

# Guidelines for addressing in-fill developments

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## Foreword

The Addressing Standard *AS/NZS4819 Rural and urban addressing* set a new benchmark for the allocation of address numbers and road names when it was released in 2011. Since then LINZ has been working closely with Territorial Authorities to improve the quality of allocated addresses.

In setting that benchmark the Standard deliberately excluded any retrospective application, so provisions dealing with existing addressing anomalies were not included. Such anomalies were considered to be 'non-compliant' – not meeting the standard – rather than warranting recognition within the Standard.

However addressing in-fill developments has created issues as full compliance with the Standard would require changes to existing addressing, including road naming. This has caused significant concern from developers and property owners – especially when the latter are not directly associated with the development.

We have decided that some of the requirements of the Standard can be varied without compromising the overall integrity and application of the addressing and road naming system.

The primary aim of these Guidelines, like the Standard, is to help ensure that properties can be readily and unambiguously identified and located. Their purpose is to prevent problems that we have all experienced in trying to locate a property with a poor address. This is particularly important for the emergency services. It is vital that only high quality addresses are allocated to in-fill developments and that those addresses reduce the likelihood of problems when further in-fill development occurs in future.

I am grateful to all of the territorial authorities, organisations and individuals who have provided feedback and comment. I would also like to particularly thank the LINZ Addressing Team, the Auckland Branch of Survey and Spatial NZ, Auckland Council and Te Taura Whiri i te Reo Māori/the Māori Language Commission for their contribution to the drafting of the initial consultation document.



Anselm Haanen  
Surveyor-General / Kairūri Matua

## Terms and definitions

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### General

- (a) Any reference to a section or clause in these guidelines 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 these guidelines, the following terms and definitions apply.

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<b>Term</b>	<b>Definition</b>
address	Structured information that uniquely identifies a site.
developer	Any person subdividing or arranging the development of land (including the airspace above land). This may include consultants and surveyors working on the development.
duplex units	Units that are joined by a common wall on one side only. Also known as semi-detached units.
dwelling	A place of residence that allows the occupier to live independently. Does not include bedrooms that rely on shared facilities.
in-fill subdivision	The further development of land within an existing developed area.
may	Indicates an option.
multi-level building	A building with more than 2 levels.
primary site	A site that is not contained within a larger site. A primary site may contain multiple sub-address sites.
LINZ	Land Information New Zealand
locality	A suburb or its equivalent in a rural area.
road	Land defined as road by section 315 of the Local Government Act 1974, which includes land intended for use by the public generally. It includes access ways and service lanes, but excludes motorways.
shall	A requirement from the Standard.
should	A desirable or expected outcome or recommendation.
site	A separately owned or occupied area of land, building, or part of a building to which an address is being allocated. This could include a dwelling, office, shop, or site with only bare land.
Standard	Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.

<b>Term</b>	<b>Definition</b>
sub-address site	A site that is contained within a larger primary site, eg an apartment within a building.
TA	Territorial Authority, being a city council or a district council named in Part 2 of Schedule 2 of the Local Government Act 2002.
terraced units	A continuous row of units in a uniform style that share common walls on both sides other than at the ends.

## Legend

Existing dwelling



New dwelling



Road



Driveway



# 1. Preface

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## 1.1 Introduction

- (a) These guidelines have been created to provide guidance to TAs on allocating addresses for in-fill developments.
  - (b) They recognise that previous addressing practices have often compromised the addressing of new sites when those properties are subsequently developed.
  - (c) The AS/NZS4819 Standard deals with the vast majority of addressing requirements but deliberately does not apply retrospectively, and does not deal adequately with in-fill developments which are often constrained by those retrospective addresses.
  - (d) These guidelines will also help developers better understand the addressing requirements. They may also be helpful for developers where the TA allows them to propose addresses and/or road names.
  - (e) The allocation of property numbers is dependent on, and required to be in terms of an associated road name. Therefore they are both included in these guidelines.
  - (f) The guidelines contain information that is relevant to the division of a single site and also to the development of a larger piece of land.
  - (g) The guidelines are not limited to current urban developments. Rural areas are increasingly being subdivided for lifestyle blocks; and also due to the extension of urban development into rural areas. Rural address schemes are not necessarily appropriate for lifestyle block subdivisions, where lots may be further subdivided into an increasing number of addresses.
  - (h) The Standard itself should be used for green field developments.
  - (i) Although the Standard should be complied with as much as possible, these guidelines also include possible alternatives when the practical implications on the ground require an exception.
  - (j) However, it is not possible to cover every scenario – successful addressing often involves balancing conflicting requirements and risks in the specific situation.
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## 1.2 Purpose

- (a) Allocating addresses to newly subdivided parcels is an important part of the subdivision process and is critically important to any development's success.
- (b) The Standard is used to ensure that addresses can be easily identified and located from the outset, and readily accessed by emergency, public and utility services, and providers of goods and services.
- (c) This expedites the development process by ensuring that addresses can be accepted without undue delay.
- (d) Some existing addresses inhibit the allocation of addresses for related in-fill developments due to historical reasons and/or because future development was not anticipated. In these situations, road naming or renumbering in existing address schemes may be required to enable official recognition of new in-fill development addresses.
- (e) Following these guidelines should avoid, or at least minimise the need for renaming roads or renumbering sites in the future.
- (f) The guidelines should also ensure each address is not ambiguous and sites can be easily identified, located, and can be accessed by vehicles.

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## 1.3 Planning for in-fill subdivision

- (a) When planning for allocating addresses, a system view of the addressing for the in-fill development should be adopted as much as possible. That means considering addresses beyond the bounds of the current development and ensuring plans take into account any impacts on other current address sites.
- (b) Sites will be more easily located if road naming and address numbering of an in-fill development follows a scheme that is similar to the surrounding locality and follows the Standard.
- (c) As well as following the Standard and Guidelines for the numbering and road naming of an initial development, plans should also enable application of the Standard and Guidelines for future developments.
- (d) Where possible, think strategically about sites that could be progressively subdivided into smaller lots, such as big rural lifestyle blocks, large lots, corner sites or lots with a wide frontage.
- (e) In the case of a staged development, address numbers for the early stages should be allocated in terms of the complete development and should be reserved for later stages where necessary.
- (f) The process for numbering and naming should be commenced as early as possible, as this can take significant time if new road naming or renumbering is necessary. Consultation with third parties such as the TA, owners of neighbouring sites, or iwi is often required.
- (g) Developers should work with the TA at an early stage to ensure acceptable addressing, eg a developer should forward a scheme plan of the proposed development to the TA and commence discussion about the addressing and road naming requirements. These guidelines contain useful information for developers



working with TAs.

- (h) Clear and appropriate signage is required to enable sites to be located and readily identified by emergency services, delivery providers and the public.
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#### 1.4 The role of Land Information New Zealand

- (a) The Surveyor-General (S-G) has a regulatory role in addressing through the Local Government Act 1974 (s 319B(2)). LINZ may use the S-G's authority to require a TA to allocate a number or change the number of any area of land or building, or part of a building.
  - (b) LINZ collects the addresses allocated and recorded by each TA and adds them to the official record. It releases them as a national dataset.
  - (c) 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).
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#### 1.5 TA's authority to allocate addresses

- (a) S 319(1) of the Local Government Act 1974 empowers TAs to name, and to alter the name of any road.
  - (b) The Act does not explicitly empower TAs to name or rename private ways (as defined by section 315(1)). In some cases however, the TA is unable to allocate acceptable property numbers if they are not named.
  - (c) Section 319B(1) of the Local Government Act 1974 enables TAs to allocate and change property numbers within a district.
  - (d) TAs must comply with any request from LINZ to allocate a number or change a number under s 319B(2) of the Local Government Act 1974.
  - (e) TAs work with developers to ensure the correct application of the Standard for road naming and numbering within in-fill developments.
  - (f) Some TAs have policies for road naming, which may also include requirements for consultation and signage. LINZ is available to be involved in discussions as TAs develop these policies.
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#### 1.6 Compliance and consistency with the Standard

These guidelines include requirements that differ from those in the Standard. By conforming to these requirements, rather than those in the Standard, TAs will minimise the possibility of LINZ requiring a change to an address.

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## 1.7 References

- (a) Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.
- (b) Local Government Act 1974, ss 315, 319, 319A & 319B.
- (c) Land Transport Act 1998, s 22AB(1)(x) enables councils to make bylaws requiring property numbers to be displayed.

New Zealand legislation is paramount and prevails over any guidelines and standards.

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## 1.8 Brief history of guidelines

These are new guidelines.

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## 2 Address Information

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### 2.1 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.

These guidelines do not deal with locality names.

In order to link effectively with other property data, address information must contain all relevant details, and be well structured, accurate, and consistent.

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## 3 Road Naming

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### 3.1 Introduction

Naming roads within an in-fill development can simplify addressing and assist people to easily locate a dwelling, business or facility.

The standard that applies to naming roads for in-fill developments should be the same as that which applies to other publicly accessible roads.

In some cases creating new road names may be required once suffixes and prefixes have both been allocated, to avoid the need to re-address existing sites.

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### 3.2 Generic requirements for road naming

- (a) A road name shall consist of two parts; a name (eg Rutherford) followed by a road type (eg Street).
- (b) A road type shall not be used in the first part of a road name, eg Boulevard Street.
- (c) The Māori road types 'Ara' and 'Te Ara' may be used as the first part of a road name, which is an exception to the general principles in this section. The use of 'Te' before 'Ara' is not essential unless the street is being named for a person or thing in which 'Te' is an integral part, for example 'Te Rauparaha'.

