

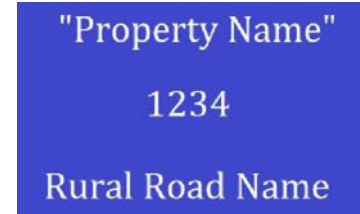
## Rural Road Address Sign Application Form

(If you have more than one property, please complete a separate form for each property)

Rural road address signs are available for rural ratepayers to order and purchase.

The address sign is double sided, reflective blue with white writing indicating your road number, road name and property name if applicable.

Cost per sign (*Fees & Charges 2023/24*) is **\$355** (GST Inc), including installation, and is payable upon application.



### LODGEMENT either:

- **Attend** Armidale or Guyra office and pay for the Application in person; Armidale (135 Rusden St, Armidale) or Guyra (158 Bradley St, Guyra)
- **OR Send** your Application **BY EMAIL** to: [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au) and a Customer Services Officer will contact you to make an over the phone Credit Card payment.
- **OR Send** your Application **BY POST** to:  
Armidale Regional Council, PO Box 75A, Armidale NSW 2350 and select from below:
  - With a Cheque made payable to: Armidale Regional Council; or
  - I/We request a phone call to make an over the phone Credit Card payment.

For assistance with this completing this Application and/or to enquire about your rural road number, please contact Armidale Regional Council on **1300 136 833**

### Please complete the following details and lodge as above:

Applicant's Name: \_\_\_\_\_

Are you the property owner/s? Yes  No  If not the owner, please list the owner's name/s:

\_\_\_\_\_

Company Name: (if applicable) \_\_\_\_\_

Property Owner's Mailing/Postal Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Contact Number/s: \_\_\_\_\_

NB: A phone number is required if you are paying by Credit Card.

E-mail: \_\_\_\_\_

Land Rates Assess No: \_\_\_\_\_

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**NOTE:** If you are unsure of your property address number or haven't yet been allocated a number - please leave the "Rural Address Number" (below) blank and a Council Officer will contact you.

Rural road address numbers are allocated based on distance from the beginning of the road to the access/entrance to your property as per *Rural Address Standards* (AS:NZS:4819:2011) and the *NSW Address Policy & User Manual*.

I/We request and agree to pay for a rural property address sign with the following details:

**Property Address Site (PLEASE PRINT CLEARLY)**

Property Name: \_\_\_\_\_

Rural Address Number: \_\_\_\_\_ Road Name: \_\_\_\_\_

Please advise how your main entrance is identified eg *black wooden fence & ramp, yellow gate*. If required, please attach a map clearly marked with an 'X' locating your property's entrance.

\_\_\_\_\_  
 \_\_\_\_\_

**Installation**

I/We agree to leave the sign installed at the entrance point to the property and on the applicable road name as per the Property Address Site above.

**Damaged Signs**

I/We agree that once the sign is installed it will be my/our/property owner's responsibility for all maintenance and/or repair/replacement of the sign. I understand that Council will not waive the sign fee for repairs and/or replacement of a sign.

**Additional Signs**

Further, if I/we decide an additional blue & white directional property sign is necessary to assist with locating the property, I/we agree to pay the costs for the additional directional sign/s.

Consent to payment for the fabrication and installation of sign/s:

\_\_\_\_\_ Signature

**OFFICE USE ONLY**

Property Address Correct Yes/No If No – new rural road address number: \_\_\_\_\_

Road Name: \_\_\_\_\_ Locality: \_\_\_\_\_

<p><b>Lodgement (Cashier)</b></p> <p>Date: _____</p> <p>Officer: _____</p> <p>Fee: <b>\$355</b> per sign (inc GST)                  2023/24 Fees &amp; Charges</p> <p>Receipt Code: A 828</p> <p>Receipt #: _____</p>	<p><b>Address Process (Prop &amp; NAR)</b></p> <p>Pathway updated: Y/N</p> <p>Date Added to Agencies &amp; Records List: _____</p> <p>Acknwlgmnt to Applicant: _____</p> <p>Pathway ID # or Content Manager: _____</p>	<p><b>Sign Order</b></p> <p>Purchase Order # _____</p> <p>Sign Order sent _____</p> <p>AO/202 _____</p>
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Notes: \_\_\_\_\_  
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