

## Ordinary Meeting

**Meeting Date:** Tuesday, 22 July, 2025

**Location:** Council Chambers, City Administrative Building, Bridge Road, Nowra

## Attachments (Under Separate Cover)

### Index

#### 14. Reports

CL25.219	Policy - Property Addressing & Road & Place Naming	
	Attachment 1 Draft - Property Addressing Policy.....	2
	Attachment 2 Draft - Road & Place Naming Policy .....	10
CL25.222	Consideration - Proposed Amendment to Shoalhaven Development Control Plan 2014 - 48 to 54 Paradise Beach Road, Sanctuary Point	
	Attachment 1 Draft DCP Chapter V3 .....	20
	Attachment 2 Changes to proponent's draft DCP provisions .....	25

# Property Addressing

<b>Adoption Date:</b>	29/07/2014
<b>Amendment Date:</b>	18/04/2017, 01/08/2022
<b>Minute Number:</b>	MIN14.490, MIN17.305, MIN22.492
<b>Next Review Date:</b>	01/12/2024
<b>Related Legislation:</b>	
<b>Associated Policies/Documents:</b>	
<b>Directorate:</b>	City Performance
<b>Responsible Owner:</b>	
<b>Record Number:</b>	POL25/15

Property Addressing

## Contents

<b>1. Policy Purpose.....</b>	<b>1</b>
<b>2. Objectives .....</b>	<b>1</b>
<b>2.1. Policy Statement.....</b>	<b>1</b>
<b>3. Definitions .....</b>	<b>1</b>
<b>4. Roles and Responsibilities .....</b>	<b>1</b>
<b>4.1. Provisions .....</b>	<b>2</b>
4.1.1. Assigning Property Addresses in the City of Shoalhaven.....	2
4.1.2. Alteration of an Existing Property Address .....	2
4.1.3. Allocation of Urban Addresses .....	2
4.1.4. Allocation of Rural Addresses .....	3
<b>4.2. Application Process &amp; Procedure.....</b>	<b>3</b>
<b>4.3. Implementation .....</b>	<b>4</b>
<b>5. Related Legislation, Policies or Procedures .....</b>	<b>4</b>
<b>6. Risk Assessment.....</b>	<b>4</b>
<b>7. Data and Reporting.....</b>	<b>4</b>
<b>8. Monitoring and Review .....</b>	<b>5</b>
<b>9. Ownership and Approval .....</b>	<b>5</b>
<b>9.1. Public Policy .....</b>	<b>5</b>
<b>10. Reference .....</b>	<b>5</b>

## Property Addressing

### 1. Policy Purpose

The purpose of this policy is to detail Council's policies in relation to assigning property addresses in the Shoalhaven local government area.

### 2. Objectives

#### 2.1. Policy Statement

Council is committed to assigning property addressing in a consistent manner as addressing principles are important for both government and the community. The community depends on the use of consistent addresses for service delivery and public safety, particularly when it comes to emergency response times. Government depends on it to deliver infrastructure and policies that make a difference to the economy and people's lives. This policy ~~statement~~ is based on and is to be used in conjunction with

- The Australian/New Zealand Standard for Urban and Rural Addressing AS/NZ 4819:2011
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- The Surveying and Spatial Information Regulation 2012

### 3. Definitions

Term	Meaning
<u>Geographical Names Board (GNB)</u>	<u>The determining authority for naming of all roads, places, and infrastructure in New South Wales</u>
<u>Retrospective</u>	<u>Existing problematic address issues</u>
<u>Complex Sites</u>	<u>Large sites comprising of multiple owners, tenants, access points and which contains multiple sub addresses, such as a retirement village or shopping centre</u>
<u>Infrastructure</u>	<u>A Council owned asset, including but not limited to buildings, sporting facilities or reserves</u>
<u>Stakeholders</u>	<u>Including but not limited to Council staff, NSW State Government Agencies, commercial entities, surveyors, Planners, developers, special interest groups and members of the public</u>
<u>Immediate community</u>	<u>Property Owner(s) who directly utilise an address which will be affected by a change to the road name or type</u>
<u>NSW Planning Portal</u>	<u>A State government supported system that interfaces with Council to manage development and related property applications</u>

### 4. Roles and Responsibilities

## Property Addressing

### 4.1. Provisions

#### 4.1.1. Assigning Property Addresses in the ~~City of~~ Shoalhaven

Council will apply this policy for Property Addresses within the ~~City of~~ Shoalhaven, and it will be incorporated within Council's overall document of policies for planning and development within the City-local government area.

General requirements:

The assignment of all property addresses will comply with the guidelines and policies as per the NSW Address Policy and the general principles of addressing as outlined in the NSW Address Policy and User Manual.

Additional local criteria as follows:

- New subdivisions are to be assigned property address numbers prior to registration of the deposited plan.
- All private roads within complex sites are to be named as required by *Council's Road Naming Policy* to allow the allocation of property numbers.
- Council will notify all relevant authorities of new or amended property addresses.
- Princes Hwy property addresses with an alpha prefix will be reviewed in accordance with the NSW Retrospective Address Policy.
- Council will apply the NSW Retrospective Address Policy where problematic or confusing address issues are identified.
- The Geographical Names Board will be consulted if the NSW Retrospective Address Policy cannot resolve the addressing issue in the first instance.
- Property owners will be directed to Australia Post if they have an issue relating to their postcode.

#### 4.1.2. Alteration of an Existing Property Address

- All requests for altered property addresses must be made in writing on the Council's *Property Address Alteration Form*, ~~and a non-refundable fee may be charged~~.
- In considering the request for alteration Council will determine whether the property number requires alteration and ~~is in compliance with~~follows this policy.
- Requests based on religious beliefs and superstition will not be considered as over time it may have an adverse impact and provide no public benefit.

