Street address

You can find this information on your rates notice or proposed subdivision plans.

## TYPE OF DEVELOPMENT

Residential:

Dual occupancy - no strata (e.g. granny flat)

Strata subdivision - dual occupancy

Strata subdivision - townhouses/villas (three or more dwellings)

Strata subdivision - units/apartments

Strata subdivision - mixed use residential and retail or commercial

Land subdivision - torrens

Other (e.g. consolidation/redefinition/road acquisition) - please specify:

Commercial:

Strata subdivision

Land subdivision

Other (e.g. consolidation/redefinition/road acquisition) - please specify:

## ATTACHED DOCUMENTS

Please attach any relevant documents to this form, that show the proposed layouts of new lots or dwellings. We recommend the following documents, depending on the type of development (please tick all documents you have attached to your application):

Land subdivision (torrens or strata):

A copy of the proposed subdivision

A copy of the draft administration sheet for street address

Other - please specify:

Dual occupancy/granny flat:

Site plans showing the position of the dwelling/proposed dwelling (hand drawn sketches are not preferred and may not be accepted)

Landscaping plan showing location of driveways and letterboxes

Other - please specify:

## ADDITIONAL INFORMATION

Use this section to advise Council of any other information you believe is relevant for Council to determine the street address. You can also use this section if you have specific requests about street numbers (e.g. for a granny flat, you could use this section to specify 'I want the existing house to stay as number 16 and the granny flat to be 16A').

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Some developments require further analysis when allocating addresses (e.g. battle-axes, dual frontage, corner lots or multi-storey apartments etc.). Council may need more information or plans, or may need to conduct a site visit. Council will contact you if this is the case for your application.

## CONTACT US

Penrith City Council  
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PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751

**PHONE:** (02) 4732 7777

**FAX:** (02) 4732 7958

**EMAIL:** [council@penrithcity.nsw.gov.au](mailto:council@penrithcity.nsw.gov.au)

**WEB:** [www.penrithcity.nsw.gov.au](http://www.penrithcity.nsw.gov.au)

# STREET ADDRESS CONFIRMATION FACT SHEET

Read this information before completing the attached form.

## GENERAL INFORMATION

- Street numbers must follow a logical and sequential pattern irrespective of number preferences (e.g. superstitions), with odd numbers on the left hand side and even numbers on the right hand side of the street. Culs-de-sac should also follow this pattern.
- Dual occupancy where an existing dwelling is being retained (e.g. number 16), the second occupancy can be given a suffix to that address (e.g. 16A).
- New dual occupancies each occupancy is to be given a suffix to the site number (e.g. 16A and 16B).
- Corner lots are numbered to the street where the dwelling/driveway/letterbox will face. Vacant corner lots are usually allocated a street number along the frontage with the shorter boundary (a street number is usually reserved for the longer boundary also). For dual occupancies and strata subdivisions on corner lots where the dwellings will front different streets, each dwelling may be given a number to the different corresponding street.
- Street number ranges are no longer supported by the Addressing Guidelines for allocation of addresses for new properties. If two lots are being consolidated e.g. 14 and 16 High Street, the new property will be given an address of 14 High Street or 16 High Street, depending on preference (but not 14-16).
- If development is to be carried out on an existing street where no new numbers are available, suffixes can be used.
- Villa and townhouse developments are usually numbered by unit number allocated in the Strata Plan to the street number for the development, so Lot 2 in a 10 lot Strata Plan at 25 High Street would be numbered 2/25 High Street and Lot 10 would be 10/25 High Street. Some small apartment buildings can also be numbered this way according to their unit number in the strata as long as the units have the same access point from the one road. Corner lots and developments that are higher than 3 storeys should be numbered according to their level and apartment number on that level (see below for further details).
- For multi-storey developments, individual apartments or shops, and in some cases the car-spaces, will be numbered according to their level and apartment/shop number in accordance with the NSW Addressing Guidelines using 'hotel style numbers'. The first part of the number will be the floor level and the second part of the number (the last two digits) is the apartment/shop number on that level. See these examples and refer to the Guidelines for more information:

STREET NUMBER	STREET NAME	LEVEL	PROPERTY TYPE	PROPERTY NUMBER	ADDRESS ALLOCATED
10	High Street	Basement 2	Car space	1	Car space B201/10 High Street
10	High Street	Basement 1	Car space	5	Car space B105/10 High Street
10	High Street	Lower Ground	Shop	11	Shop LG11/10 High Street
10	High Street	Ground	Shop	1	Shop G01/10 High Street
10	High Street	Ground	Apartment	4	G04/10 High Street
10	High Street	1	Apartment	1	101/10 High Street
10	High Street	5	Apartment	5	505/10 High Street
10	High Street	11	Apartment	11	1111/10 High Street
10	High Street	50	Apartment	1	5001/10 High Street
10	High Street	50	Apartment	11	5011/10 High Street

## NEW SUBDIVISIONS

The NSW Government requires that an Administration Sheet with address details for each new lot be included with the subdivision linen plans (torrens and strata) before the plans can be registered at the NSW Land Registry Services.

Owners/Developers/Surveyors can allocate their own addressing on the Administration Sheet if they are confident of the addresses, as long as the addresses conform to the NSW Street Addressing Guidelines and are compatible with existing surrounding development.

The NSW Government has developed Street Addressing Guidelines which are available for download from the [NSW Geographical Names Board](#).

If you do allocate your own addressing, a copy of your draft Administration Sheet should be submitted with this application form for approval/confirmation by Council **before** lodging your Subdivision Certificate application and plans to avoid delays caused by re-work of the plans if the addresses are incorrect.

## DUAL OCCUPANCIES (E.G. GRANNY FLATS)

For dual occupancies, such as granny flats, which do not require a subdivision plan, owners can use this application form to obtain a street address for the new dwelling. The dwelling does not need to be constructed to apply for a street address. An address will only be provided where approval has been granted for a secondary dwelling.

Once the addresses have been determined by Council officers, the details will be emailed to the applicant.