



## KerbWatch - Kerb Numbering

# How to Achieve the Best Result for your Kerb



### Policy

This document explains the procedure to be followed by a resident when a Kerb Numbering Stencil Kit is borrowed from Neighbourhood Watch (NHW) Ku-ring-gai & Hornsby.

**PLEASE NOTE: THE KIT IS BORROWED AT YOUR OWN RISK.**

### Pay it Forward Scheme

You will be provided with the Kerb Number Stencil Kit, including stencils, paints, cleaning and safety equipment, for the safe painting of your kerb number. This kit is provided free, however, as a courtesy to future persons, we do welcome a **'pay-it-forward'** contribution from those who can give to the community in this manner. We would suggest an appropriate amount would be \$10. This should be transferred to the **Neighbourhood Watch NSW – Ku-ring-gai & Hornsby** bank account at the Bendigo Bank, Lindfield Branch Number (BSB): **633 000** Account Number: **229 308 176**. If possible, please avoid a cash deposit, cheques or PayPal because we incur a service charge for them.

Thank you for your support of Neighbourhood Watch Ku-ring-gai & Hornsby.

### Kerb Numbering Principles

- a. There is no legal requirement for a kerb number. However, it is highly recommended by NHW Ku-ring-gai & Hornsby. If you choose to have one, the law requires the next two points.
- b. **By law**, all kerb numbers must face the direction of the correct street address. If your home is situated on a corner, the number should face the street named in your address.
- c. **By law**, all kerb numbers must be on the vertical face of the kerb.
- d. Ku-ring-gai Council and Hornsby Shire councils do not have a kerb numbering standard. The following points are taken from the Sutherland Shire Council standard, which is typical for those councils that do adopt a standard.
- e. The kerb number should be **located about 600mm** from your driveway entrance.
- f. The background of the kerb number should be: **BLACK** in colour, 130mm high and 88mm to 300mm wide, depending on the number of digits in your house number.
- h. For the above reason, the size of the Background stencil (provided) will vary. For a house with 4 digits, the width calculated would be  $4 \times 88\text{mm} = 352\text{mm}$ . However, the recommended Australian standard AS1744 says the total length from end to end should be no more than 300mm. Hence, in the 'Painting the WHITE Digits' step you need to overlap the digit stencils - without obliterating the numbers - in order to fit them into the Size 4 Background stencil.
- i. The house number (up to 4 digits) should be in **WHITE**, painted on top of and centrally placed in the BLACK background. Digits should follow Australian standard letter sizes Series D, AS1744.
- j. The final step will be up to three coats of **REFLECTIVE** paint (provided), applied on top of the WHITE house number digits. Please Note: it sprays with a yellowish tint.
- k. Please use all of the products sparingly.
- l. Choose a sunny, calm day and allow yourself 6-7 hours, to allow for multiple drying times.

FOR EMERGENCIES (Including anyone on your property)	000
TO REPORT ANYTHING SUSPICIOUS (Crime Stoppers)	1800 333 000
TO REPORT NON-EMERGENCY/POLICE TO ATTEND NON-URGENTLY (Police Assistance Line)	131 444
POLICE COMMUNITY PORTAL (Online reporting of minor crime/lost property)	portal.police.nsw.gov.au
IF YOU'RE NOT SURE (Hornsby Police Station)	9476 9799
TTY—To ask for Police, type PPP	106
SPEAK AND LISTEN	1 800 555 727

ENGLISH

## Kit Contents

- A wire brush, for cleaning the kerb before painting the numbers.
- 2 traffic cones
- 1 high-vis vest
- Laminated Information sheet, 'How to Achieve the Best Result for your Kerb'
- Laminated FAQ#29 sheet, 'Is it a Legal Requirement to have a House Number on the Kerb?'
- A ziplock bag containing: your appropriate size background stencil, digit stencil(s) for your house number, and a board - to protect the stencils from being bent/damaged.
- (Cheap) packing tape - to join together digits of the house number, and newspapers to stencils
- (Expensive!) 'Bear' brand general purpose tape - to secure the background/house number stencils to the concrete kerb. (The manufacturer confirms this tape sticks to concrete.)
- 1 x tin of paint – WHITE (house number)
- 1 x mini paint brush for use with the white tin of paint (specifically for 'dabbing')
- 1 x spray paint can - BLACK (background)
- 1 x spray paint can - REFLECTIVE (house number)
- Mineral Turpentine 'Turps'

## Responsibilities

- m. The Borrower should give their house number to the Lender ahead of time, to ensure that the Lender can prepare a personalised kit, with appropriately-sized background & digit stencils.
- n. The Kerb Numbering Stencil Kit will be ready for pick up at a pre-arranged date and time, mutually agreed upon by the Lender and the Borrower.
- o. The Borrower is responsible for collecting the kit from the Lender, for the kit from the time of borrowing, up until the time of its return.
- p. At the time of borrowing, the Borrower should ensure that all the listed items are present and in good condition. All items are to be collected at the same time, as one complete kit.
- q. The borrower should read/view all instructions provided by NHW, as well as manufacturers' instructions on the paint cans. PLEASE NOTE: paint drying times vary due to manufacturer, weather, number of coats, thickness of paint/spray, kerb construction, etc.
- r. The Lender will record the Borrower's details in a NHW spreadsheet.
- s. Please ensure all the items are present and in good condition on return.
- t. When the kit is returned, any 'Pay it Forward' contribution will be recorded on the NHW spreadsheet, and will be used to purchase future supplies for Borrowers.

## Warnings

- After each application with a spray can, you **MUST CLEAR THE SPRAY VALVE** by turning the can upside-down and spraying for 5 seconds (eg onto a newspaper), or until there is no more spray. Failure to do this will render the can useless.
- Do not allow paint or cleaning products to run down the storm water drain.
- Please take responsibility for your actions and respect the environment and your neighbours.
- Keep all products out of reach of children.

## Prerequisites

1. Please view the instructional presentation '**What Could Go Wrong?**' [au-NHWKuringgaiHornsby.org/kerb/](http://au-NHWKuringgaiHornsby.org/kerb/) to achieve the best results when using the kit.

This information was compiled by volunteers with Neighbourhood Watch Ku-ring-gai & Hornsby. Please contact your Crime Prevention Officer (CPO) at Hornsby Police Station for more information. Phone: 9476 9799.

Tips and other resources are available to download free from the Neighbourhood Watch in Ku-ring-gai & Hornsby website: [au-NHWKuringgaiHornsby.org/Tips/](http://au-NHWKuringgaiHornsby.org/Tips/).

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2. Ensure the following items are ready for use before you start the kerb numbering:
  - All kerb numbering stencil kit items (see above)
  - Tape measure or ruler
  - Consider protective gloves
  - Consider a face mask, to protect against dust when cleaning the kerb, spray and fumes
  - Consider a kneeling pad, to protect your knees
  - Old newspapers, to cover the side edges & the horizontal surface of the road
  - A rag, to wipe off any spills/drips
  - Scissors, to cut the tape
  - Chalk, to mark the 600mm measurement on the kerb.
  - Stones/weights to hold down the newspaper
  - A brick, or similar object, to put directly in front of the numbers to prevent anything, or anyone from coming into contact with them whilst they dry.
3. Cut back any overhanging vegetation above the proposed place for the kerb number, to ensure the stencils can sit flush to the kerb.
4. Consider parking a car strategically nearby, to give you protection from approaching traffic. Use the traffic cone(s) and high vis vest provided to ensure the task is carried out in as safe a manner as possible.
5. Measure 600mm from the driveway edge, as per diagram below. Locate the smoothest surface, avoiding any uneven surface and moving beyond the 600mm if necessary.

