

# RURAL PROPERTY ADDRESS SIGN APPLICATION

File 14.18.5

Completed application forms are to be submitted to the Kangaroo Island Council by:-

- Email – [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)
- Fax – 08 8553 2885
- In Person – 43 Dauncey Street, Kingscote 5223
- Post – PO Box 121, Kingscote 5223
- via Penneshaw Community Business Centre – 99 Middle Terrace, Penneshaw 5222

Further information is available by contacting Council on 08 8553 4500

## Section A: Sign Request

Please indicate below the reason a rural property address sign is being ordered:-

New rural road numbering address sign

New additional sign – please indicate current rural property address number

Replacement Sign – please indicate current rural property address number

Approximate time for delivery of a new sign is eight (8) weeks

Application Fees:                      New Sign    \$    Replacement Sign    \$

- refer to Council's Schedule of Fees & Charges

## Section B: Applicants Details

Applicants Name:

Contact Number:                       Email:

Property Address:   
e.g. current lot/section number and road

Description of Location/Driveway:   
e.g. what road is driveway access on; how far to nearest landmark; is there another rural property sign nearby – if so how far; would the driveway be visible on an aerial map?

Signed:     Date:

**Section C: Office Use Only**

CEM Department

Receipt Number:

Receipt Date:

Application filed on Synergy and assigned to Project Manager, Asset Services

Date:

Asset Services

Application sent to DPTI to generate address

Date:

New address details received from DPTI

Date:

New Address:

Letter of confirmation sent to applicant

File Number:

Date:

Sign Ordered

Date:

Sign Received

Date:

Sign Installed

Date:

Finance Department

Rates Officer to update property details e.g. Mapping

Date:

File completed – filed on Synergy & original returned to Records Management

Date:

