



# Guideline for addressing in retirement villages

LINZG80700

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## Terms and definitions

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- General**
- (a) Any reference to a section or clause in this guideline is a reference to that section of the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
  - (b) For the purposes of this guideline, the following terms and definitions apply.
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<b>Term</b>	<b>Definition</b>
address site	a site to which an address is assigned. This could include a dwelling or other building such as a recreation hall, gym or café.
dwelling	a place of residence that allows the occupier to live independently. Does not include bedrooms that rely on shared facilities.
may	indicating an option
multi-level building	a building with more than 2 levels
primary address site	an address site that is not contained within a larger address site. A primary address site may contain multiple sub-address sites.
locality	a suburb or its equivalent in a rural area
shall	a standard that actions should meet as defined in the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
should	a desirable or expected outcome or recommendation
standard	Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing
sub-address site	an address site that is contained within a larger primary address site eg an apartment within a building
TA	Territorial Authority

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## Foreword

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### **Introduction**

- (a) This guideline has been created to provide guidance to Territorial Authorities (TA) and retirement village developers on assigning addresses in retirement villages.
  - (b) An address should assist people to easily locate a particular dwelling or other building of interest (eg hall, pool, or gym) in a retirement village. This guideline has been developed to ensure each address within a retirement village can be readily identified and located and is unambiguous, by aligning with the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing (Standard).
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### **Objective of addressing**

Good addressing, that complies with the Standard, enables units in retirement villages to be readily located for a variety of purposes including electoral, delivery, social, and emergency services.

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### **Land Information New Zealand authority**

- (a) Land Information New Zealand (LINZ) has a regulatory role in addressing through the Local Government Act 1974 (s 319B(2)). It may require a TA to allocate a number or change the number of any area of land or building, or part of a building.
  - (b) The standard allows jurisdictional agencies like LINZ to produce guidelines that cover how the standard should be applied in different circumstances (clause 1.3.2).
  - (c) LINZ is providing advice and guidance to assist TA's apply the standard and to minimise LINZ requiring a TA to make a change to an address.
  - (d) The allocation of property numbers, in accordance with the standard, is dependent on, and required to be in terms of an associated road name. These guidelines therefore include road naming.
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## Foreword, continued

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### **TA's authority to assign addresses**

- (a) The responsibility for allocating property numbers within a district lies with the TA under s 319B(1) of the Local Government Act 1974. A TA "...may allocate a number to any area of land...within its district and may change the number allocated to any such area of land or building." This includes retirement villages.
  - (b) TA's work with retirement village developers to ensure the correct application of the standard for road naming and numbering within retirement villages.
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### **Intended use of guideline**

This guideline is intended for use by TA's and retirement village developers to ensure correct addressing methods are applied within retirement villages. It covers road naming, address numbering, and signage.

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### **Retrospective application**

- (a) This guideline is not intended to be applied retrospectively to existing retirement villages.
  - (b) It may however be referred to as a guide for decision-making where there is a need to re-evaluate addressing of an existing retirement village.
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### **References**

The following document and legislation are useful in the application of this guideline:

- Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
  - Local Government Act 1974, ss 319, 319A & 319B.
  - Land Transport Act 1998, s 22AB(1)(x) – *enabling councils to make bylaws requiring property numbers to be displayed.*
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### **Brief history of guideline**

This is a new guideline.

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# 1 Address information

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## **What is an address?**

An address consists of three components:

- (a) Address number, which may include sub-address elements (eg B106/35) or a suffix (eg 27A),
  - (b) Road name,
  - (c) Locality name.
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## **Address requirements**

An address shall not include more than one road name.

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## 2 Road naming

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### Introduction

Naming roads within a retirement village can simplify addressing of dwellings and assist people to easily locate a particular address within the village. The standard that applies to naming roads in retirement villages should be the same as that which applies to other publicly accessible roads.

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### Requirements for road naming

- (a) All formed roads in a retirement village should be named with the only exception being short roads (refer to 'Deciding whether to name a short road' in this guideline).
- (b) A single length of road should only have one name. It should not be divided, for example at an intersection with another road, and given more than one name.
- (c) A road name shall consist of two parts; a name (eg Rutherford) and a road type (eg Street).
- (d) A road name needs to comply with local council addressing policies and guidelines.
- (e) Only road types listed in Appendix A: of this guideline should be used in retirement villages.
- (f) A road name shall not be offensive, racist, derogatory, or demeaning.
- (g) A road name should be easily pronounced, spelt, and understood when written or in conversation.
- (h) Road names within the same locality, in an adjoining locality or in the same local government area, shall not be:
  - (i) duplicated; or
  - (ii) similar in spelling or sound to an existing road name.
- (i) If a Māori road name is used it should be endorsed by local iwi.
- (j) Road names should not be long.
- (k) A road type shall not be used in the first part of a road name, eg Boulevard Street.
- (l) Initials or acronyms shall not be used in road names. The only abbreviation that may be used is St for Saint.