'Ara' and 'Te Ara' should not be accompanied by any additional road types eg

- (i) Ara Tai not Ara Tai Lane; and
  - (ii) Te Ara Nui not Te Ara Nui Close.
- (d) Only road types listed in Appendix A: of these guidelines should be used for in-fill developments.

- (e) Where a road name is already in use, an official name should be allocated by a TA. A name currently in use may be allocated as an official name if it is consistent with the Standard and complies with all relevant legislation and policies.
- (f) A single length of road shall only have one name. It should not be divided and given more than one name, for example at a branch with another road.
- (g) Where an existing road is being extended, the name for the road extension should be the same as that of the existing road, eg Smith Rd not Smith Rd ext.
- (h) The name of a road for a new development should not replicate an existing name in:
  - (i) the same territorial authority district; or
  - (ii) a neighbouring territorial authority district that shares a land boundary.

However, duplicate names may be accepted in an urban district if the roads are not within 25 kilometres of each other.

This is a deliberate variation to the provisions in s 4.4.7 of the Standard.

- (i) Road names should not be duplicated and distinguished only by type eg a Smith Lane that connects to a Smith Street is not acceptable.
- (j) A road name should comply with territorial authority addressing policies and guidelines.
- (k) Road names should not be long.
- (l) A road name should be easily pronounced, spelt, and understood when written or in conversation. However, it is accepted that names can become familiar and easy to use within a community over time, despite appearing to be complex initially.
- (m) A Māori road name should be spelled correctly and follow standard [Māori orthographic conventions](#), varying only for matters of local tradition or convention. Te Taura Whiri i te Reo Māori (Māori Language Commission) can be consulted on specific language issues.
- (n) In selecting a Māori road name it may be appropriate to consult with local hapu, iwi or iwi organisations, particularly those formally recognised by the local authority as mana whenua.
- (o) A road name shall not be offensive, racist, derogatory, or demeaning.
- (p) Initials or acronyms should not be used in road names. The only abbreviation that may be used is St for Saint.
- (q) 'The' shall not be used for the first part of an English road name eg The Avenue.
- (r) Prepositions should not be used in names eg Line of Trees Avenue.
- (s) Only characters from the standard alphabet should be used. Numbers shall be written in full. Full stops, hyphens, possessive apostrophes, special characters (eg &, @), diacritical marks (eg ä), Arabic, or Roman numerals shall not be used. However, an apostrophe may be used if it is part of a name (eg O'Connor Road), and wherever possible, macrons should be used for Māori names in line with the [Orthographic Conventions](#) of Te Taura Whiri i te Reo Māori (Māori Language Commission).
- (t) A road name should not include a prefix or suffix such as a qualifier or direction

such as Upper, New, North, South etc. ie not Maxwell Avenue West.

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### 3.3 Deciding whether to name a road

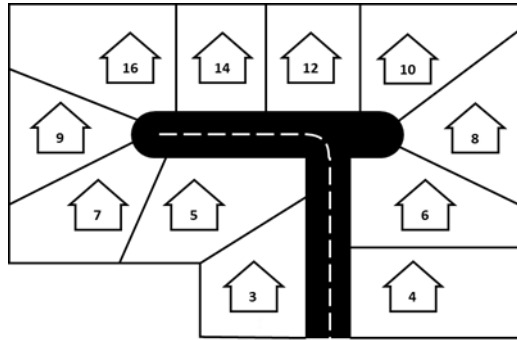
- (a) Generally speaking, formed roads that are open to the public or to emergency and public utility services should be named.
- (b) TAs have the power to name roads, including private roads that are intended for the use of the public generally (see 1.5 [TA's authority to allocate addresses](#) above).
- (c) Roads (including private roads and access lots) with more than five primary sites should be named, unless it is possible to utilise "F" or sub-addressing for the immediate development and subsequent/future developments (whether scheduled or potential) – see 4.8.3 [Sub-addressing for existing sites](#) later in this document. This is at variance with 4.2.1 and 4.2.2 in the Standard, which imply that roads with more than 5 primary sites should always be named.
- (d) Roads with five or fewer primary sites (including private roads and access lots) should be named where:
  - (i) the lots are of sufficient size to be subdivided again later; or
  - (ii) the road could be lengthened to add new sites (eg for life-style and semi-rural developments where in-fill development or extension is likely to occur eventually).

Road naming would enable such future sites to then be numbered in accordance with the Standard. This will also help avoid a future need to re-address existing sites to comply with the Standard, particularly once suffixes and prefixes have both already been allocated.

