We need to put your park on the map

An important initiative currently underway in New South Wales (NSW) is the NSW Comprehensive Property Addressing System (CPAS) Program. One of the primary objectives of the program is to improve the addressing system through the definition of processes for capture, storage, maintenance, geocoding, access and distribution of NSW address data from a single source of truth.

One key stream of the program is the Complex Site Addressing Project in which the objective is to identify, capture and improve address information for large, complex address sites, such as residential unit complexes, shopping centres, retirement villages, schools, health facilities, and many more including caravan parks, tourist parks and residential parks.

In support of the CPAS Program, the Registrar General, NSW and the NSW Address Working Group requests site manager’s and site operator’s assistance and co-operation during this addressing process. Your local knowledge, expertise and experience, is crucial for accurate address identification, capture and maintenance.

Whis is complex addressing so complex?

Complex site addressing provides a unique identification (address) for each sub-address site within a large site.

For example, a tourist, caravan or residential park could have many individual dwellings and sites within it but the park itself may be known as a single address e.g. 128 Majestic Dr, Pacific Gardens. This park may also have internal roads with their own names which should be used for addressing purposes. Much of this information is currently missing from addressing and navigation systems in NSW.

For standard residential sites, addresses are assigned by council and a residence is typically associated with one land title, one property (for rating and taxing purposes) and one address. For complex site types, addresses may be assigned by the site operator and the site may operate as one property, comprising one or multiple land titles and have many associated addresses.

Complex site addressing uniquely identifies each internal address and correctly positions the address to the building’s site location. Accurate address information enables the delivery of services from government and the private sector, especially critical services such as emergency services.

Where do tourist, caravan and residential parks fit in?

A wide range of government and community services rely on accurate addressing. Missing or inaccurate address information reduces the likelihood of service providers delivering the greatest benefit to occupants and residents.

Missing internal road names and site numbers heighten the risk of delayed response by Ambulance, Fire and Rescue, Police, SES and Rural Fire Service.
The NSW Address Working Group (NAWG) has identified tourist, caravan and residential parks as a priority because each park is unique and there are a large volume and a wide variety of addressing issues that need to be resolved.

LPI will focus on capturing internal road names, site numbers and building names as well as providing assistance with road naming and number allocation.

LPI will also assist in ensuring up to date site information and addresses are provided for distribution as soon as they becomes available.

Service providers and visitors will then be able to locate your park and its facilities on the map, using a range of addressing services such as online mapping and GPS devices.

How can you help?

Most tourist, caravan and residential parks will have a site plan showing internal roads, house/unit/ cabin numbers, internal site points of interest and communal buildings e.g. camp kitchen, laundry, kiosk, amenities block, office etc. For LPI to correctly capture the address information, we need an accurate site plan with clearly marked road and building names plus building numbers from each park.

You can use existing site plans and maps (if all address information is present) or you can add the necessary information to an existing plan and send them to LPI.

If you are unable to locate a site plan or have difficulty accurately identifying and marking address information on a plan, LPI can help you. Contact us and we can supply a plan or aerial photograph of your park for you to identify and mark up road names and address numbers.

LPI can also help you with address identification and correct addressing procedures for your park.

To request a Site Map and Addressing Assistance

Most tourist, caravan and residential parks will have a site plan E: addressissues@lpi.nsw.gov.au.

Completed Site Maps

Please send completed hard copy site maps to:
Addressing Program,
Land and Property Information,
PO Box 143,
Bathurst, NSW 2795.

Completed electronic site maps should be sent to E: addressissues@lpi.nsw.gov.au.

For more information

Please contact the Customer Service Centre on T: 1300 052 637 or E: addressissues@lpi.nsw.gov.au.

For more information on the CPAS Program and the Complex Site Address Project visit www.lpi.nsw.gov.au/about_lpi/comprehensive_property_addressing_system or contact CPAS@lpi.nsw.gov.au.