

# Rural Property Addressing Application Form

Rural Property Addressing is aimed to provide all occupied rural properties with a consistent numbered address. This national initiative is a distance-based road number from the road access point, to the occupied property as identified above by the applicant, and shall assist emergency services and other service providers to find the property. (Policy is available upon request or at [www.light.sa.gov.au](http://www.light.sa.gov.au))

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## NEW NUMBER / ADDITIONAL NUMBER

(Please circle)

Full Name: \_\_\_\_\_  
(Last) (First)

Rural / Property Address: \_\_\_\_\_  
(Lot/Section Number or Road number) (Road Name)

\_\_\_\_\_ CT Number (Volume & Folio): \_\_\_\_\_  
(Suburb/Area)

Assessment Number: \_\_\_\_\_ Valuer General's Number (VG): \_\_\_\_\_

Postal Address: \_\_\_\_\_  
(Suburb/Area) (Post Code)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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Applicant Name: \_\_\_\_\_  
(Name in Full)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- ☐ **Driveway Location Plan** – please provide a site plan showing primary access to your property with distance in metres measured from boundary fences. (see below)

## DRIVEWAY LOCATION PLAN

{Please include}

- **Property Boundaries including Road names**
- **Show location of proposed or existing driveway**
- **Distance from property boundaries to primary driveway in metres**
- **Driveway Location Plan to scale or alternatively utilise a mapping website of your choice (supply printed map)**

(Insert Road Name)

N

(Insert distance in metres from boundary to primary driveway and road name)

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### OFFICE USE ONLY:

- ☐ Received Over Counter/Development Application/Mail/Email (please circle)
- ☐ Planning – Admin – Allocation of DA Number \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ Planning – Notify I&W – GIS: Email RPA Application Form & Site/Driveway Plan to arrange for allocation of RPA Data Point with DPTI
- ☐ I&W – GIS – Notify DPTI (Mark Morse) [mark.morse@sa.gov.au](mailto:mark.morse@sa.gov.au) via email requesting RPA Data Point (process generally takes 24 hours)
- ☐ I&W – GIS – Receive notification from DPTI – Plotting of RPA in Exponare
- ☐ I&W – GIS – Notify Planning of allocated RPA number
- ☐ I&W – GIS – Notify Rates – via updating Rates in Authority (data will automatically update)
- ☐ I&W – GIS – Send letter to applicant notifying RPA including Policy & Information Sheet
- ☐ I&W – GIS – Upload documentation to Infoexpert – BCS-Property Management-Nomenclature-RPA (associate with VG file)