

# Rural Road Number or Urban Property Address Application

Must be lodged prior to Planning and Building Permit application

## APPLICANT DETAILS

RATEPAYER(S) \_\_\_\_\_  
APPLICANT NAME \_\_\_\_\_  
CURRENT POSTAL ADDRESS \_\_\_\_\_  
PHONE (BH) \_\_\_\_\_ EMAIL \_\_\_\_\_

## DETAILS OF PROPERTY REQUIRING RRN or URBAN ADDRESS

ROAD or STREET \_\_\_\_\_  
LOCALITY \_\_\_\_\_  
LOT \_\_\_\_\_ PLAN/ SUBDIVISION NO. \_\_\_\_\_ or TITLE PLAN NO. \_\_\_\_\_  
CROWN ALLOTMENT \_\_\_\_\_ SECTION \_\_\_\_\_ PARISH/TOWNSHIP \_\_\_\_\_  
PROPERTY ASSESSMENT NO. (refer to your rates notice) A \_\_\_\_\_

## REASON FOR REQUEST

NEW DWELLING  NEVER PREVIOUSLY HAD NUMBER  CHANGE TO ENTRANCE POINT   
OTHER (please specify) \_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT REQUIRED

A locality map clearly indicating the entrance or driveway with accurate distances to nearest boundaries must be attached to this application. Your application cannot be processed without this attachment.

MAP ATTACHED Yes  No

## FORM SUBMITTED BY

Name

Date

## RETURNING YOUR APPLICATION

**CONTACT US**  
Phone 03 5760 2600  
Fax 03 5762 5537  
Email [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

**IN PERSON**  
Visit the Council's Customer Service Centre  
at 1 Bridge Street East, Benalla

**MAIL**  
Send this application to  
Benalla Rural City Council,  
PO BOX 227, BENALLA VIC 3671

**Information Privacy** The personal information requested on this form is being collected by Council for the purpose of issuing a rural road number or urban property address. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

**OFFICE USE ONLY**

Plan of property attached	Yes	No
Property entrance is clearly identified on plan with boundary distances	Yes	No

**Property address assigned**

Property name *(if applicable)* \_\_\_\_\_

RRN / urban house number \_\_\_\_\_

Road / street / court / drive \_\_\_\_\_

Street / road type \_\_\_\_\_

Street / road suffix (e.g. Sth, Nth) \_\_\_\_\_

Locality \_\_\_\_\_

**Property access point details**

Distance related	Yes	No
Primary access points (i.e. main entrance)	Yes	No
Entrance point outside property polygon (remote)	Yes	No

**Additional comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sign and date when completed**

RM8 application reference number	_____	_____
Rural/urban address assigned	_____	_____
Update mapbase and M1 done	_____	_____
Letter sent to ratepayer/applicant	_____	_____
Letter RM8 reference number	_____	_____
Memo to Planning, Building, MI, Rates, Records, Waste	_____	_____
Advise address Post Vic/Tas	_____	_____

**COMPLETED**

Date \_\_\_\_\_ Yes No