#### **Procedure – PAINTING THE BLACK BACKGROUND**

6. Clean the area on the kerb where the house number is to be painted. Use the wire brush to make the surface even and free of dirt. Ensure the kerb is dry. If an old number exists on the kerb, contact us for further instructions.
7. Place newspaper to protect the lower kerb and/or road. Tape the background stencil to the kerb using the 'Bear' brand general purpose tape (provided).
8. Read the instructions on the spray can. Shake the spray can. Spray the BLACK paint evenly over the background stencil, holding the can vertically, at a distance.
9. Invert the spray can and clear the spray valve (see WARNINGS).
10. Place a brick, or similar object (not provided) on the road directly in front of the numbers.
11. You may need **2 coats of the BLACK** paint. Allow the first coat to dry for a few minutes, then spray again. It is better to have 2 coats than to try for 1 coat and cause drips.
12. Read the instructions on the can to determine the length of time between BLACK and WHITE sprays. PLEASE NOTE: drying times vary throughout this process.
13. Once the BLACK paint has dried, carefully remove the stencil and tape. Clean the stencil (see Cleaning).

#### **Procedure – PAINTING THE WHITE DIGITS**

14. Prepare your house number using the digit stencil(s).
  - Please do not cut or damage the stencils. (The replacement cost is \$60.)
  - If required, join together the digit stencils of the house number with the packing tape (provided), covering the top & bottom edges and the touching edges between the digits, so they stay together as a single unit – even a tiny gap between digits could allow paint through. Ensure you do not cover any of the empty area you are going to paint through.
  - Avoid any tape on the reverse side of the stencil(s) to ensure they can sit flush to the kerb.
  - For those with 4 digits in their house number, you will need to paint the digits closer to each other by overlapping the stencils to fit them all within the maximum 300mm background space. We suggest you paint the digits individually, allowing the paint to dry between each digit. This way you won't be

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restricted by the stencil size, can easily view each digit's position and won't risk smudging the wet paint. If in doubt, please contact the Lender.

15. Take the connected (if applicable) digit stencils (including any letters) prepared as in the step above and place on to the BLACK painted background, positioning central to the background.
16. Confirm that you have placed each digit stencil in the correct sequence and orientation.
17. Using the 'Bear' general purpose tape, secure the digit stencil edges to the kerb. Then use the packing tape to secure newspaper to the edges of the stencils, to protect the kerb and road.
18. Read instructions on the paint can. Before opening, shake the can vigorously. On opening, there will be sufficient WHITE paint for your use on the inside of the can lid. Using the mini paint brush, simply **dab** (ie **not** normal brush strokes) evenly and gently over each digit stencil, using the paint sparingly to avoid drips. It is better to have 2 coats than to try for 1 coat and cause drips.
19. We suggest that whilst painting you look at the stencil from below, as well as from each side.
20. Clean the mini paint brush in warm soapy water.
21. You may need **2 coats of the WHITE** paint. Allow the first coat to dry properly, then repeat the procedure above.
22. LEAVE THE STENCIL(S), MASKING TAPE AND NEWSPAPER IN PLACE.

#### **Procedure – PAINTING THE REFLECTIVE COAT ON THE DIGITS**

23. Check the WHITE paint is dry.
24. Read the instructions on the REFLECTIVE spray can. Shake the spray can. Spray the REFLECTIVE paint evenly over each number, holding the can vertically, at a distance.
25. Invert the spray can and clear the spray valve (see Warnings).
26. You may need up to **3 coats of the REFLECTIVE** paint. Allow each coat to dry for a few minutes, then repeat the procedure above. Note: the reflective coat has a yellow-ish tinge.
27. Once the REFLECTIVE paint has dried, carefully remove all the tape and newspapers.

#### **Procedure – CLEANING**

28. Remove the tape from the digit stencils used.
29. Clean any extra/over-sprayed paint from the kerb/road surfaces/skin/stencils, using warm soapy water and/or Turps (supplied), depending on manufacturer's instructions.
30. Put all stencils back into the provided plastic bag with the cardboard, for return to the Lender.

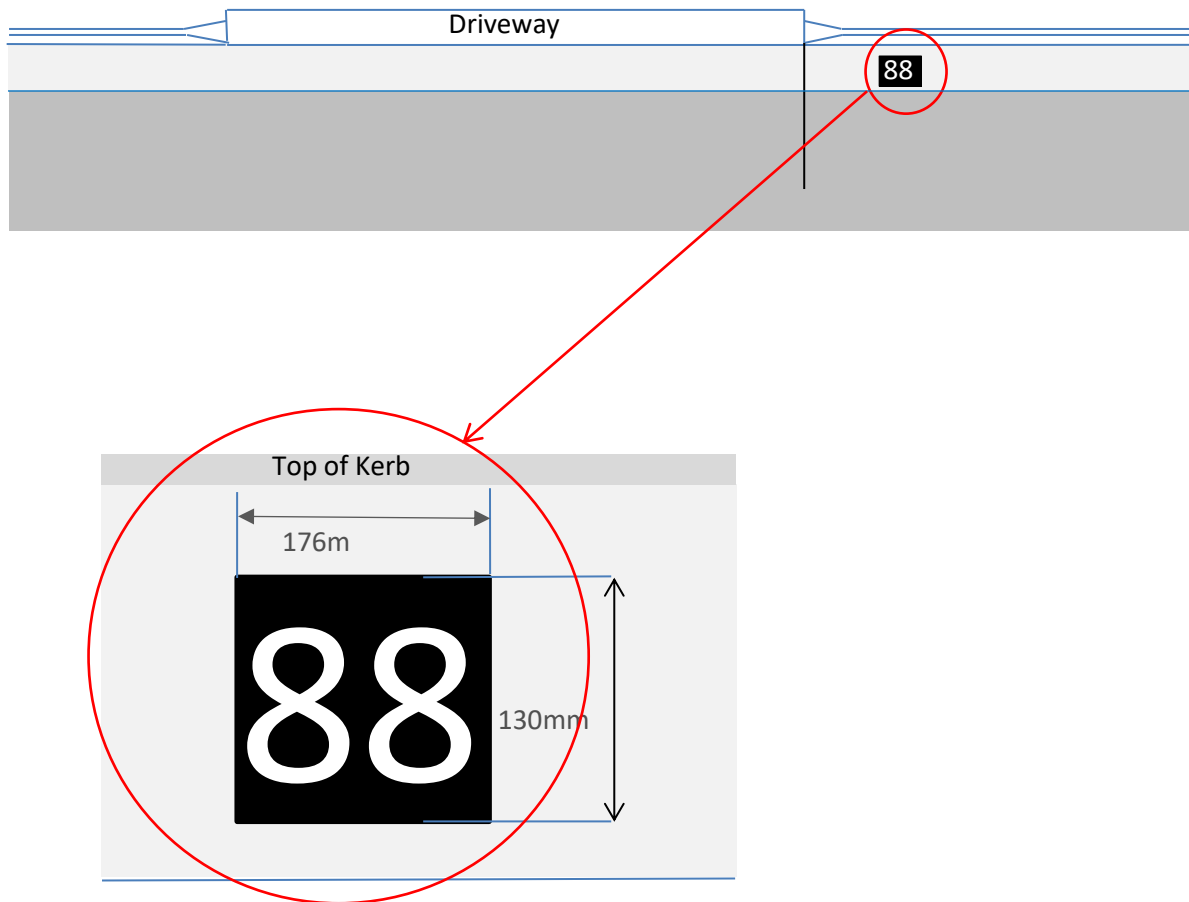
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## Size 2 Example Kerb Numbering (not to scale)



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