

Use this form to apply for a change to existing street numbering and addressing. If requesting street numbering for newly constructed dwellings or buildings, please use [Street Numbering Application – New Development](#).

Fees may be associated with changes to house numbering, as per CN's [Fees and Charges](#) document. All fees are payable prior to an Addressing Allocation document being issued.

City of Newcastle (CN) will only consider changing a street or unit number if there are difficulties in locating the property. Changes will not be approved if the reason for the request is one of the following:

- Personal preference
- Religious reasons
- Superstition
- Avoidance of unlucky numbers
- Changes to property value

Any new addressing provided will be in accordance with the *NSW Address Policy and User Manual* and the *Australian/New Zealand Standard: Rural and Urban Addressing (AS/NZS 4819:2011)*. You will receive an Addressing Allocation document once the application has been assessed and, should CN make changes to the existing street/unit numbering, you will be required to display the number of your premises properly and at your own expense.

Requests to change one dwelling/unit number may result in the renumbering of an entire building or property.

Please note that CN will investigate whether there is development approval prior to allocating additional street numbers for secondary dwellings.

Part 1: Applicant and Site Details

1. Applicant Details

Name or Company	
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person (if company)	

2. Location and title description of the property

Unit No		House No		Street Name	
Suburb				Post Code	
Lot(s)			Section		
Deposited Plan				Strata Plan	

Part 2: Application details

3. Reason for requesting a change of street number or address:

4. Details of related applications (if applicable)

Development Application Number	
Construction Certificate Number	
Strata Application Number	

Part 3: Supporting documentation

5. Attachments

Please include any relevant documents to this form. We recommend the following plans:

Detailed Plans

The plans are to be drawn to scale and including the following:

- Road names
- Building locations
- Dwelling/building/lot access locations
- Internal floor plans

Deposited plans (if applicable)

Strata plans (if applicable)

Part 4: Applicant's declaration and owner consent

6. Applicant's declaration

I apply for the street numbering of the abovementioned property.

I understand that the application may be delayed or rejected if the application is incomplete.

I declare that the information provided is true and correct.

Applicant Name			
Applicant Signature		Date	

7. Owner consent

This section must be completed by all property owners. If the property owner is a company or if the property is strata subdivided, the company director(s) or strata body corporate must sign and affix the company / strata seal.

- I/we consent to the submission of this application,
- I/we consent to a representative of City of Newcastle entering the property for the purpose of a site inspection (if required)

Owner Name			
Owner Signature		Date	
Owner Name			
Owner Signature		Date	

How to lodge this application

Lodgement Methods

Email

- Enter the address of the property and the type of application (i.e. Addressing Application) in the subject line of the email.
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.
- Emails are to be sent to addressing@ncc.nsw.gov.au

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees may be charged as per CN's [Fees and Charges](#) document. If payment is required, you will be contacted for payment of the applicable fee. All fees are payable prior to an Addressing Allocation document being issued and failure to arrange payment will result in your application being returned.

Payments can be made via one of the following methods:

- Cash
- EFTPOS
- Cheque*
- Credit Card*

*Please note a merchant fee is payable on all credit card transactions.

*Cheques are to made payable to City of Newcastle.

[City of Newcastle](#)

Phone: 02 4974 2000.

Email: addressing@ncc.nsw.gov.au

In Person: 12 Stewart Avenue Newcastle West NSW 2302

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.