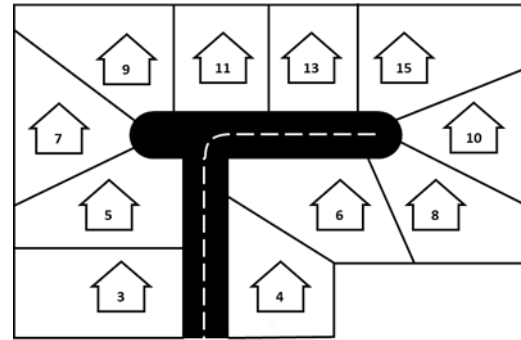
- (e) The naming of private ways can enable TAs to fulfil their statutory responsibility to allocate an acceptable property number or comply with a request from the Surveyor-General to allocate an acceptable property number.
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### 3.4 T-shaped cul-de-sac

- (a) A T-shaped cul-de-sac can be given a single name, provided that one arm has five or few primary sites and there is no likelihood of that arm being extended (and so requiring a separate name in future).
- (b) This short arm of the T need not be named. It may be treated as a simple access way (or driveway) and address numbers assigned in accordance with the road onto which it connects.
- (c) Numbers on the other long 'arm' should continue in sequence with odd numbers on the left side and even numbers on the right (see **Figures 3.1 and 3.2**).

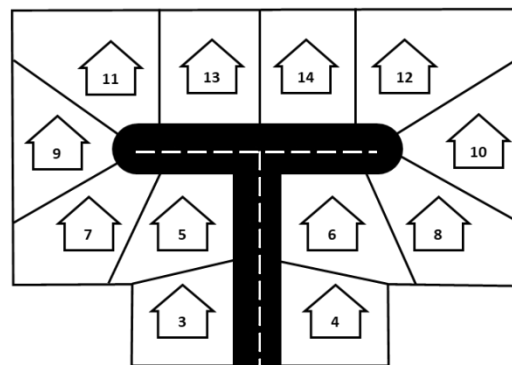


**Figure 3.1**



**Figure 3.2**

- (d) In a T-shaped cul-de-sac with similarly-sized short arms, primary address sites on the left side of the 'T' should be numbered from '1' at the datum point and increase sequentially using odd numbers. Primary address sites on the right side of the road should be numbered from '2' at the datum point and increase sequentially using even numbers. (see **Figure 3.3**).



**Figure 3.3**

### 3.5 Road naming requirement in consents

- (a) TAs may find it helpful to provide an advice note with a resource consent to advise developers about the requirements and process for road naming.

### 3.6 Road name signage

- (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 could be placed at the road intersection to display the numbers of the sites located on the short road.
- (c) The name on a sign must be the same as the officially allocated name, including

any macrons.

- (d) Signage for road names on private land does not mean that the TA is claiming ownership of or accepting responsibility for that road. Adding the term 'private road' to road signage may be useful in this case.
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## 4 Address Numbering

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### 4.1 Introduction

This section sets out requirements for the allocation of the address number for a site.

The address number helps ensure that a site can be clearly and uniquely identified.

Address numbers are used to locate access points to sites. This is important for residents and for deliveries of goods and services, including emergency services.

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### 4.2 TA's authority to allocate numbers

TAs have the power to allocate and change property numbers. LINZ may require a TA to allocate a number or change the number (see 1.5 [TA's authority to allocate addresses](#) above).

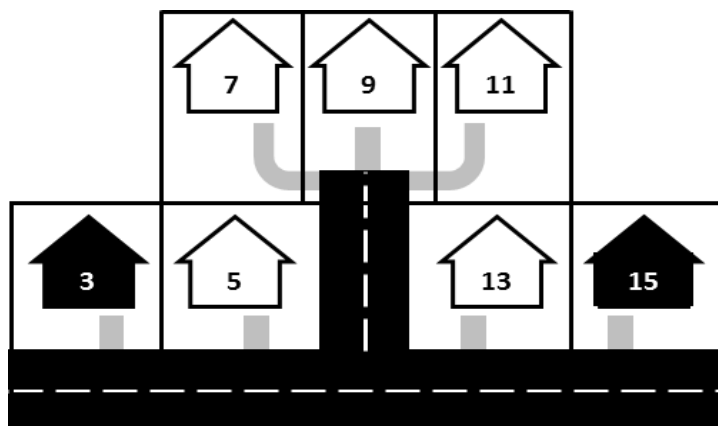
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### 4.3 Generic requirements for address numbering

- (a) An address number shall be allocated to each separately owned or occupied site – an unofficial address number is not acceptable.
- (b) The numbering sequence for a road should begin at the entrance or beginning of the road.
- (c) Address numbers should be allocated according to the location of the point of physical access to the site.
- (d) A site that has access from two roads should be given a main number on the road where the primary access point is located (this usually is the front door) and provides access for emergency services, visitors and general deliveries for example.
- (e) A primary site may also be allocated an alternative address where it has another access point.
- (f) Numbers should:
  - (i) be clear, logical, unambiguous, and sequential, and
  - (ii) create a unique address when combined with the road name and locality; and
  - (iii) use base numbers wherever possible, before using alphabetical suffixes or

sub-addressing.

