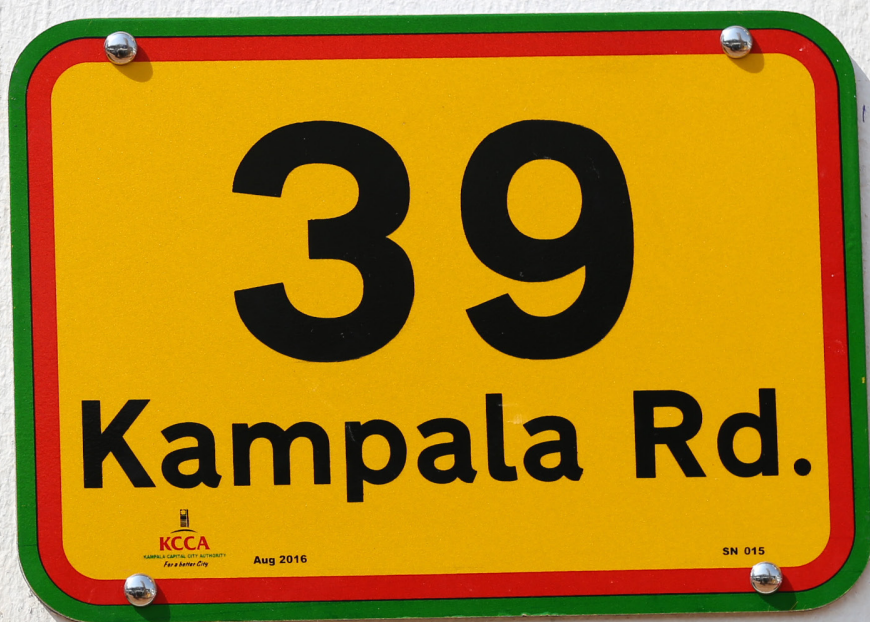


HOUSE NUMBERING GUIDELINES



2017



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June 2017

Published by Kampala Capital City Authority
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Front cover image is one of the photographs from the KCCA Photo Office, reflecting efforts undertaken in house numbering in Kampala
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A bird's eye view of a cross-section of the
Central Business District, Kampala - Uganda.

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1.0 Introduction

1.1 House Numbering

House numbering is the system of giving a unique number to each building in a street or area, with the intention of making it easier to locate a particular building.

House numbers are essential as they assist in the efficient delivery of mail and other services. They also aid the speedy location of an address in the event of an emergency. In addition to the house number, kerbside numbers can also be placed outside the property on the concrete kerb. The primary aim of these Guidelines is to describe and clearly demonstrate the Kampala Capital City Authority (KCCA) house numbering process. The identification of the address of all buildings is imperative to ensure all individuals and service providers can easily locate properties by their unique street address.

The guide describes house numbering principles associated with different address scenarios. It seeks to demonstrate and clarify how house numbers are assigned in different subdivision situations and to ensure properties in the City have clear and unambiguous numbering patterns.

This guide will support the Authority's House Numbering Policy and applies to all properties in the Authority's area of jurisdiction

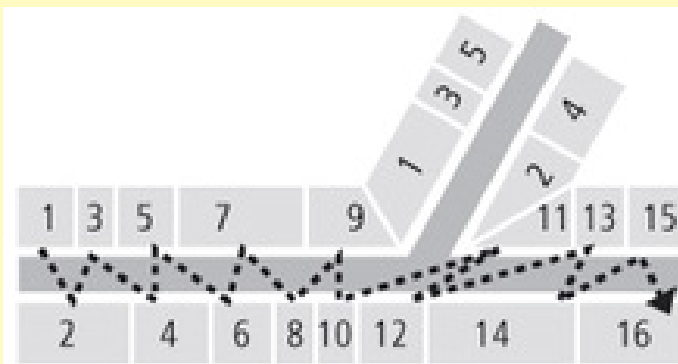
1.2 Allocation of House Numbers

House numbers will be allocated in a structured pattern ranging from the start to the end point of the road. Buildings on the left side of the road shall be allocated odd numbers and those on the right shall be allocated even numbers.

2. The House Numbering System

2.1 The numbering by street using the system pair/impair or odd/even

House numbers are allocated in a structured pattern ranging from the start to the end of the road. Buildings on one side of the road are allocated odd numbers and those on the opposite allocated even numbers.



This system shall apply to the majority of the houses in the City, in exceptional cases such as squares or courts, the Horse shoe or clockwise system shall be applied.

