

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 2022/23*) is **\$330** (GST Inc), including installation, and is payable upon application.

"Property Name"

1234

Rural Road Name

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 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: _____

 .../2

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:

Please print name _____
Signature

OFFICE USE ONLY

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

Road Name: _____ Locality: _____

Lodgement (Cashier) Date: _____ Officer: _____ Fee: \$330 per sign (inc GST) 2022/2023 Fees & Charges Receipt Code: A 828 Receipt #: _____	Address Process (Prop & NAR) Pathway updated: Y/N Date Added to Agencies & Records List: _____ Acknwlgmnt to Applicant: _____ Pathway ID # or Content Manager: _____	Sign Order Purchase Order # _____ Sign Order sent _____ AO/202 _____ Sign received _____
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Notes: _____