- (g) Numbers should not be:
- (i) a zero, preceded by zero, a fraction, or a decimal,
  - (ii) preceded by alphabetical characters,
  - (iii) a number range (eg 22-28), or
  - (iv) allocated out of sequence or in any other illogical or ambiguous manner, in order to satisfy the preferences of a developer or address holder (eg for reasons of superstition or prestige).
- (h) Numbers should not increase sequentially up one side of a named section of road and down the other.
- (i) Looking from the starting point of the road, sites on the left-hand side of the road should be given odd numbers, and those on the right-hand side even numbers. However the opposite regime may be used if it is already in use in the surrounding streets.
- (j) Numbering should follow the prevailing direction of existing numbering.
- (k) It is helpful for locating sites if odd numbers fall roughly opposite similar even numbers, ie number 5 should be roughly opposite number 6. Numbers may be skipped to achieve this alignment.
- (l) Where an area of rural numbering becomes urban, any previously allocated numbers should be retained if the requirements relating to number allocation can be maintained. New numbers may be allocated between those numbers. However if the numbering requirements cannot be satisfied the existing numbers may need to be changed.
- (m) In the case of a very short cul-de-sac which is not named, site numbers should be allocated in terms of the road onto which the cul-de-sac connects. In **Figure 4.1**, the newly developed sites are numbered in terms of the adjoining road in sequence with numbers on that road (refer to 3.3 [Deciding whether to name a road](#) paragraphs 3.3 (c) and (d)).



**Figure 4.1**



## 4.4 Reserving numbers for future developments

Where there are no sites on a part of a road, including the start of the road, then numbers may be skipped. This allows for the possibility of future in-fill and can also help ensure numbers on opposite sides of the road are roughly similar.

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## 4.5 Signage for site numbers

- (a) An allocated property number shall be placed and displayed to plainly identify the applicable site, so that the number is unambiguous and clearly legible from where the site would normally be accessed.
  - (b) Where a number of letterboxes are situated at the access point of a shared entrance eg access road or entrance lobby, the number of each site should also be clearly displayed at the actual site.
  - (c) In the case of a sub-address site, the sub-address number and the primary address number should be displayed. Care should be taken to avoid confusion between the unit number and the primary address number, eg. Unit 26, 35 Main St could be displayed as "Unit 26/35", or the primary address might be displayed to apply collectively to several sub-address numbers.
  - (d) TAs may make bylaws requiring property numbers to be displayed (s 22AB(1)(x) Land Transport Act 1998).
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## 4.6 Address numbering requirement in consents

TAs may find it helpful to provide an advice note with a resource consent to advise developers about the requirements and process for address numbering.

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## 4.7 Use of suffixes

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### 4.7.1 When to use alphabetical suffixes

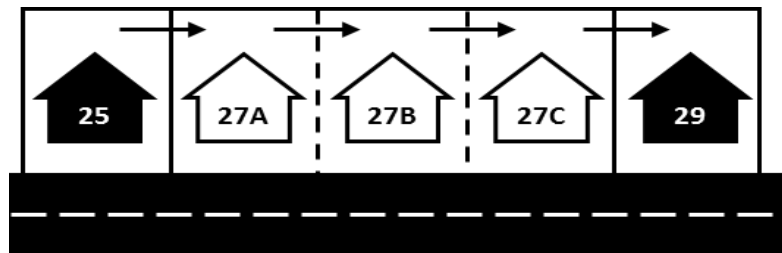
Alphabetical suffixes are acceptable when there are no unallocated numbers available for a new site. This typically occurs when a primary site is subdivided into additional primary sites.

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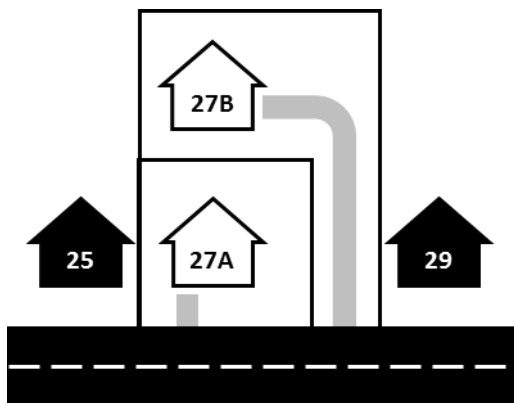
### 4.7.2 Requirements for alphabetical suffixes

- (a) Alphabetical suffixes shall start at A, be allocated incrementally, and should not extend beyond E. However, for in-fill developments F can also be used where there is no likelihood of the number of primary sites increasing. This is a variation to s 5.4.8 in the Standard, which does not allow suffixes beyond E. The physical order of suffixes should be in the same direction as the base numbering on the