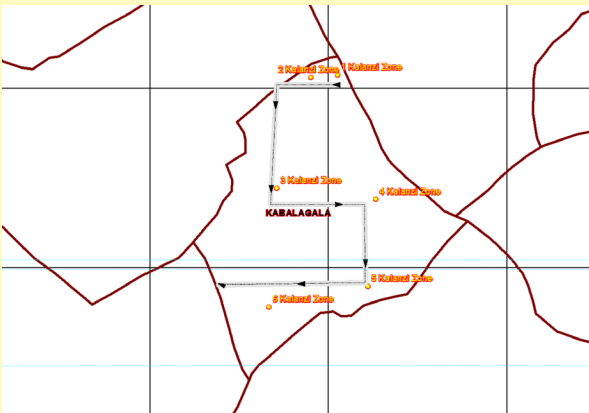
2.2 The Numbering by Street Horse Shoe (clockwise)

All buildings on one side of a street are numbered consecutively, continuing clockwise back down on the opposite side of the street. Under this numbering scheme, starting from one end, the buildings on one side of the road/street are numbered sequentially from the near end to the far end of the street. The next number is then assigned to the last building on the opposite side of the street. The following numbers sequentially doubling back along the opposite side of the street. The building with the highest number would be the first on the opposite side, facing the building with the first number across the street.



2.3 The Numbering by Grid Network

This shall apply to areas of informal setting that are not planned and without a proper road network. The village in which the property to be numbered is located shall be divided into a network of 100mx100m grids as detailed in section 3.10 of these guidelines.



3. House Numbering Standards

- All properties used for residential, commercial, civic, institutional or governmental purposes as well as vacant parcels in developed areas shall be assigned numbers as addresses to identify them.
- Numbers assigned to the buildings shall be determined according to the entry way to the building. Where the buildings have one or more entryways/driveways and roads on both sides,

the most used shall determine the number to be assigned.

- House numbers shall not have fractional 1521/2 Kampala Rd or hyphenated numbers e.g 152-Kampala Rd.
- The properties shall be addressed off the access way that fronts them.
- Even numbers shall be assigned on the right side of the road, from the start of the road, and odd numbers on the left side.
- Buildings with both street frontage and rear lane access should be numbered based on the main access to the building.

3.1 Circular pattern: For an access way with a circular pattern, the properties shall be numbered in a clockwise direction, taking into account the odd and even numbering rule.

3.2 Corner pattern: Assigning numbers to corner houses shall take into account the entryway, driveway or front door, whichever falls on the access way. Thus, for corner houses the number assigned will depend on the main entrance to the house.

3.3 Undeveloped land and incomplete developments: Where there are incomplete developments in-between properties, the house number or numbers shall be assigned and reserved until the development has been completed depending on the size of the land.

3.4 Sub-divisions: Numbering of houses in subdivided parcels will be done after the main house has been done. Depending on the nature of the sub-division, a number of options may apply. If the new structure is;

- Within the same compound and uses the same entrance as the original property, the number allocated to the original property shall be maintained.
- Has a walled compound different from the original property, then its own entrance will be allocated a new number. In such cases, the properties so affected will receive an alphabetical extension of A, B, etc. to the original number.

3.5 Compounds: Numbering on a compound shall be in two forms.

- When buildings are all located on the same compound or parcel but with different owners and possibly titles. In such cases, the properties will receive an alphabetical extension of A, B, etc. to the original number.
- Where there is one compound with either a number of rooms or houses owned by an individual with one main entrance to the compound. Such compound houses shall be given one address without any extensions.

3.6 Storied Buildings: Storied buildings multi-tenant structures shall first have the entire building assigned a number and the floors assigned floor numbers as secondary location indicators after a point e.g. House number 150 Kampala Rd, will have 150.1 Kampala Rd, 150.2 Kampala Rd, 150.3 Kampala Rd as the first, second and third floors. Underground floors shall be assigned using a minus for example the first underground floor will be -1, the second one -2 and so on.

3.7 Apartments: Apartments on a storied building shall first have the number of the floor and an alphabetical extension added e.g. 150.1A Kampala Rd, 150.1B Kampala Rd, and 150.1C Kampala Rd as apartments A, B and C on the first floor of building number 150 Kampala Rd.

Where there are a number of apartments on the same parcel of land, each apartment shall have an alphabetical extension starting from the letter “A”. This is to be followed by assigning numbers to the floors and the apartments on the floors.

3.8 Hotel Numbering: The parcel of land which has been developed into a hotel will be assigned a house number whilst the room numbers will be as applied by the hotel management

3.9 Commercial and Office Suites: Suite numbering shall take into consideration the potential for dividing the space in the future. Suites shall be numbered sequentially in the order they are accessed from the main entrance, starting on the left when facing the front of the building and continuing in a clockwise direction.

3.10 The Rural Setting, Slums and Areas of Unplanned Development:

Where there are named streets, walkways, lanes etc., they will be used as reference points for house numbering.

Where there are no named access ways, administrative boundaries will be considered as well as a grid pattern. Each village is assigned a code and houses in the same village are assigned the same code and each house is sequentially numbered using a combination of the village code and the house number based on the grid pattern.

