

# GUIDELINES FOR KERB SIDE NUMBERING



## A) SPECIFICATIONS

- The numbers are to be painted on the kerb, reflective white in colour (with letter sizes Series D, AS1744–1975). Height 100mm and painted with the aid of a stencil.
- The numbers are to be painted on a rectangular background of paint, being 300mm x 120mm applied with the use of a stencil. Background colour to be Australian Standard colour N61 Black or Blue series – B21, B22, B23, B34, B51 or B61
- In all instances the stencils used are to be precisely engineered to totally preclude over-spray and under-run.
- Numbers are to be painted on the kerb side vertical face.
- Numbers are to be placed on the kerb of the street that the number refers to only.

## B) REQUIREMENTS FOR CONTRACTORS

- **Customers must be issued with a copy of the 'Important Customer Information' slip prior to any work being undertaken.**
- Only contractors who a valid permit from the City may paint street numbers on the public kerb.
- It should be noted that this approval in no way gives your organisation exclusive rights for the provision of this service in the City of Greater Geelong.
- This approval is valid for a period of 1 year from the date of issue. New approval must be sought past this date.
- Any breach of the above conditions may result in the termination of this approval.
- The contractor must indemnify Council against any public liability claim resulting from their work and provide a copy of their current public liability cover to a value of \$10,000,000.
- The clean up of equipment is not permitted to enter the City's stormwater drainage system. An appropriate waste disposal method is to be implemented.
- The contractor must provide a copy of this guideline to each and every person who is provided with a quotation for kerb side numbering.
- The contractor would need to exercise due care to ensure that the correct house numbers are used for each property and in this regard it is suggested that you confirm with Council, prior to undertaking the work.
- The contractor must ensure pedestrian and vehicular access is kept free of obstruction and that no nuisance arises as a result of the named activity.
- Whilst in the process of painting kerb side, necessary Traffic Control Management must be erected in accordance with AS1742.3.

## C) CODE OF CONDUCT

- **It must also be understood that Council will not be responsible for the maintenance or repair of these painted numbers, under any circumstance.**
- It must be adequately explained to the residents that under NO CIRCUMSTANCES are the painting of house numbers on kerbs in the City of Greater Geelong compulsory.
- A price for painting the kerb number must be provided upfront.
- It must be made clear that whilst you hold a permit to undertake kerb numbering in the City of Greater Geelong you are NOT employed by and DO NOT represent the Council.
- Representation should not be made that you act on behalf of any State organisation without the express written approval of that organisation.
- The intention of your organisation shall be adequately explained to the residents and/or owners of the property, where the work is being canvassed.

- It must be noted that the numbering on kerbs, in no way, reduces the obligation of the property owner, to display the correct house number on their building or fence fronting the street, pursuant to Section 124 Para 8, Local Government Act 1993.
- That a quotation may be sought from other contractors.

Revised: January 2018