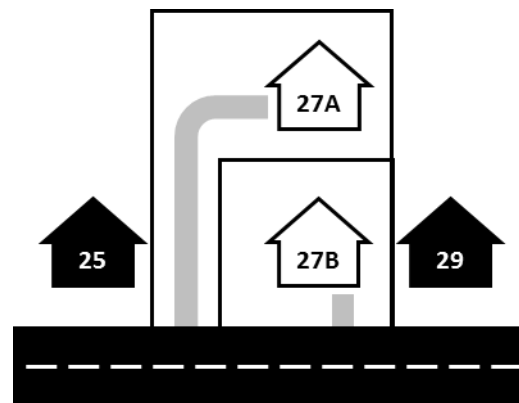
road (see **Figures 4.2, 4.3 and 4.4**). This is a minor variation to s 5.4.8 in the Standard.



**Figure 4.2**

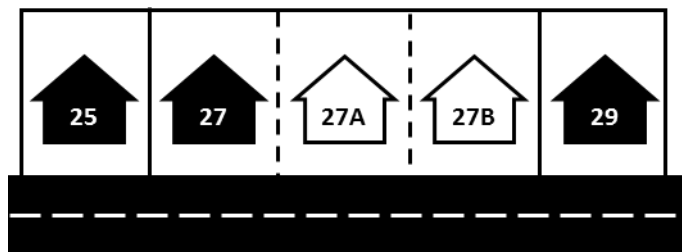


**Figure 4.3**



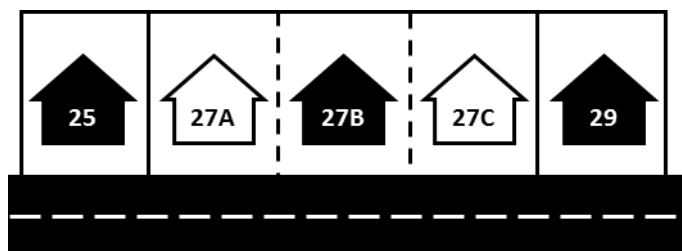
**Figure 4.4**

- (b) The suffixes shall be allocated to every site that uses the base number. However, an existing site already using the base number on its own may retain that number without a suffix provided it is in order (see **Figure 4.5**).



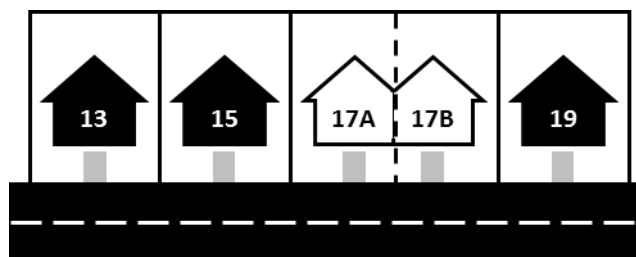
**Figure 4.5**

- (c) Where the base number is out of order a suffix shall be allocated. In **Figure 4.6** suffix B is added to existing 27.



**Figure 4.6**

- (d) Alphabetical suffixes can be used for in-fill duplex/terraced units that are located on a primary site (see **Figure 4.7**), although sub-addressing can also be used (see section 4.8). This is a variation to s 5.10.1 in the Standard, which implies that only sub-addressing may be used.



**Figure 4.7**

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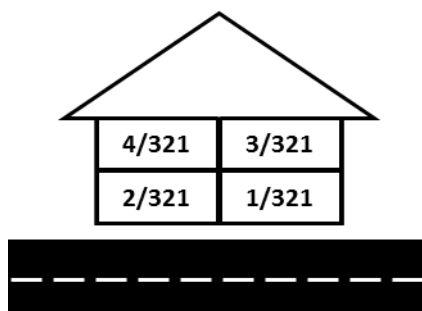
## 4.8 Use of sub-address numbering

### 4.8.1 Generic requirements for sub-address numbering

- (a) The address number for a sub-address site shall consist of a numerical prefix, followed by the primary site number separated by a '/' symbol, eg 1/27 or 2/21B.
- (b) The numerical prefixes shall not be a zero, preceded by zero, a fraction, or a decimal.
- (c) A sub-address shall not co-exist with a separate primary site that uses the same base number, ie. A site allocated 21 cannot exist with a separate site allocated 1/21.
- (d) Sub-addresses shall be:
- (i) unique within the primary site, and
  - (ii) allocated in a logical sequence.
- (e) A purpose type may be allocated to a sub-address if appropriate eg Unit, Flat, Apartment, Shop. Regardless of type, the sub-address shall still be unique. For example, there should not be Unit 1/27 Sunset Lane and Apartment 1/27 Sunset Lane.

