



Republika e Kosovës
Republika Kosovo - Republic of Kosovo
Kuvendi - Skupština - Assembly

Law No. 04/L-071

ON ADDRESS SYSTEM

Assembly of Republic of Kosovo,

Based on Article 65 (1) of the Constitution of the Republic of Kosovo;

Approves:

LAW ON ADDRESS SYSTEM

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

The purpose of this law is to determine and regulate the manner of establishing and administering the Address System, to set out the criteria and identification of each building, object and every free cadastral parcel in the territory of the Republic of Kosovo.

Article 2
Scope of Application

This law determines the competencies and responsibilities of municipalities and duties of Government in establishing and administering the Address System in the territory of Kosovo.

Article 3 **Definitions**

1. Terms used in this law shall have the following meaning:

1.1. **Address** - compilation of words, numbers, and language orthographic signs, listed according to a certain order, indicating the exact location of the building and a free cadastral parcel. It is composed of letters in official languages and Arabic numbers.

1.2. **Ministry** - Ministry responsible for Environment and Spatial Planning.

1.3. **Municipality** - the determination of Municipality, as provided in the Law on Local Self Government-Law No. 03/L-040.

1.4. **Municipal Register of Addresses** – the official register which contains all elements of addresses for the certain Municipality and which is maintained and continuously updated by the Municipality.

1.5. **State Address Register** - the official register which contains data from all Municipal Address Registers which is maintained and continuously updated by the Ministry responsible for Environment and Spatial Planning and Kosovo Cadastral Agency.

1.6. **Official Languages** - official languages defined by the Law on the use of languages-Law no 02/L-37.

1.7. **Free Space** – free cadastral parcel.

1.8. **Public Circulation Area** – denominated part of public territory, such as boulevard, street, alley, square, park and ring road which serves as a reference to describe the exact location of an object, building, and a free cadastral parcel within the same Municipality in the territory of the Republic of Kosovo.

1.9. **Roads** - defined in accordance with the Law on Roads-Law No. 2003/11

1.10. **Address Sign** – a sign which contains the name and number of addresses.

1.11. **Kosovo Cadastral Agency** - the central responsible Agency for Kosovo Cadastral, as it is provided by the Law No. 2003/25 on Cadastre.

Article 4
Address elements

1. Elements of an address are as following:

- 1.1. name of the municipality;
- 1.2. name of the village;
- 1.3. name of the public circulation area to which the object has an exit;
- 1.4. number of the building;
- 1.5. entrance number;
- 1.6. floor number;
- 1.7. apartment number; and
- 1.8. postal code.

Article 5
Address System

The address system shall be applied to any type of object, building or free cadastral parcel, regardless of its purpose of use in the Republic of Kosovo.

Article 6
Languages used for Address System implementation

Address system shall be implemented using the official languages of the Republic of Kosovo. This provision shall apply to determine the names of public circulation areas for production and installation of the address signs.

CHAPTER II CRITERIAS FOR NAMING

Article 7 Naming of Public Circulation Areas

1. The decision on the names of public circulation areas shall be taken by the Municipal Assembly under whose jurisdiction they are located.
2. The names of public circulation areas shall be proposed by the responsible Municipal directorate. The names are decided upon the decision of the Municipal Assembly. Names of public circulation areas aim to preserve the continuity and homogeneity in cultural and historical terms taking into account the consultative process with communities living in specific areas. Names of public circulation areas are registered in the Municipal Address Register.
3. Responsible Municipal directorate shall also assign a unique code for each public circulation area within the Municipality. The code shall be registered in the Municipal Address Register.
4. Responsible Municipal directorate is obliged to establish, retain, and continuously update an alphabetical list of all names of the public circulation areas. The list shall be consulted during the naming process to avoid the duplication of names in the same Municipality and it shall be published.

Article 8 Naming criteria

1. Each public circulation area shall have a specific name within the same Municipality.
2. A Public Circulation Area with one exit shall be assigned a separate name from the name of the main road if there are over ten (10) apartments-houses or when in the regulatory plan provides access to another road. The same shall apply to the villages.
3. A Public Circulation Area with an exit to less than ten (10) apartments-houses shall retain the same name of the main road where it has an exit.
4. If there are reasons to assign different names to the same public circulation area through its length, the name can be change only at a crossroad, bridge, railway intersection or at another recognizable historical place. This provision shall not imply that the same segment of public circulation area can have different names.