Houses in the same village are painted visibly in a consecutive order above the doorways with paint encircled in a ring, without mounting any special plaques.

3.11 The numbering of quarters, estates and other buildings on a plot

When a plot contains multiple buildings, they are assigned an additional component of the house number, which is a sequentially assigned number unique within the plot e.g. 152A Kampala Rd, 152B Kampala Rd. Structures such as a dog kernel, toilet or latrine and others like an outside kitchen shall not be assigned any number.

4. Type of House Numbers

Reflective house numbers that can be seen clearly from the roadway are recommended. Plate Size: should be 375mm x 375mm, Material Specifications: Engineering grade; 0.3mm galvanized steel. Durability: Minimum 7 years, Reflectivity: High, Colour: three shades (Outer- Green, Middle – Red, Inner –Yellow), Monograms and Logos: KCCA logo on the Upper right corner, Lettering: Arial Black in Black, Proportional font size.

5. Placement of House Numbering Signs

If the house is less than 1.5 meters from the front boundary, numbers should be placed in a prominent position above or adjacent to the main entrance to the house. For houses that are more than 1.5 meters from the front boundary, numbers should be placed on or near the front gate, if there is no front fence or gate, numbers should be placed on any other feature facing the street. Ideally, the number should be about 1.5m to 2.0 m above ground level.

Kerbside numbers are an additional aid to finding an address quickly and could save critical time in an emergency. Displaying a kerbside number is optional. Should one opt to have a kerbside number to supplement a house number guidance should be sought from KCCA in terms of colour, font type and size.

Kerbside numbers should be adjacent to the driveway on the side nearest to the middle of the

frontage of the building. Numbers should be in Helvetica medium bold and 60mm high and may be painted on to the kerb or a metal plate attached. Numbers should be black with either a yellow or white background and hard durable road pavement paint should be used.

6. City Addressing FAQs

Q: What is this House Numbering Project all about?

A: House numbering involves assigning unique numbers to all buildings, properties and houses in the City. It involves;

- Numbering buildings, properties and houses
- Naming and Renaming of Roads
- Affixing Number Plates on buildings, properties and houses
- Installation of Road Signage on Named Roads and Villages

Q: Does it mean that my plot number is changing?

A: Your plot number will remain the same and will co-exist alongside the assigned house number

Q: Why does KCCA assign me a house number?

A: The house number is assigned to bring uniformity, uniqueness and orderliness in the city because the plot number refers to the land on which the buildings and other structures are established. The current plot numbers do not follow a uniform manner for ease of locating businesses and residents.

Q: What is the difference between Plot and House numbers?

A: Plot numbers are assigned by the Ministry of Lands, Housing and Urban Development (MLHUD) and are used for land administration, whereas House numbers are assigned by KCCA for ease of identification of the building on the plot, there can be many buildings on the same plot; or one building can cover more than one plot.

Q: What will happen to my plot number after I have been issued a house number?

A: Your plot number will not change and will co-exist with your assigned house number.

Q: Won't I lose my customers because of changing my plot number?

A: The house number will not change your physical address or plot number; all you need is to include the house number in your existing physical address for example;

Kampala Capital City Authority (KCCA)
City Hall, Plot 1-3, Apollo Kaggwa Road
House Number 4, Kimathi Avenue
P.O Box7010, Kampala - Uganda
Tel: +256 204 66 00 00,
+256 414 58 12 94
Email: info@kcca.go.ug
Website: www.kcca.go.ug
SMS Code 7010

Inclusion of the house number in your address will even increase the number of customers accessing your business premises

Q: Who will notify my bank, school and my customers of my house number?

A: It is the responsibility of everyone to notify their Banks, schools and all interested parties of the house numbers.

Q: Who will conduct the house numbering exercise and fixing of the house number plates?

A: The responsibility and mandate of assigning and fixing of house number plates lies with KCCA. All KCCA staff conducting the exercise will display KCCA identification cards at all times

Q: Most of the areas in the city are not planned and have no roads. How will you give them addresses?

A: A regular grid network shall be established and houses will be assigned a grid number with an alphabetical letter for the house number and the village or zone name e.g. 12 A Kifumbira Zone. Where, 12 is the grid number and A is the first house in that grid.

Q: How will I get my house number plate?

A: A temporary sticker will be placed in your premises to inform you of your assigned house number, KCCA will then officially communicate to you where and how to obtain your house number

Q: What will happen if I don't want to fix a number plate on my property?

A: Statutory Instrument 243-19 of the Local Governments Act, The Local Governments (Kampala City) – Numbering of Land and Buildings- Byelaws, gives powers to KCCA to serve a notice to a property owner to affix a plate bearing the number of the building at the frontage to satisfaction of the Authority

Q: I have seen signposts on Kampala road as shown in the picture, what do they mean?