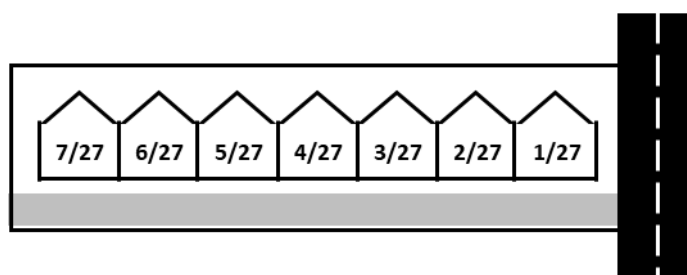
### 4.8.2 When to use sub-address numbering

- (a) Sub-address numbering should be used where a site is contained within a larger primary site eg dwellings or offices contained within a larger building (see **Figure 4.8**).



**Figure 4.8**

- (b) Sub-addressing should also be used for duplex or terraced units particularly where there are more than 5 units (see **Figure 4.9**).

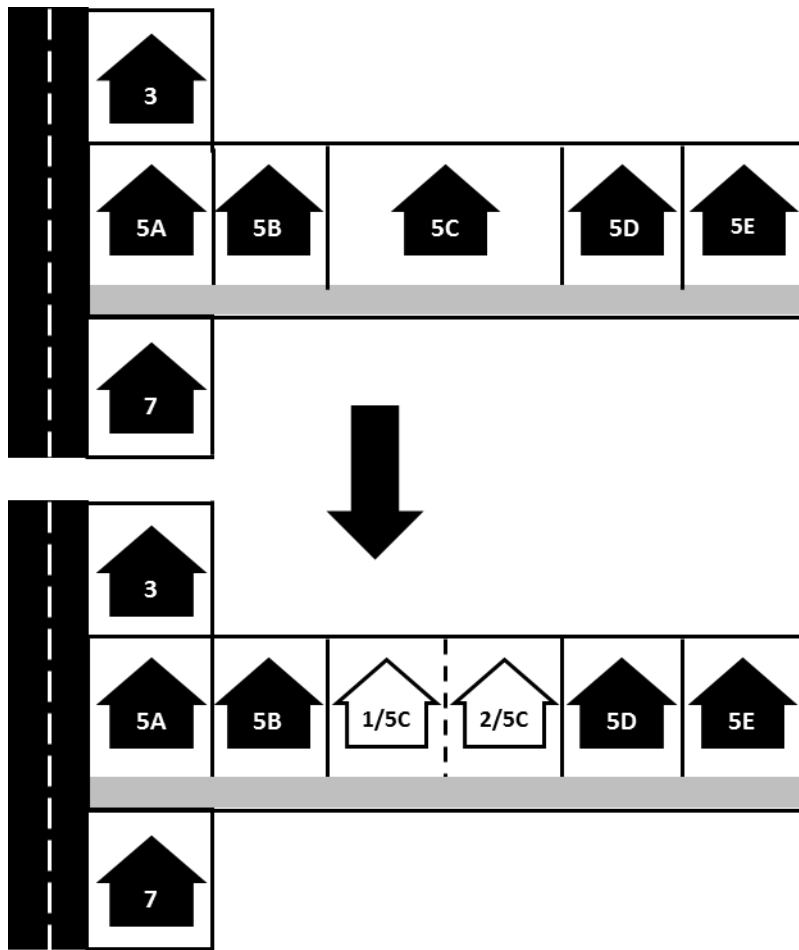


**Figure 4.9**

### 4.8.3 Sub-addressing for existing sites

- (a) Sub-addressing numbering may also be used in conjunction with alphabetical suffixes when all available primary site numbers and allowable alphabetical suffixes have been allocated. Sub-addressing must only be used in this situation if there is no possibility of further in-fill that would result in conflict with the addressing guidelines.

In **Figure 4.10**, lot 5C is being subdivided. Rather than naming the access road or allocating F, which would be out of order, the sites can be allocated 1/5C and 2/5C – the rest of the lots retain their existing addresses.