Article 9
Naming prohibitions

1. The following names shall not be used in regards to public circulation areas:
 - 1.1. initials, abbreviations and abbreviated names;
 - 1.2. names in foreign languages;
 - 1.3. names containing linguistic mistakes;
 - 1.4. names of families;
 - 1.5. descriptive names;
 - 1.6. names using numbers shall not use numbers with fractions.

Article 10
Re- naming of Public Circulation Areas

1. In case of a need to change the existing name of a Public Circulation Area provisions set out for this law for assigning new names of public circulation areas shall be applied.

2. When due to a change of Municipal borders of the Republic of Kosovo, a public circulation area is assigned to another Municipality and there is a conflict with an existing name, the re-naming process shall take place in accordance with this law.

Article 11
The list of reserve names

Responsible municipal directorate shall draw and retain a list of reserve names for public circulation areas. The names on the reserve list must comply with naming criteria set out in this law.

Article 12
Inter-municipal Public Circulation Areas

1. Public circulation areas that pass through two or more Municipalities shall preserve the same name throughout its length.

2. When a public circulation area passes through two or more Municipalities, the Municipalities shall cooperate with each other in order to ensure a compliance in naming and numbering of the same public circulation area throughout its length.

Article 13

Notification for assigning New Name and the change of existing Name

1. In case of assigning a new name or changing an existing name of a public circulation area, the Municipality shall inform the Ministry for the proposed new name within five (5) days.

2. Ministry shall review the proposed name in terms of its compliance with this law and relevant administrative instructions. Ministry shall notify the Municipality for its assessment within fifteen (15) days.

3. In case the Ministry finds incompatibility of naming with this law and administrative instructions of this law, then the Ministry within the above mentioned time limits requires from the Municipality to reconsider the naming.

4. If the Municipality does not respond to the request for review within the time limit of thirty (30) days or refuses the request and supports the decision contested for naming, then the ministry can refer the contested issue in the District Court that is competent for the territory of the Municipality, within the time limit of thirty (30) days after failing to respond the notice of refusal or support of the contested decision.

CHAPTER III CRITERIAS FOR NUMBERING

Article 14

Assignment of Address Numbers in Urban Areas

1. Responsible Municipal directorate is competent to assign address numbers to buildings, objects and free cadastral parcels for Address System needs within the whole territory of Municipality, by acting always in compliance with this law.

2. Responsible Municipal directorate shall also assign a unique code for each building, object or free cadastral parcel.

3. Responsible Municipal directorate shall insert address numbers and assigned building codes in the Municipal address register.

4. For new buildings planned to be built on the Municipal territory, the address is assigned during the process of issuance of building permit. The responsibility to assign the address number for planned buildings shall be implemented by the responsible

Municipal directorate. Once the building is completed and approved for use, the address number is confirmed in address register. This rule shall apply towards all for assignment of numbers for buildings in rural areas.

Article 15

Assignment of Address Numbers within Buildings

Each apartment within the building, including offices and shops shall have a unique assigned number. The responsible Municipal directorate shall be competent to decide on numbers of addresses for each flat, office and shop for the need of Address System in the whole territory of the Municipality.

Article 16

Assignment of Address Numbers in Rural Areas

The responsible Municipal directorate shall be competent to assign and decide on the numbers for houses, buildings and free cadastral parcels for the needs of Address System within the territory of Municipality, acting always in compliance with this law.

Article 17

Naming and Numbering of Bridges and Tunnels

Bridges and tunnels are named and numbered for the purpose of identification. In most of cases, measurements are made in the middle of the bridge and the number is placed at the end of the bridge on both sides. Competences for placement of signs belongs to the Municipality where the area is located.

CHAPTER IV ADDRESS REGISTER

Article 18

Municipal Address Register

Municipality shall establish, maintain and continuously ensure the accuracy of data in the Municipal Addresses Register.

Article 19

State Address Register

1. The Ministry shall establish and administrate State Address Register.

2. State Address Register shall be implemented and maintained by the Kosovo Cadastral Agency.

Article 20
Distribution of data by State Address Register

1. Data from the State Address Register shall be distributed for free to Ministries, institutions and governmental agencies, municipalities, private companies, nongovernmental entities and natural persons in compliance with the Law on Protection of Personal Data.

2. State Address Register shall be part of National Spatial Data Infrastructure (NSDI).

CHAPTER V
CRITERIAS FOR ADDRESS SIGNS

Article 21
Technical specifications for Address Signs, Names and Numbers

1. Signs for names of public circulation areas and numbers of buildings and entrances, shall be produced and placed by using the best and appropriate European practices.