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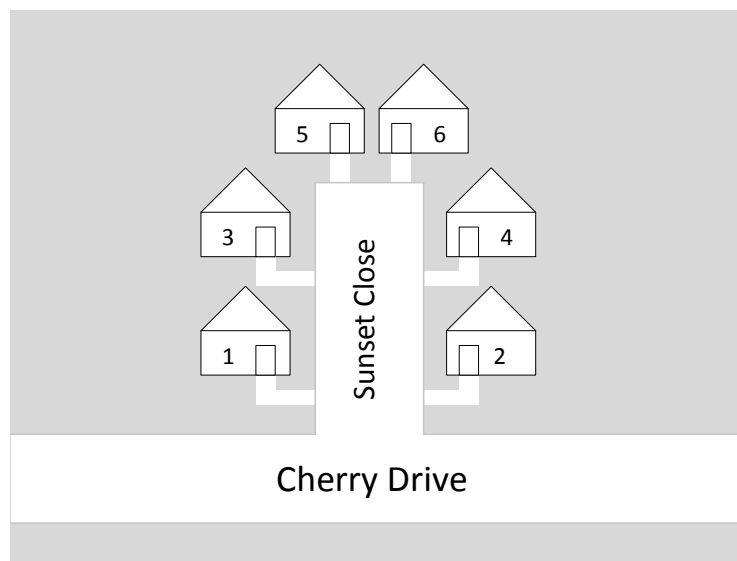
## Road naming, continued

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- (m) 'The' shall not be used for the first part of the name eg The Avenue.
  - (n) Prepositions should not be used eg Line of Trees Avenue.
  - (o) Only characters from the standard alphabet can be used. Full stops, hyphens, possessive apostrophes, special characters (eg &, @), diacritical marks (eg ä), Arabic, or Roman numerals shall not be used. Macrons are permitted for a Māori name and numbers shall be written in full. If an apostrophe is part of a name (eg O'Connor Road) it may be used.
  - (p) A road name shall not include a prefix or suffix such as a direction, eg Upper, New, North, South.
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### Deciding whether to name a short road

- (a) A short cul-de-sac/road with more than five detached dwellings should be named, as shown in Figure 1.



**Figure 1: A short road with more than five detached dwellings should be named.**

- (b) A short cul-de-sac or road with five or fewer detached dwellings does not need to be separately named unless naming would simplify addressing and make it easier for people to locate a particular dwelling. The road may be treated as an access-way/driveway.
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### 3 Address numbering

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#### **Introduction**

Assigning address numbers within a retirement village shall use the same standard as used elsewhere to make it easy for people to locate a particular address within the village.

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#### **Numbering requirements**

- (a) An address number shall be assigned to each individually occupied dwelling that allows the occupier to live independently.
  - (b) The numbering system for a road shall begin at the entrance or beginning of the road. Where there are no dwellings on a stretch of road, including the start of the road, then numbers can be skipped. This allows for the possibility of future infill and can also help ensure numbers on opposite sides of the road are roughly similar.
  - (c) A dwelling that has frontage on two roads should be given a number on the road where the main access point is located.
  - (d) Numbers should:
    - (i) be clear, logical, unambiguous, and sequential, and
    - (ii) create a unique address when combined with the road name and locality.
  - (e) Numbers should not be:
    - (i) a zero, preceded by zero, a fraction, or a decimal,
    - (ii) preceded by alphabetical characters, or
    - (iii) a number range (eg 22-28).
  - (f) Looking from the start point of the road, dwellings on the left-hand side of the road should be given odd numbers and those on the right-hand side, even numbers.
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#### **Additional numbering considerations**

- (a) Successful numbering of dwellings in a retirement village often requires balancing conflicting outcomes due to the layout of the dwellings on short cul-de-sac and pedestrian pathways.
  - (b) It is helpful for locating dwellings if odd numbers fall roughly opposite similar even numbers, ie number 5 should be roughly opposite number 6. Numbers can be skipped to achieve this alignment.
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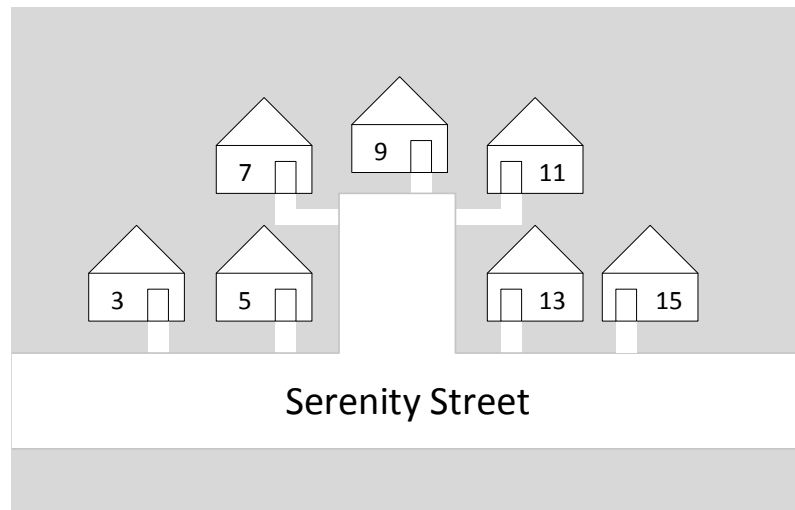
## Address numbering, continued

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- (c) Numbers should not increase sequentially up one side of a road and down the other.
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### Numbering on an un-named short cul-de-sac

Dwelling numbers should be assigned in terms of the road onto which the cul-de-sac connects, as shown in Figure 2 and Figure 3.



**Figure 2:** A short cul-de-sac with five or fewer detached dwellings is not named. The dwellings are numbered in terms of Serenity Street and are in sequence with numbers on that road.

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## Address numbering, continued

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### **Sub-address allocation**

- (a) Sub-address numbers can be used where dwellings share the same access-way.
  - (b) Sub-address numbers shall be used where dwellings (sub-address sites) are contained within a larger building (primary address site).
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### **Sub-address numbering**

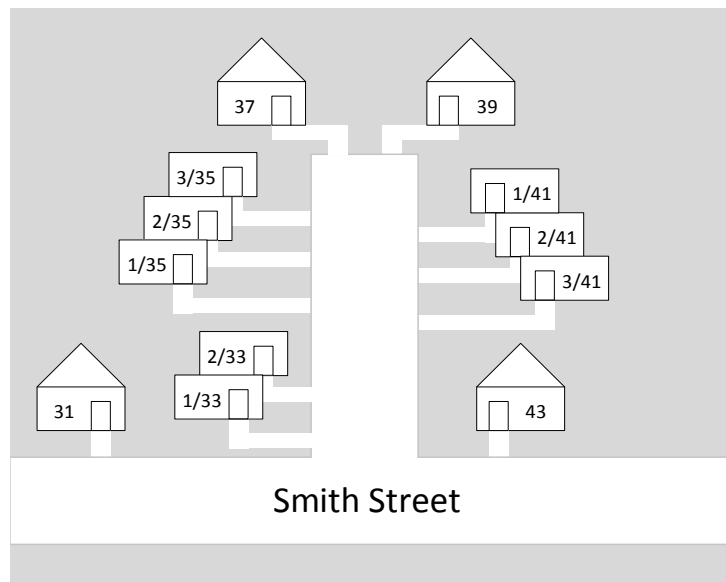
- (a) The address number for a sub-address site shall consist of the sub-address number, followed by the primary address site number separated by a '/' symbol, eg 1/27 Sunset Lane (the first apartment at 27 Sunset Lane).
  - (b) A dwelling type can be assigned to a sub-address if appropriate eg Unit, Flat, Apartment. Regardless of the type of dwelling, the sub-address shall still be unique. For example, there can not be Unit 1/27 Sunset Lane and Apartment 1/27 Sunset Lane within the same retirement village.
  - (c) Sub-addresses shall be:
    - (i) assigned in a logical sequence, and
    - (ii) unique within the larger building (primary address site).
  - (d) Sub-addresses shall not be a zero, preceded by zero, a fraction, or a decimal.
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## Address numbering, continued

### Numbering semi-detached and terraced units

- (a) Primary address numbers should be used for numbering semi-detached or terraced dwellings. However sub-address numbering may be used in some cases, such as where several semi-detached dwellings surround a short cul-de-sac, as shown in Figure 3. This can help in locating the individual dwellings and can also help keep numbers on opposite sides of the road in alignment.
- (b) In Figure 3, the short road is not named as it has 5 primary address sites (refer to 'Deciding whether to name a short road' in this guideline). The dwellings accessed off the short road have been numbered in terms of Smith Street, the road onto which the cul-de-sac connects.



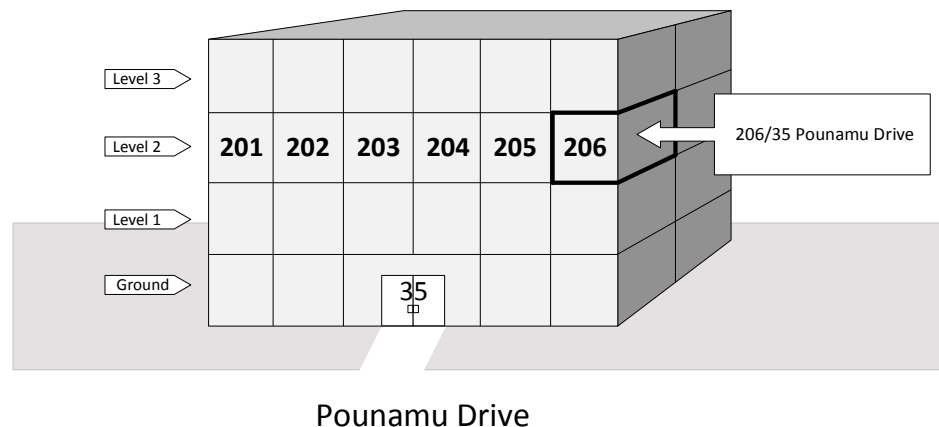
**Figure 3: Sub-addressing applied to semi-detached and terraced units.**

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## Address numbering, continued

### Numbering a multi-level building

- (a) The sub-address number for apartments in a multi-level building should be assigned using hotel-style numbering. The leading part should consist of alphanumeric characters representing the floor the apartment is located on, with the last two (or three if there are more than 100 apartments on a single floor) digits being the apartment number on that floor. For example 206 is apartment 6 on level 2. Refer to Figure 4.
- (b) The number of the apartment (the last two digits in the sub-address) shall be unique on that floor of the building. For example there can not be two apartments with the number '06' on level 2.
- (c) Apartment numbers shall be allocated in a logical sequence.
- (d) A zero should be used as a prefix for the first nine sub-addresses on each level, eg for apartment 6 on level 2, the number should be 206, not 26.
- (e) The ground floor should be assigned G, not 0 or 1.
- (f) Floor numbers should increase with height if they are above ground and increase with depth if they are below ground with the prefix B for basement eg B106.



**Figure 4: Addressing multi-level buildings. The building is located at 35 Pounamu Drive. The full address of an apartment should consist of the sub-address (eg 206) and the primary address (eg 35 Pounamu Drive).**

## 4 Signage

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### **Signage requirements**

Clear and appropriate signage is required to assist the public and emergency services to locate and readily identify dwellings, and other buildings or areas within a retirement village.

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### **Road name signs**

- (a) Signs that identify each named road should be placed at every road intersection. The road name should be shown in full but the road type may be abbreviated in accordance with Appendix A:.
  - (b) If a short road is not individually named, a sign displaying what dwelling numbers are on the short road could be placed at the road intersection.
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### **Display property numbers**

The number of each dwelling should be placed where it is clearly visible and legible from where the dwelling would normally be accessed.

In the case of a sub-address site the full number, consisting of both the sub-address number and the primary address number, should be displayed to avoid confusion between the two, eg. Unit 26, 35 Main St

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### **Map of retirement village**

Erecting a large map of the village in a prominent place near the entrance assists the public in finding their way around the village. It could show all internal roads, the location of each dwelling, and the location of any meeting and other shared areas.

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## Appendix A: Road name types that can be used within Retirement Villages

### Road types applicable to retirement villages

Road types that are applicable to retirement villages should be selected from the tables below. The abbreviations listed should only be used for signage.

Road types for open-ended streets	
Road Type	Abbreviation
Alley	Aly
Avenue	Ave
Boulevard	Blvd
Circle	Cir
Crescent	Cres
Drive	Dr
Esplanade	Esp
Glade	Gld
Lane	Lane
Loop	Loop
Parade	Pde
Quay	Qy
Rise	Rise
Road	Rd
Square	Sq
Street	St
Terrace	Tce
Wharf	Whrf

Road types for culs-de-sac	
Road Type	Abbreviation
Alley	Aly
Circle	Cir
Close	Cl
Court	Crt
Glade	Gld
Green	Grn
Grove	Grv
Lane	Lane
Mews	Mews
Place	Pl
Quay	Qy
Rise	Rise
Square	Sq
Terrace	Tce
Way	Way
Wharf	Whrf