#### 4.1.3. Allocation of Urban Addresses

Address numbers shall be:

- Unique, clear, logical, and unambiguous.
- Sequential positive integers commencing from the datum point.
- Odd numbers on the left side of the road (from the datum point) and even on the right side. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction - in which case numbering shall continue as per existing layout.

#### Property Addressing

- Created without prefixes, in the form of preceding alphabetical characters.
- Singular, i.e., no number ranging shall be used.
- Distinct from Lot Numbers i.e., lot numbers shall not be used in place of an assigned rural or urban address number.
- Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.
- Assigned in a manner ~~taking into account~~ considering possible future development and reserving numbers as appropriate.

#### 4.1.4. Allocation of Rural Addresses

The system for determining address numbers in rural and semi-rural areas is based on the distance of the access point from the road datum point. This distance is measured in metres and then divided by 10 - after which the number is then rounded to the nearest odd number (for points on the left side of the road from the datum point), or nearest even number (for points on the right side of the road).

#### 4.2. Application Process & Procedure

General Requirements:

- Council's Geographic Information Systems (GIS) Unit administers the assignment of property addresses.
- Property addresses are to be assigned to new subdivisions prior to registration of the deposited plan in accordance with the Surveying and Spatial Information Regulation 2012.
- All property addresses must comply with this policy and adhere to the NSW Addressing Policy.

#### Statement of Procedures

An existing property owner may apply to Council to request a street number be allocated to their property or to request a change of address to their existing property number at any time.

The property owner is required to provide a detailed reason about why they require a number or have their existing number changed.

- A written application is received by Council to request the allocation of a number or a change to the existing number.
- ~~In the case of a change of number payment of the relevant fee must also be received.~~
- Council officers make an assessment, allocate number, and notify the property owner of the outcome.
- ~~Reflective Address plates are issued to the property (rural properties only).~~

In the case of a new development or subdivision an application for lot numbering must be received prior to the Subdivision Certificate being issued. Requests for property numbering may be received in the following ways:

#### Property Addressing

- A development application is received and an internal referral for addressing is generated.
- Council is notified that an application for complying development has been lodged via the [NSW Planning Portal](#). An assessment of the development is carried out and appropriate numbers allocated.
- An application is received from private consultants as a result of the creation of a new development/subdivision. Once all required road naming is finalised numbers are allocated to the lots in order for the subdivision certificate to be prepared and lodged.

#### 4.3. Implementation

Council is the responsible addressing custodian. Council will implement the property addressing policy in consultation with NSW Spatial Service and if necessary, Emergency Service organisations.

### 5. Related Legislation, Policies or Procedures

- The Australian/New Zealand Standard for Urban and Rural Addressing AS/NZ 4819:2011
- NSW Address Policy and User Manual, including NSW Retrospective Address
- The Surveying and Spatial Information Regulation 2024

### 6. Risk Assessment

The community depends on the use of consistent addresses for service delivery and public safety with the intent of this policy being to minimise risk through alignment with the Geographical Names Board (GNB) policies and guidelines. Some of the main risks and challenges faced by Council in our local government area have been outlined below as well as a summary of how these risks and challenges will be addressed. **Exhaustion of Allocation of Numbers**

- Where there is pre-existing street numbering resulting in an exhaustion of appropriate numbers, suffixes be used to identify a property, in line with the principles outlined in NSW Address Policy and User Manual.

#### II. Addressing in Areas Using Prefixes

- A property requiring addressing in an area using prefixes will be addressed using the Retrospective Addressing Policy.

#### III. Road Reformatting

- Where a subdivision is registered using the staging method and a road in a future stage requires reformatting, communication with the developers/surveyors and the Council's subdivision unit will take place to create a plan of action
- Renumbering of existing properties may be required.

### 7. Data and Reporting

#### Property Addressing

Council will report any new property addresses created on a monthly or bimonthly basis to the following external stakeholders:

- Property Owners
- NSW Spatial Services
- Emergency Service Organisations
- Internal Stakeholders

### 8. Monitoring and Review

This policy statement will be reviewed within one year of the election of every new Council.

### 9. Ownership and Approval

#### 9.1. Public Policy

Responsibility	Responsible Owner
Directorate	<del>"Enter Directorate – Department – Unit"</del> <u>City Performance – Information Services – GIS</u>
Endorsement	<del>"Enter Director &amp;/or ELT – include Advisory Committee name (if relevant)"</del> <u>Director, City Performance</u>
Approval/Adoption	Council

### 10. Reference

New South Wales Address Policy and User Manual  
[https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual\\_2024.pdf](https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual_2024.pdf)

New South Wales Retrospective Address Policy  
[https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual\\_2024.pdf](https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual_2024.pdf)

The Surveying and Spatial Information Regulation 2024  
<https://legislation.nsw.gov.au/view/whole/html/inforce/current/si-2024-0605#:~:text=This%20regulation%20is%20the%20Surveying%20and%20Spatial%20Information%20Regulation%202024.&text=This%20regulation%20commences%20on%20>  
New South Wales Address Policy and User Manual  
[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0004/229216/NSW\\_Address\\_Policy\\_and\\_User\\_Manual\\_2021.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)



Property Addressing

New South Wales Retrospective Address Policy

[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0004/229216/NSW\\_Address\\_Policy\\_and\\_User\\_Manual\\_2021.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)

The Surveying and Spatial Information Regulation 2012

[http://www.lpi.nsw.gov.au/\\_data/assets/pdf\\_file/0009/171999/Surveying\\_and\\_Spatial\\_Information\\_Regulation\\_2012.pdf](http://www.lpi.nsw.gov.au/_data/assets/pdf_file/0009/171999/Surveying_and_Spatial_Information_Regulation_2012.pdf)

The Surveying and Spatial Information Regulation 2012

<https://legislation.nsw.gov.au/view/whole/html/inforce/2012-08-31/sl-2012-0436>

## Road & Place Naming

<b>Adoption Date:</b>	29/01/1974, 10/09/1991, 17/12/1991, 17/08/1993, 16/03/1999
<b>Amendment Date:</b>	25/06/2009, 23/11/2012, 29/07/2014, 18/04/2017, 01/08/2022
<b>Minute Number:</b>	MIN74.178, MIN91.2399, MIN91.3218, MIN93.2072, MIN99.330, MIN04.1175, MIN09.792, MIN12.1271, MIN14.491, MIN17.305, MIN22.492
<b>Next Review Date:</b>	01/12/2024
<b>Related Legislation:</b>	
<b>Associated Policies/Documents:</b>	
<b>Directorate:</b>	City Performance
<b>Responsible Owner:</b>	
<b>Record Number:</b>	POL25/16

Road & Place Naming

## Contents

<b>1. Policy Purpose.....</b>	<b>1</b>
<b>2. Objectives .....</b>	<b>1</b>
2.1. Policy Statement.....	1
<b>3. Definitions .....</b>	<b>1</b>
<b>4. Roles and Responsibilities .....</b>	<b>2</b>
4.1. Provisions .....	2
4.1.1. Road Names within the <del>City of</del> Shoalhaven .....	2
4.1.2. Place Naming/Renaming.....	3
4.2. Application Process & Procedure.....	3
4.3. Implementation .....	5
<b>5. Related Legislation, Policies or Procedures .....</b>	<b>5</b>
<b>6. Risk Assessment.....</b>	<b>6</b>
<b>7. Data and Reporting.....</b>	<b>6</b>
<b>8. Monitoring and Review .....</b>	<b>7</b>
<b>9. Ownership and Approval .....</b>	<b>7</b>
9.1. Public Policy .....	7
<b>10. Reference .....</b>	<b>7</b>

## Road & Place Naming

### 1. Policy Purpose

The purpose of this policy statement is to bring together and detail Council's policies in relation to the naming of roads in the Shoalhaven local government area. ~~Council policy reflects the guidelines established by the Geographical Names Board of NSW.~~

### 2. Objectives

#### 2.1. Policy Statement

~~This policy statement is based on~~ Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. This policy is based on the principles of The Geographical Names Act 1966 which recognises the importance of unambiguous and official place names as well as the principles outlined in the legislation and guidelines listed below;

- Roads Act 1993
- The Roads (General) Regulations 2008
- The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011)
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- Geographical Names Board of NSW Policy, Place Naming
- Consolidation of Council Minutes

### 3. Definitions

Term	Meaning
<u>Geographical Names Board (GNB)</u>	<u>The determining authority for naming of all roads, places, and infrastructure in New South Wales</u>
<u>Retrospective</u>	<u>Existing problematic address issues</u>
<u>Complex Sites</u>	<u>Large sites comprising of multiple owners, tenants, access points and which contains multiple sub addresses, such as a retirement village or shopping centre</u>
<u>Infrastructure</u>	<u>A Council owned asset, including but not limited to buildings, sporting facilities or reserves</u>
<u>Stakeholders</u>	<u>Including but not limited to Council staff, NSW State Government Agencies, commercial entities, surveyors, Planners, developers, special interest groups and members</u>

#### Road & Place Naming

	<u>of the public</u>
<u>Immediate community</u>	<u>Property Owner(s) who directly utilise an address which will be affected by a change to the road name or type</u>
<u>Asset Custodian</u>	<u>The appropriate unit within Shoalhaven City Council that directly administers the business relating to the asset</u>

## 4. Roles and Responsibilities

### 4.1. Provisions

#### 4.1.1. Road Names within the ~~City of~~ Shoalhaven

Council will apply this policy for Road Naming within the ~~City of~~ Shoalhaven, and it will be incorporated within Council's overall document of policies for planning and development within the ~~local government area~~.

#### **Public Roads**

##### General Requirements

The naming or re-naming of public roads must comply with the guidelines and policies as per the NSW Address Policy and the principles of road naming as outlined in the NSW Address Policy and User Manual. The Geographical Names Board is the final determining body for the naming of roads, places, and infrastructure.

Additional local criteria as follows:

- A relationship to the locality e.g., flora & fauna, aboriginal, historical etc. is desirable but not obligatory.
- For large subdivisions with multiple roads an overall theme for the naming of roads is recommended.
- Due consideration be given to the use of Aboriginal names for appropriate features within the City (added through resolution of 17.12.91 – Minute No. 91.3218). – see also clause 3.2 below.
- Council will apply the NSW Retrospective Address Policy where problematic or confusing road naming issues are identified.
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines.

#### **Private Roads**

##### General Requirements

The naming or re-naming of Private roads should meet the following criteria:

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council will be submitted to the GNB for consideration.

#### Road & Place Naming

- All private roads within complex sites are to be named as required by the *NSW Road Naming Policy* to allow the allocation of street numbers.
- All private road signs must not include the Council logo and be clearly signposted as "Private Road".
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines

#### Crown Roads

##### General Requirements

The naming or re-naming of Crowns roads should meet the following criteria:

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council be submitted to the GNB for consideration.
- All crown road signs must not include the Councils logo and be clearly signposted as "Privately Maintained Road".
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines.

#### Roads in the Bomaderry Area

Future road names (from 29/1/74) in respect of the area bounded by Cambewarra Road, Princes Highway and Meroo Street are to be of aboriginal origin to achieve uniformity as far as practicable in view of the number of roads already allocated aboriginal names in the subject section of Bomaderry.

#### 4.1.2. Place Naming/Renaming

All requests to name places in the Shoalhaven should be submitted in writing and meet the GNB policy and requirements as set out in the Geographical Names Boards Place Naming Policy:

- Place Naming is required for any natural area, place of significance, new locality or infrastructure.
- The custodian of the asset within Council should carry out consultation with the community to determine sentiment and support for the new name prior to any submission to the GNB. The GIS Unit will assist the asset custodian with the administrative procedure relating to the submission to the Geographical Names Board.
- The Asset Custodian will provide all supporting documentation relating to the GIS Unit for the report to Council and the submission to the GNB.
- Requests for place naming will require endorsement from Council prior to being submitted to the GNB.

#### 4.2. Application Process & Procedure

##### General Requirements

#### Road & Place Naming

- Council's Geographic Information Systems (GIS) Unit administers road naming and will assist the asset custodian responsible for administering place naming.
- ~~Council's Geographic Information Systems (GIS) Unit administers road naming and place naming.~~
- The applicant will be required to pay the scheduled fee as per Council's current fees and charges and provide all required documentation including map of subdivision, origin of road name and extent of new road(s) prior to processing the application.
- Proposed road names in new subdivisions must be approved by Council as part of the subdivision approval process.
- Any road name, whether for a public, private or crown road within an urban, rural or community subdivision must comply with this policy.
- The subdivision developer is required to supply road name signs and maintain them until Council accepts maintenance of the roads as public roads.
- Council's Road and Place Naming Policy is based on the guidelines and policy of the Geographical Names Board, who are the determining authority for naming of all roads, places and infrastructure in New South Wales.
- Commemorative naming shall only be considered if it meets all guidelines and policy of the Geographical Names Board.
- Any request for commemorative naming shall be accompanied by letters of support from the community including the relevant CCB, Progress Association or Local Aboriginal Land Council if the name is Indigenous in origin.
- Appeals regarding the outcome of a request for road or place names should be lodged with the Geographical Names Board.

#### Statement of Procedures

An application is received containing a list of proposed road name(s), a detailed origin of name(s), subdivision details, supporting letters from CCB or Progress Association if request involves commemorative naming, letter of support from Local Aboriginal Land Council if the proposed name is indigenous in origin.

Application for Place Naming must include the above supporting documentation and be endorsed by Council prior to being submitted to the GNB.

- Council Officers check that proposed names are suitable and comply with Council Policy and the GNB guidelines. If the name does not comply the application will be rejected.
- In the event of rejection, the applicant will be notified and provided with reasons for the rejection. In the event of support, action will proceed as follows:
- Council will arrange exhibition of the proposal. Exhibition will involve the notification of the proposal, which will include but is not limited to:
  - Publishing a notice in a Local Newspaper and Councils website
  - Notification of the authorities prescribed under the Roads (General) Regulation 2018 will be via the NSW Place and Road Naming Proposal System

#### Road & Place Naming

- Council may not proceed with a proposal to name or rename a road against an objection made by Australia Post, the Registrar-General, the Surveyor-General or the Traffic for NSW (in the case of a classified road), except with the approval of the Minister
- The Geographical Names Board will also act if it receives submissions or complaints from any source on road naming proposals.
- At the close of the exhibition period:
  - Any objections received to a road renaming proposal will prompt GIS staff to reissue correspondence to affected owners which will include a list of other alternative roads names. Owners will be asked to rank their preferred road names in order of preference.
  - A report will be prepared for Council outlining any negative feedback received, requests to evaluate alternative names and results of road naming poll.
  - Council will review the information and make the final determination.
  - If no objections are received, the road naming proposal is deemed to be acceptable under this policy.
- ~~• At the close of the exhibition period:~~
  - ~~• Any objections will be reported to Council. The naming proposal will then proceed with the name proposal or reject the proposal and notify the proponent~~
- ~~• If Council does not receive any objections, then the road naming proposal is deemed to be an acceptable road name to adopt under this policy~~
- Should Council decide to proceed with the proposed road name it can then be adopted, Council must exhibit the adoption of the new name on:
  - Council's website.
  - In correspondence to affected owners or any proponent that communicated with Council about the proposal.
- ~~• Should Council decide to proceed with the proposed road name it can then adopt the name, Council must:~~
  - ~~• Publish notice of the new name in:~~
    - ~~• The Government Gazette~~
    - ~~• A Local Newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road.~~
- Once the new road name is adopted, it will be published in the NSW Government Gazette.
- Once the new road name is gazetted it will be entered into Council's systems for future use and all stakeholders notified
- ~~• Once the new road name is adopted it will be entered into Council's systems for future use.~~

#### 4.3. Implementation

Council is responsible for the administration and implementation of naming/renaming roads.

#### 5. Related Legislation, Policies or Procedures



#### Road & Place Naming

- Roads Act 1993
- The Roads (General) Regulations 2008
- The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011)
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- Geographical Names Board of NSW Policy, Place Naming

## 6. Risk Assessment

Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation with the intent of this policy being to minimise risk through alignment with the Geographical Names Board (GNB) policies and guidelines.**Appropriate Road Names**

- Adequate communication with developers and applicants during the initial application process.
- Communication with the Geographical Names Board and referencing the NSW Address Policy and User Manual when required.

### **II. Appropriate Public Consultation**

- Consultation with the immediate community, including but not limited to residents, rate payers and businesses.
- Consultation with Local Aboriginal Land Councils as required.
- Consultation with Community Consultative Bodies and or Progress Societies as required.
- Exhibition to the general public & appropriate time frames provided for feedback.

### **III. Negative Feedback to a New Road or a Road Renaming Proposal**

- In the event there are objections to a proposed road name, a shortlist of alternative road names will be researched and presented to affected owners.
- Affected owners will be asked to evaluate the alternatives and rank them from most preferred to least preferred.
- A report will be prepared notifying Council of the negative feedback and the results of the affected owner's preferences for a final determination

## 7. Data and Reporting

Statistics relating to the number of new roads gazetted is reported internally and the details of new roads are work flowed to appropriate Council staff for action.

#### Road & Place Naming

Creation of new roads is done in consultation with the Geographical Names Board. The Geographical Names Board notifies relevant NSW Government Organisations of any significant outcomes.

### 8. Monitoring and Review

This policy statement will be reviewed within the term of every new Council.

### 9. Ownership and Approval

#### 9.1. Public Policy

Responsibility	Responsible Owner
Directorate	<u>City Performance</u>
Endorsement	<u>Director, City Performance</u>
Approval/Adoption	Council

### 10. Reference

New South Wales Address Policy and User Manual  
[https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual\\_2024.pdf](https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual_2024.pdf)

New South Wales Retrospective Address Policy  
[https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual\\_2024.pdf](https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual_2024.pdf)

Geographical Names Board of NSW Policy – Place Naming  
Place naming in NSW | NSW Government

Roads Act 1933  
<https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-033>

The Roads (General) Regulations 2008  
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2008-0156>

The Geographical Names Act 1966  
Geographical Names Act 1966 No 13 - NSW Legislation  
New South Wales Address Policy and User Manual  
[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0004/229216/NSW\\_Address\\_Policy\\_and\\_User\\_Manual\\_2021.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)

New South Wales Retrospective Address Policy  
[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0004/229216/NSW\\_Address\\_Policy\\_and\\_User\\_Manual\\_2021.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)

Road & Place Naming

Geographical Names Board of NSW Policy – Place Naming  
[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0017/220148/GNB\\_Place\\_Naming\\_Policy.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0017/220148/GNB_Place_Naming_Policy.pdf)

Roads Act 1933  
<https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-033>

The Roads (General) Regulations 2008  
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2008-0156>

Shoalhaven Development Control Plan 2014  
Chapter V3: Miscellaneous Site Specific Issues

## 6 Sanctuary Point Multi Dwelling Housing Site

### 6.1 Application

These controls apply to the subject land outlined in **Figure 6**.

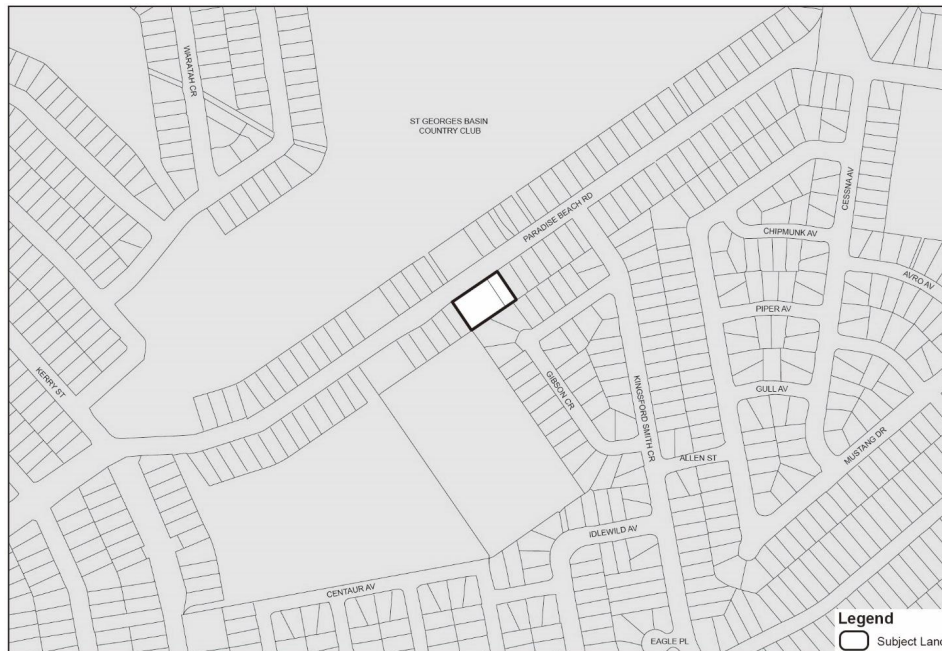


Figure 6: Subject land – 48-54 Paradise Beach Rd, Sanctuary Point

### 6.2 Context

The subject land is located on the eastern side of Paradise Beach Road, which acts as the main approach to the Sanctuary Point centre. The land slopes gently toward Paradise Beach Road and is located adjacent to existing low density residential land to the north-east and south-east, which is characterised by one and two [storey](#) detached [dwellings](#). It is anticipated that this section of Paradise Beach Road will continue to be predominantly residential in nature.

### 6.3 Objectives

The specific [objectives](#) are to:

Shoalhaven Development Control Plan 2014

Chapter V3: Miscellaneous Site Specific Issues

- i. Ensure a comprehensive design-orientated approach to housing in this location that is sensitive to the built form, landscape and environmental conditions of the surrounding low density character locality.
- ii. Ensure that **development** on the subject land considers, respects and maintains the visual and acoustic privacy of adjacent low density **dwelling**s.
- iii. Locate dwellings to ensure **solar access** is maintained to the key internal and **private open space** areas of the adjacent **dwelling**s that are positioned immediately south and north-east of the subject land.
- iv. Achieve a site layout that provides an appropriate height transition between **development** on the site and **dwelling**s on the adjoining land.

## 6.4 Controls

### 6.4.1 Overshadowing on adjoining land

Performance Criteria	Acceptable Solutions
P13.1 The <b>development</b> enables the retention of adequate <b>solar access</b> to the <b>private open space</b> of adjacent residential properties.	A13.1 <b>Dwelling</b> s are sited and designed to: <ul style="list-style-type: none"> <li>maintain and maximise <b>solar access</b> to living areas and <b>private open space</b> of the <b>development</b> and adjacent residential dwellings.</li> <li>Relate to the land form, with minimal cut and <b>fill</b>, with height transition to single-<b>storey</b> residences south-east and north-east of the site.</li> <li>The height transition between existing adjacent <b>dwelling</b>s and the proposed <b>development</b> are compatible.</li> </ul>
P13.2 Direct sunlight received through the existing north facing windows of adjacent main internal <b>living areas</b> is to be maintained.	
P13.3 The building height, bulk and scale of the <b>development</b> : <ul style="list-style-type: none"> <li>Is orientated to minimise adverse amenity impacts associated with overshadowing and overlooking</li> </ul>	A13.2 Direct <b>solar access</b> to the following must be maintained for at least 3 hours between 9:00am and 3:00pm on 21 June:

Shoalhaven Development Control Plan 2014

Chapter V3: Miscellaneous Site Specific Issues

<p>to adjoining and adjacent properties, especially those with frontage to Gibson Street.</p> <ul style="list-style-type: none"> <li>• Demonstrates a compatible height transition towards adjoining and adjacent single story dwellings.</li> <li>• Minimises overshadowing of the primary <b>living areas</b> of adjacent residential properties, especially the north-facing windows of existing <b>dwellings</b></li> </ul>	<ul style="list-style-type: none"> <li>• 50% of the <b>private open space</b> of immediately adjacent neighbouring dwellings.</li> </ul> <p>The primary north facing internal <b>living areas</b> of immediately adjacent neighbouring <b>dwellings</b>.</p> <p>A13.3 Any <b>building</b> shall maintain average setbacks that are consistent with the controls set out by Chapter G13, Table 4.</p>
	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Where setbacks are not specified in this Section, setbacks from the generic chapters of this <b>Development Control Plan</b> apply according to the type of <b>development</b> proposed. Where setbacks are not specified in the generic chapters, the proposed setbacks will be assessed on merit.</li> <li>2. A reduced front setback may be warranted if the rear setback is increased and a better overall amenity outcome is demonstrated.</li> </ol>

6.4.2 Visual and acoustic privacy for residents on adjoining land

Performance Criteria	Acceptable Solutions
<p>P14.1 <b>Building</b> design, layout and <b>setbacks</b> avoid direct <b>views</b> and overlooking of internal <b>living areas</b> and <b>private open space</b> of adjoining properties.</p>	<p>A14.1 Direct overlooking of internal <b>living areas</b> and <b>private open space</b> of adjoining residential properties to the south-east (rear), south-west and north-east are to be minimised. The layout, design and orientation of the <b>development</b> must:</p> <ul style="list-style-type: none"> <li>• Locate key <b>living area</b> window</li> </ul>

Shoalhaven Development Control Plan 2014

Chapter V3: Miscellaneous Site Specific Issues

		<p>openings in the proposed development away from the primary living areas of adjacent dwellings.</p> <ul style="list-style-type: none"> <li>• Direct views from balconies and key living areas in the proposed development up and out, rather than down.</li> <li>• Decrease the window-to-wall ratio of the development within any elevated privacy sensitive zone (described in Chapter G13) areas.</li> <li>• Incorporate internal and/or external window or balcony screening devices within any elevated privacy sensitive zone (described in Chapter G13) areas.</li> <li>• Incorporate solid or partially solid balustrading and/ or landscaped garden beds to elevated private open space areas within the proposed development.</li> <li>• Provide a minimum sill height of 1.5m for any bedroom windows on the north-east and southern elevations where windows are located within the privacy sensitive zone</li> <li>• Where appropriate, incorporate ion of translucent/semi-transparent or obscured window glazing.</li> </ul>
P15.1	Site layout and building design avoids unreasonable amenity impacts to adjoining properties and residents by minimising noise transmission.	<p>A15.1 A fence or wall constructed along a shared property boundary shall:</p> <ul style="list-style-type: none"> <li>• Be constructed to a finished height of 1.8m</li> <li>• Incorporate fencing materials that are either lapped timber or another fencing material that</li> </ul>

Shoalhaven Development Control Plan 2014

Chapter V3: Miscellaneous Site Specific Issues

				will alternatively provide an acoustic attenuation benefit.
				<ul style="list-style-type: none"> <li>• Avoid negatively impacting on the aesthetic and spatial quality of the subject site and adjacent properties</li> </ul>
P16.1	Primary noise-generating elements of the <b>development</b> are suitably located to consider existing and potential surrounding <b>development</b> and the public domain.	A16.1	Any noise generating (mechanical) plant and equipment must be located to reduce potential impact to amenity: <ul style="list-style-type: none"> <li>• Not exceed an LAeq (15min) of 5dB(A) above background noise at the property boundary.</li> <li>• Be acoustically screened (where appropriate).</li> <li>• Be sited to minimise noise impacts.</li> </ul>	
		A16.2	Air conditioning units, primary communal outdoor entertainment areas and key parking areas are located at least 3m away from the southern and north-east site boundaries.	
		A16.3	The primary parking area for the <b>development</b> is located to minimise potential acoustic impacts.	
				<b>Note:</b> Semi-basement parking may help to reduce potential noise emission to surrounding properties.



## Attachment: Chapter V3 Shoalhaven DCP 2014 – Proposed changes to proponent's performance criteria & acceptable solutions

Proposed Performance Criteria (addition to V3)	Proposed Acceptable Solution (addition to V3)	Staff Comment
<p>P13.1 <del>Ensure overshadowing does not result in loss of</del> <b>The development enables the retention of adequate</b> sunlight to the <b>key private open space</b> of adjacent residential properties</p>	<p>A13.1 <del>The proposed multi dwelling housing development is to be orientated and positioned on site to ensure direct sunlight access in mid winter is maintained to the primary indoor and outdoor living space of adjacent residential properties.</del></p> <p><b>A13.1 Dwellings are sited and designed to:</b></p> <ul style="list-style-type: none"> <li><b>maintain and maximise solar access to living areas and private open space of the development and adjacent residential dwellings.</b></li> <li><b>Relate to the land form, with minimal cut and fill, with height transition to single-storey residences south-east and north-east of the site.</b></li> <li><b>The height transition between existing adjacent buildings and the proposed development are compatible.</b></li> </ul>	<p>The proposed amendments ensure consistency with wording used in existing DCP chapters. The 2<sup>nd</sup> and 3<sup>rd</sup> dot points have been added.</p>
<p>P13.2 Direct sunlight received through the existing north facing windows of adjacent primary internal <b>living areas</b> is to be maintained.</p>	<p>A13.2 <del>A minimum of 3 hours of sunlight between 9:00 am and 3:00 pm during the winter solstice is to be maintained to at least 50% of the primary outdoor open space of immediately adjacent neighbouring dwellings.</del></p>	<p>"Primary outdoor open space" replaced with "primary open space" per existing DCP dictionary.</p> <p>A13.2 and A13.3 have been combined.</p>

Blue text – term defined in SLEP 2014

Red text – staff wording

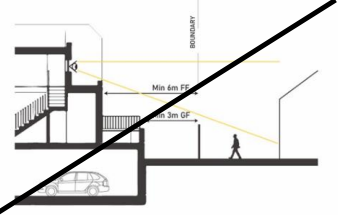
Strikethrough – submitted wording

	<p><del>A13.3 A minimum of 3 hours sunlight between 9:00 am and 3:00 pm during the winter solstice is to be maintained to all the primary north facing internal living areas of immediately adjacent neighbouring dwellings.</del></p> <p>A13.2 Direct solar access to the following must be maintained for at least 3 hours between 9:00am and 3:00pm on 21 June:</p> <ul style="list-style-type: none"> <li>• 50% of the private open space of immediately adjacent neighbouring dwellings.</li> <li>• The primary north facing internal living areas of immediately adjacent neighbouring dwellings.</li> </ul>	
<p>P13.3 The building height, bulk and scale of the development:</p> <ul style="list-style-type: none"> <li>• Is orientated to minimise adverse amenity impacts associated with overshadowing and overlooking to adjoining and adjacent properties, especially those with frontage to Gibson Street.</li> <li>• Demonstrates a compatible height transition towards adjoining and adjacent single story dwellings.</li> <li>• Minimises overshadowing of the primary living areas of adjacent residential properties, especially the north-facing windows of those existing dwellings. <del>design of a multi dwelling</del></li> </ul>	<p><del>A13.4 The following setbacks from property boundaries will reduce the extent of overshadowing on neighbouring outdoor areas:</del></p> <ul style="list-style-type: none"> <li>• <del>Rear Ground Level Setback:</del> A minimum 3m rear building setback.</li> <li>• <del>Rear First Floor and Above Setback:</del> A minimum 6m rear setback for development positioned from and above the first floor.</li> <li>• <del>North East Side Setback:</del> A minimum 3m north-eastern side boundary setback.</li> </ul>	<p>Apart from the front setback, the proponent's proposed setbacks are generally consistent with G13 and hence have been deleted to avoid unnecessary duplication.</p> <p>The proponent's proposed front setback of 1.5 m is not supported as it is inconsistent with the front setback for multi-storey development in G13. Further, the prevailing front setback along Paradise Beach is approximately 10 m. There does not appear to be any planning justification or site specific merit for a significant departure to the existing front setback.</p>

Blue text – term defined in SLEP 2014

Red text – staff wording

Strikethrough – submitted wording

<p>housing development of the subject site will orientate will consider the orientation of buildings on that site, and to incorporate appropriate building setbacks, or alternatively a building envelope, to minimize overshadowing</p>	 <p><b>Figure 7: Incorporating rear building setbacks will reduce overlooking opportunities and increase acoustic privacy</b></p> <ul style="list-style-type: none"> <li><b>Front and South Western Side Setbacks:</b> A 1.5m-5.5m minimum front and south western side setback for the site may be appropriate, as these site edges do not share a common boundary with any existing residential use.</li> <li><b>A13.5 Alternate Rear and North East Side Building Envelope Control:</b> Where the above north eastern side and rear setback minimum are not achieved, the proposed multi dwelling housing can alternatively be designed to sit within the following Building Envelope: <b>A13.5</b></li> <li><b>Building Envelope:</b> 5m up at the common rear (southern) and north eastern side boundaries then a 45</li> </ul>	<p>Figure 7 has been deleted as this shows a specific design outcome and does not include any relevant additional information.</p> <p>The proponent's proposed building envelope controls for the southern and north-eastern side boundaries are ambiguous and use terminology that is inconsistent with G13.</p> <p>The building envelope and setback controls in G13 should be applied to all setbacks and rely upon the control already set by G13. This ensures consistency with existing standards. Instead, a note has been added to allow some flexibility in relation to the front setback. This flexibility seeks to permit an encroachment to the front setback if the proposed design can demonstrate increased amenity outcomes for adjoining properties:</p> <ol style="list-style-type: none"> <li>2. A reduced front setback may be warranted if the rear setback is increased and the development</li> </ol>
--	--	--

Blue text – term defined in SLEP 2014

Red text – staff wording

Strikethrough – submitted wording

	<p><del>degrees angle in from the northeastern side and southern rear boundary of the subject multi dwelling housing site.</del></p> <p><del>Buildings proposed on site, in proximity of the rear southern and north eastern boundaries are to be positioned within a building envelope determined by the following method: Planes are projected at 45 degrees from a height of 5m above ground level (existing).</del></p> <p><del>Figure 8: Building Envelope Control alternatively applied to the southern and north eastern site boundaries</del></p> <p>A13.3 Any building shall maintain average setbacks that are consistent with the controls set out by Chapter G13, Table 4.</p> <p>A13.4</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Where setbacks are not specified in this Section, setbacks from the generic chapters of this Development Control Plan apply according to the type of development proposed. Where setbacks are not specified in the generic chapters, the proposed setbacks will be assessed on merit.</li> <li>A reduced front setback may be warranted if the rear setback is increased and the development achieves a better overall amenity outcome.</li> </ol>	<p>achieves a better overall amenity outcome.</p> <p>Note 1 is copied from p. 10 of existing V3 chapter.</p> <p>The intention of note 2 is to provide some flexibility.</p>
--	--	---

