



**GeoPlace Data Transfer Format 7.3
for Addresses**

DTF7.3 Version 3.1

Fourth Edition

Consultation Version

March 2016

A Specification Document

GeoPlace™ LLP

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Document history

Document history

Version	Publication Date	Author	Comments
1.0	28.06.06	Intelligent Addressing Ltd	Initial drafting in conjunction with LLPG software vendors
2.0	04.07.06	Intelligent Addressing Ltd	Revision to initial draft following discussion with software vendors
3.0	25.08.06	Intelligent Addressing Ltd	Comments incorporated from CAPS, GDC, GGP and MapInfo
3.1	14.10.06	Intelligent Addressing Ltd	Incorporation of comments from formal consultation during September 2006
1.0	17.11.06	Intelligent Addressing Ltd	Release of Final Version
1.1	27.12.06	Intelligent Addressing Ltd	Version to hold work on revisions (internal to IA)
1.2	03.01.07	Intelligent Addressing Ltd	Released version of update
1.3	11.01.07	Intelligent Addressing Ltd	Revisions as set out on page vi of version 1.3
2.0	23.02.07	Intelligent Addressing Ltd	Revisions as set out on page v of version 2.0
2.1	26.02.07	Intelligent Addressing Ltd	Minor revisions as set out on page iv of version 2.1
2.2	04.02.08	Intelligent Addressing Ltd	Revisions as set out on page 17 produced for discussion with software vendors, unpublished
2.2	12.02.08	Intelligent Addressing Ltd	Revisions as set out on page 17
3.0	01.04.10	Intelligent Addressing Ltd / LGIH	Revisions for DTF 7.3 v3.0 consultation documentation
3.1	26.11.10	Intelligent Addressing Ltd / LGIH	Revisions from DEC-NLPG v3.0 consultation documentation resulting in DTF7.3 v3.1 published January 2011
3.1 Second Edition (Withdrawn January 2012)	30.11.11	GeoPlace™LLP	Revisions from DEC-NLPG v3.2 documentation resulting in DTF7.3 v3.1 Second Edition (December 2011)
3.1 Third Edition	01.02.12	GeoPlace™LLP	Revisions to align DTF7.3 v3.1 Third Edition (February 2012 to published DTF7.3 v3.1 (January 2011) and DEC-NLPG v3.2.
3.1 Fourth Edition (Consultation Version)	23.03.16	GeoPlace™LLP	Revisions and document name change to align Consultation Version DTF7.3 v3.1 Fourth Edition May 2015 to consultation version DEC-Addresses v3.4 and DTF8.1.

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CONSULTATION VERSION 3.1 4th EDITION

Revisions

Revisions

The revisions have been classified as "F" changes to export content or format, "X" explanatory notes, "E" format errors and "T" for typographical errors found in and editorial changes made to previous version.

Revisions from version 3.1 Third Edition (February 2012) to version 3.1 Fourth Edition Consultation Version (March 2016)			
	Page / Section Number	Revision	Type
1.	Various	Name change and alignment of GeoPlace DTF7.3 v3.1 Fourth Edition (March 2016 to consultation version of GeoPlace DEC-Addresses v3.4 (March 2016)).	T
2.	20 / Section 3.5.4	Section 3.5.4 removed.	T
3.	24 / Section 4.2	Field STREET_TOLERANCE type changed from I 3 to I 2.	F
4.	26 / Section 4.2, Table S3	Street state code = 5 and maximum permitted tolerance values added.	F
5.	30 / Section 4.4, Note 1.	BLPU LOGICAL_STATUS = 5 changed to must only be used when BLPUs are transferred as Candidate Records from GeoPlace to the Authority Address Custodian for review.	X
6.	30 / Section 4.4, Note 2.	BLPU LOGICAL_STATUS = 7 changed to must only be used when the Authority Address Custodian rejects a Candidate Record supplied by GeoPlace.	X
7.	34 / Section 4.4, Table B4	BLPU LOGICAL_STATUS = 5 and note b inserted. STATE = 5, 7 and note c inserted. Any changed to Null, 1, 2, 3, 4, 6. Note b changed to must not be submitted to GeoPlace.	X
8.	38 / Section 4.6, CROSS_REFERENCE	Value column – See Note 16, Section 5.7 removed.	X
9.	40 / Section 4.6, Table A1	Dataset ID OS and PA added to table.	F
10.	44 / Section 4.7	Reference to Table L4 in POSTAL_ADDRESS Field and Note 4 removed.	E
11.	44 / Section 4.7, Note 6	LPI LOGICAL_STATUS = 5 changed to must only be used if BLPU or LPIs are transferred as Candidate Records from GeoPlace to the Authority Address Custodian for review, see Table L1.	X
12.	44 / Section 4.7, Note 7	LPI LOGICAL_STATUS = 7 changed to must only be used when the Authority Address Custodian rejects a Candidate Record supplied by GeoPlace, see Table L1.	X
13.	44 / Section 4.7, Note 9	Reference to Appendix 4 removed.	X
14.	47 / Section 4.7, Table L4	Table L4 removed.	E
15.	Section 7, 8 and 9	Section 7, 8 and 9 removed.	F

Revisions

Revisions from version 3.1 Second Edition (December 2011) to version 3.1 Third Edition (February 2012)