2. Numbers must be Arabic numbers.

3. Letters in the signs must be in accordance with the relevant legislation on the use of languages in the Republic of Kosovo.

4. In Municipalities where other languages have the status of official languages, the signs shall be in official languages of Municipality.

Article 22
Placement of Address Signs

Responsible Municipal directorate shall place the Address signs in objects, buildings and free cadastral parcels within the territory of the Municipality.

Article 23
Costs for placement of Address Signs

1. Costs for placement of Address signs for public circulation areas shall be covered by Municipal budget of where the area is located.

2. Costs for placement of Address signs in buildings and inside of them for the first time, shall be covered by the Municipal budget.

CHAPTER VI RESPONSIBILITIES OF MUNICIPALITIES

Article 24 Responsibilities of Municipalities

1. The municipality shall assign specific names and numbers to all buildings, apartments, and free cadastral parcels, in compliance with provisions of this law.
2. All elements of addresses in the Municipality shall be registered and maintained by the existing staff of responsible directorate in municipal address register in compliance with provisions of this law.
3. The Municipality shall not issue building permit unless the address is assigned and is included in the building permit.
4. The Municipality shall coordinate the naming and numbering process with the neighbouring municipality in case of inter-municipal public circulation areas.
5. The Municipality shall notify the owners of properties and residents on the name and number of public circulation area in which they reside.
6. The municipality shall be responsible to install and maintain signs with names and numbers for all existing public circulation areas.
7. The municipality shall be responsible to ensure and maintain all name address signs, within its territory.
8. The municipality shall maintain data in the Municipal Address Register ensuring that all data are complete, correct and up to date.

CHAPTER VII RESPONSIBILITIES OF COMPETENT MINISTRIES

Article 25 Responsibilities of Ministries

1. The ministry in corporation with responsible Ministry of Local Government, responsible Ministry of Internal Affairs and Municipalities shall be responsible for the implementation of the overall Address System in Republic of Kosovo.
2. The Ministry shall ensure the coordination among governmental and municipal institutions and shall provide technical and financial possibility for uniform implementation of Address system.
3. The Ministry shall be responsible to review the names decided by Municipality for public circulation areas and to notify municipalities in case of violation of this law.
4. The Ministry shall establish and administer the State Address register.
5. The ministry shall distribute data from the State Address Register in accordance to provisions of this law.

CHAPTER VIII TRANSITIONAL AND FINAL PROVISIONS

Article 26 Transitional and final provisions

1. The Ministry and Kosovo Cadastral Agency shall provide maps, Administrative Instructions, appropriate manuals and guidelines to Municipalities in order to start the implementation of Address System.
2. Within six (6) months from the approval of bylaws provided by this law, the Municipality shall identify all public circulation areas and assign names for those in accordance with provisions of this law.
3. Within twelve (12) months from the approval of bylaws as provided in this law, the Municipalities shall assign numbers for all existing buildings, objects and free cadastral parcels, for assignment of exact numbers.

4. Within eighteen (18) months from the approval of bylaws as provided in this law, the Municipalities shall assign numbers for buildings and apartments entrances inside existing buildings, according to provisions of this law.

5. Within twenty-four (24) months from the approval of bylaws as provided in this law, the Municipality shall register in the Municipal address register, the name and number public traffic areas, objects and buildings and the same ones shall be registered in municipal addresses register, according to provisions of this law.

Article 27

Issuance of Administrative Instructions

1. The Ministry and Kosovo Cadastral Agency shall be responsible for the issuance of the following Administrative Instructions:

1.1. Administrative Instruction on the sequence of address elements and assigning the format of letters, numbers and address signs;

1.2. Administrative Instruction on assigning the naming and numbering of addresses for public circulation areas, buildings, houses, and free cadastral parcels;

1.3. Administrative Instruction on the methodology of installation of physical address signs in public circulation areas, buildings, houses, objects and free cadastral parcels;

1.4. Administrative Instruction on the establishment and administration of the alphabetical list of names, reserve list and their assignment by the Municipal Register of Addresses;

1.5. Administrative Instruction on procedures of establishing and administering the Municipal Register of Addresses and State Address Register;

1.6. Ministry shall also issue other Administrative Instructions for implementation of this law.

2. The Ministry and Kosovo Cadastral Agency shall be responsible for the issuance of these Administrative Instructions, within six (6) months from the entry into force of this law.

Article 28
Entry into force

This law enters into force fifteen (15) days after publication in the Official Gazette of the Republic of Kosovo.

Law No. 04/L-071
8 December 2011

President of the Assembly of the Republic of Kosovo

Jakup KRASNIQI