Blue text – term defined in SLEP 2014

Red text – staff wording

Strikethrough – submitted wording

Proposed V3 Performance Criteria	Proposed V3 Acceptable Solution	Comment
<p><b>P14.1</b> Direct views into the internal living areas and primary private open space of adjoining properties are to be minimised.</p> <p>Building design, layout and setbacks avoid direct views and overlooking of internal living areas and private open space of adjoining properties.</p>	<p><b>A14.1</b> Direct <del>overlooking of main internal living areas</del> views from the subject development site to the primary internal living area/s and key private open space of adjoining residential properties to the south-east (rear), south-west and north-east shall <del>are to</del> be minimised. The layout, design and orientation of the development must: incorporation of one or more of the following design solutions:</p> <ul style="list-style-type: none"> <li>Positioning <del>Locate</del> key living area window openings in the proposed development away from the primary living areas of adjacent dwellings.</li> <li>Directing views from balconies and key living areas in the proposed development up and out, rather than down.</li> <li>Decrease the window-to-wall ratio of the subject new development within any elevated privacy sensitive zone (described in Chapter G13) areas in strategic locations on the site.</li> <li>Incorporating <del>Incorporate</del> internal and/or external window or balcony screening devices as part of the proposed development, especially to any key living space windows and elevated balconies</li> </ul>	<p>The proponent's performance criteria and acceptable solutions are identical to the existing controls in G13, which do not place the necessary emphasis on potential impacts on the adjacent single storey residences.</p> <p>Some changes have been made to better ensure privacy and overlooking impacts on adjoining residential properties are minimised.</p>

Blue text – term defined in SLEP 2014

Red text – staff wording

Strikethrough – submitted wording

	<p><del>that would otherwise obtain direct views into neighbouring rear yard space within any elevated privacy sensitive zone (described in Chapter G13) areas that would otherwise obtain direct views into neighbouring rear yard space</del></p> <ul style="list-style-type: none"> <li>Utilisation of <del>Incorporate</del> solid or partially solid balustrading and/ or landscaped garden beds <del>in to</del> elevated key outdoor open space areas within the proposed development.</li> <li>Provide a minimum sill height of 1.5m for any bedroom windows on the north-east <del>or</del> and southern <del>side</del> elevations <del>that overlook adjacent private open space, living areas, bathroom windows etc. and which would otherwise obtain a direct view out of that window into neighbouring rear yard space</del></li> <li><del>Where appropriate, incorporate in</del> of translucent/semi-transparent or obscured window glazing. <del>key windows within the proposed development</del></li> </ul>	
<p><del>P15.1 Reduce the potential for unreasonable noise transmission between the subject Medium Density Housing development and adjacent dwellings.</del></p>	<p><del>A15.1 Consider Installation of:</del> <del>A fence or wall constructed along a shared property boundary shall:</del></p> <ul style="list-style-type: none"> <li><del>Be constructed to a finished height of 1.8m</del></li> </ul>	<p>The performance criteria has been reworded to mirror G13 for consistency. The Acceptable Solution has been strengthened.</p>

Blue text – term defined in SLEP 2014

Red text – staff wording

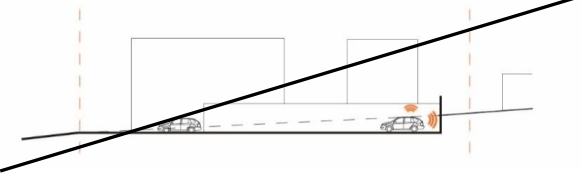
Strikethrough – submitted wording

<p>Site layout and building design avoids unreasonable amenity impacts to adjoining properties and residents by minimising noise transmission.</p>	<ul style="list-style-type: none"> <li>• Incorporate fencing materials that are either lapped timber or another fencing material that will alternatively provide <del>some</del> an acoustic attenuation benefit.</li> <li>• Avoid negatively impacting on the aesthetic quality of the subject site and adjacent properties.</li> <li>• <del>Southern rear boundary and north eastern side common boundary fencing for the development of 1.8m minimum height and preference</del></li> </ul>	
<p>P16.1 Position any primary noise-generating elements of the proposed multi dwelling housing development area away from adjacent neighbours.</p>	<p><del>A16.1 Position key noise generating spaces within the subject development site thoughtfully, including:</del> Any noise generating (mechanical) plant and equipment must be located to reduce potential impact to amenity:</p> <ul style="list-style-type: none"> <li>• Not exceed an LAeq (15min) of 5dB(A) above background noise at the property boundary.</li> <li>• Be acoustically screened (where appropriate).</li> <li>• Be sited to minimise noise impacts.</li> <li>• Be located at least 3m away from bedroom windows.</li> <li>• Be located at least 3m from any dwelling on an adjacent property.</li> <li>• <del>Placement of</del> Air conditioning units, primary communal outdoor entertainment areas and key parking areas are located at least 3m away from the southern and</li> </ul>	<p>The proponent's Figure 9 is not considered necessary and has been removed. A note has been added which states that <i>semi-basement parking may help to reduce potential noise emission to surrounding properties.</i></p>

Blue text – term defined in SLEP 2014

Red text – staff wording

Strikethrough – submitted wording

	<p>north-east site boundaries.<del>if possible.</del></p> <ul style="list-style-type: none"> <li><del>If possible, set</del> The primary parking area for the <del>development</del> site <del>is located</del> to minimise potential acoustic impacts. <del>partially into the existing rear site slope, as shown in Figure 9.</del> <del>and which will also deliver some potential visual benefits, by reducing the overall prominence of parking provided on site.</del></li> </ul> <p><b>Note:</b> Semi-basement parking may help to reduced potential noise emission to surrounding properties.</p>	
		
<p>Figure 9: Incorporation of a semi-basement parking form is preferred for the Medium Density Housing development to minimise sound transmission to neighbouring dwellings, to mitigate overall <del>building</del> bulk, and to take advantage of the existing slope of the development site</p>		

Blue text – term defined in SLEP 2014

Red text – staff wording

Strikethrough – submitted wording