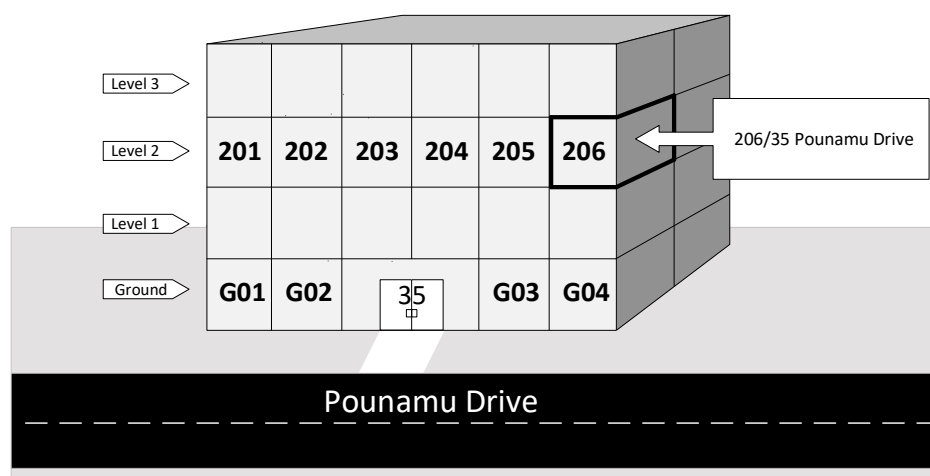


**Figure 4.10**

## 4.9 In-fill on multi-level developments

### 4.9.1 Generic requirements for numbering a multi-level building

- (a) The sub-address number for units in a multi-level building should be allocated using hotel-style numbering. The leading part should consist of alphanumeric characters representing the floor the unit is located on, with the last two digits being the unit number on that floor. A zero shall be used in front of unit numbers less than 10. For example 206 is apartment 6 on level 2 (See **Figure 4.11** )
- (b) The number of the unit (the last two digits in the sub-address) shall be unique on that floor of the building. For example there should not be two units with the number '06' on level 2.
- (c) Unit numbers shall be allocated in a logical sequence that facilitates locating the apartment.
- (d) The ground floor should be allocated G, not 0 or 1.
- (e) The full address of the unit should consist of the sub-address number (eg 206) and the primary address (eg 35 Pounamu Drive) – 206/35 Pounamu Drive.



**Figure 4.11**

- (f) A purpose type may be allocated to a sub-address if appropriate eg Unit, Flat, Apartment, Shop. Regardless of type, the sub-address shall still be unique. For example, there should not be Unit G01/35 Pounamu Drive and Apartment G01/35 Pounamu Drive.
- (g) Floor numbers should increase with height if they are above ground and increase with depth if they are below ground, with the prefix B used for basement eg, B03 for unit 3 on the only basement level; B206 for unit 6 at basement level 2.
- (h) If a building has an entrance on more than one level, G should be assigned to the most appropriate level, with positive numbers assigned to the floors above and numbers with a B prefix assigned to the floors below.

#### 4.9.2 Primary sites with more than one multi-level building

- (a) Where a primary site contains more than one multi-level building, a separate address should be allocated to each building. This may be achieved by assigning a unique suffix to each building, and allocating unit numbers for each building, in a logical sequence and independent of the other buildings.
- 

#### 4.9.3 In-fill of multi level buildings

- (a) Occasionally an existing unit in a multi-level building is further developed into two or more units. Where these have separate access to the common area one or more new sub-address numbers may be able to be allocated, especially where they fit the existing sequence, eg. Unit 206 becomes units 206 and 207. Where 207 cannot be used because it has already been allocated to another unit, alphabetical suffixes should be appended eg 206A/35 Pounamu Drive and 206B/35 Pounamu Drive.
- (b) Dual key offices or apartments have become more common. A dual key unit usually has a self-contained space, accessed by a separate lockable door, inside the main unit. A single common door provides access to the main unit from a common hallway.

Where separate numbers are needed for the self-contained spaces, alphabetical suffixes should be appended to the number for the main unit. Eg If unit 206 was divided in two, the resulting sub-address numbers would be 206A/35 Pounamu Drive and 206B/35 Pounamu Drive.

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## Appendix A: Road types for use within in-fill developments

Road types that are applicable to in-fill developments should be selected from the table below. The abbreviations listed should only be used for signage. This list only includes road names from the Standard that are suited to in-fill developments. It has also been extended to include Maori road types. The road type should be selected from those specified as available for either open-ended roads, culs-de-sac, or pedestrian roads, as applicable.

Road Type	Abbrev	Description	Available For:		
			Open-ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	✓	✓	
Ara	Ara	Roadway	✓	✓	✓
Arcade	Arc	Covered walkway with shops along the sides.			✓
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway.		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area.		✓	
Grove	Grv	Roadway that features a group of trees standing together.		✓	
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mews	Mews	Roadway in a group of houses.		✓	
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Quay	Qy	Roadway alongside or projecting into water.	✓	✓	
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open roadway primarily for vehicles.	✓		



Road Type	Abbrev	Description	Available For:		
			Open-ended	Cul-de-sac	Pedestrian only
Square	Sq	Roadway which forms a square shape, or an area of roadway bounded by four sides.	✓	✓	
Steps	Stps	Walkway			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	✓		
Te Ara	Te Ara	Roadway	✓	✓	✓
Terrace	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in natural setting.			✓
Walk	Walk	Thoroughfare for pedestrians.			✓
Way	Way	Short enclosed roadway.		✓	✓
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