A: Kampala Road is the name of the Road or Street on which the premises are, 24-74 indicates that you are moving from house number 24 to house number 74 on Kampala Road. House number 74 is the last house at the end of the road. The four colors (Green, Red and Yellow) are KCCA Brand Colors; The Yellow color is given prominence due to its high reflective characteristics,

A: The House Number plates will have the house number and a road or street name through which your house is accessed.

Where a house is located in an informal setting where there are no access roads, a regular grid network shall be established and houses will be assigned a grid number and an alphabetical letter for the house number, followed by the village or zone name.

Q: Where will this house number plate be placed?

A: It will be placed on the gate, fence, outer pillar or wall of your house in a way that will make it clearly visible from the road, street or near distance. The distance from the ground to the house number plate should be at least 2 metres from the ground level.

Q: When will this exercise get to my area?

A: The exercise started in Central Division and but will gradually roll out to all the divisions of Kampala. After Central, Nakawa will follow then Makindye, Kawempe, and finally Rubaga

Q: What crime will I have committed if I removed that sticker from my house as soon as you place it?

A: It is an offence to remove any identification mark or tag placed on your premises by KCCA without written permission. Any act of this nature is liable to prosecution in the courts of law.

Q: Why do you assign odd numbers on one side of the road and even numbers on the opposite side?

A: KCCA has adopted an international best practice and developed detailed House Numbering and Road Naming Guidelines which guide the house numbering process. The Guidelines have been discussed by both the technical and political wing of

Q: Will all the properties in the city be assigned house numbers?

A: Yes, every property in the city will be assigned a house number

Q: What is the difference between a House Number and a Postcode?

A: A house number is a unique number assigned to each building in a street or area, with the intention of making it easier to locate that particular building, a postcode is a series of letters and /or digits appended to a postal address for the purpose of sorting mail. A postcode is assigned to administrative units and is the work of Posta Uganda.

Q: Will I have to pay for the house number plate or will it be free?

A: The cost of the house number plate will be met by the property owner at a standardized fee that will be communicated by KCCA.

Q: How do I get additional information on this exercise?

A: Please contact the following address;
Kampala Capital City Authority (KCCA)
City Hall, Plot 1-3, Apollo Kaggwa Road
House Number 4, Kimathi Avenue
P.O Box7010, Kampala - Uganda
Tel: +256 204 66 00 00,
+256 414 58 12 94
Email: info@kcca.go.ug
Website: www.kcca.go.ug
SMS Code 7010

Or any leader in your Area or Division

Legal Documents:

The Local Governments Act. Statutory instrument 243-19. The Local Governments (Kampala City) (Numbering of Land and Buildings) Byelaws.
System for Kampala Road
Sample House Number plates

Sample House Number plates

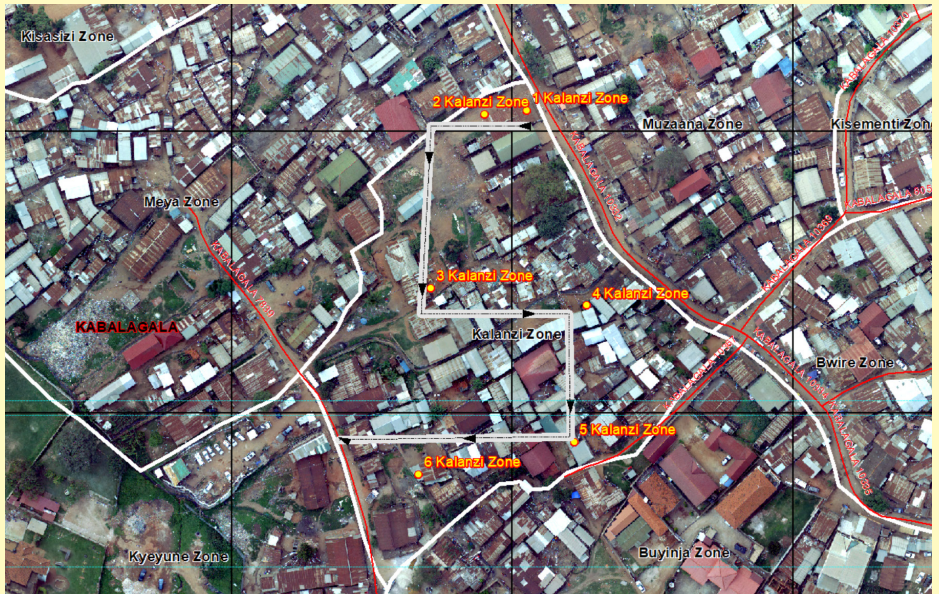
House Number Plate for a formal Urban Setting



House Number Plate for an informal Setting



The Grid Numbering Scheme for an informal Urban Setting







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