	Page / Section Number	Revision	Type
1	Various	Alignment of DTF7.3 v3.1 Third Edition (February 2012 to published DTF7.3 v3.1 (January 2011)).	T
2	41 / Table A1	Insertion of missing Candidate source suffix "IA".	T
3	63 / 7.3.1	Alignment to DEC-NLPG v3.2, text and table removed.	T

Revisions from version 3.1 (January 2011) to version 3.1 Second Edition (December 2011)

	Page / Section Number	Revision	Type
1	Various	Reference to DEC-NLPG v3.1 amended to DEC-NLPG v3.2.	T
2	Various	Reference to Creating Authority amended to Contributing Authority.	T
3	Various	Reference to Receiving Authority amended to NLPG Users.	T
4	Various	Reference to Intelligent Addressing amended to GeoPlace™LLP.	T
5	27 / 5.2	STREET CLASSIFICATION type amended to I 2.	E
6	48 / Note 2	Secondary Addressable Object attributes text changed from must to should and each to one.	T
7	66 / 7.5.1	Local Custodian Code and Authority Code amended to Local Custodian Code or Authority Code.	T
8	73 / 8.3	AUTHORITY_CODE value amended to issued by NLPG Custodian.	T

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)

	Page / Section Number	Revision	Type
1	Various	RECORD_IDENTIFIER redefined as integer.	F
2	Various	PRO_ORDER redefined as integer.	F
3	Various	UPRN redefined as integer.	F
4	Various	USRN redefined as integer	F
5	Various	PARENT_UPRN redefined as integer.	F
6	Various	LOGICAL_STATUS redefined as integer	F
7	Various	SAO_START_NUMBER, SAO_END_NUMBER, PAO_START_NUMBER AND PAO_END_NUMBER redefined as integer	F
8	Various	POLYGON_NUMBER redefined as integer	F

Revisions

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)			
	Page / Section Number	Revision	Type
9	Various	VOLUME_NUMBER and TIME_STAMP redefined.	F
10	15 / 1.1.3	Section moved from 19 / 4.4.3.	T
11	15 / 1.1.5	Section added explaining purpose of the document.	X
12	15 / 1.1.6	Section added explaining audience of the document.	X
13	15 / 1.2.1	Mechanism for informing users of changes to the document amended.	X
14	19 / 4.1.2	Definition of integer added and number redefined.	X
15	20 / 4.3	Clarification that Record Order unimportant for other Records in LLPG to NLPG full supply files.	X
16	20 / 4.3.1	Clarification that records processed in order of volume number in Header Record and file name	X
17	21 / 4.4.3	Section moved to 13 / 1.1.3.	T
18	21 / 4.4.1	Column added to table describing required Records in export from NLPG Custodian.	X
19	22 / 4.5.1	File naming rules for COUs from LLPG to NLPG clarified to include Fully Supply files	X
20	22 / 4.6.1	Order of Records in Full Supply files from NLPG specified.	X
21	21 / 4.7.1	Section moved to Section 1.2.1	T
22	24 / 5.1	FILE_TYPE values amended to F, C or X.	F
23	25 / 5.1	File Type for Candidate Records amended to X	F
24	25 / 5.2	RECORD_TYPE, STREET_SURFACE, STREET CLASSIFICATION, VERSION, STREET_TOLERANCE redefined as integer.	F
25	27 / 5.2	Note 3 removed, Notes 4 and 5 renumbered.	F
26	29 / 5.3	Note 1 sentence removed stating NLPG Custodian must record the date the Street Descriptor sent to the NLPG.	X
27	30 / 5.3	New notes 4 to 10 moved from Appendix 3.	T
28	31 / 5.4	RPC, LOCAL_CUSTODIAN_CODE, CUSTODIAN_ONE, CUSTODIAN_TWO redefined as integer	F
29	31 / 5.4	BLPU End Date requirement changed to conditional	F
30	32 / 5.4	WARD_CODE and PARISH_CODE redefined as T10	F
31	32 / 5.4	Note 2 sentence removed stating Rejected Candidate Records should be kept in the LLPG.	X
32	33 / 5.4	New note 10 describing rules for location of Street BLPUs.	T
33	34 / 5.4	New note 11.	X
34	34 / 5.4	New note 12 moved from Appendix 1.	T
35	35 / 5.4	New note 13 moved from Appendix 1.	T
36	36 / 5.4	New note 14 moved from Appendix 1.	T
37	36 / 5.4	Table B4 reference to note B removed from 4 th column.	F
38	39 / 5.6	CROSS_REFERENCE Field content change to T50 to accommodate new bilingual cross references.	F

Revisions

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)			
	Page / Section Number	Revision	Type
39	41 / 5.6	Table A1 new source code added BG for bilingual gazetteers.	F
40	44 / 5.7	Note 2 expanded to explain conditional relationship between SAO fields and PAO fields	X
41	45 / 5.7	Note 4 changed to include rules for POSTAL_ADDRESS value A.	T
42	45 / 5.7	New note 3 describing rules for use of two characters permitted in SAO_SUFFIX and PAO_SUFFIX Fields	F
43	46 / 5.7	New notes 16 to 23 moved from Appendix 1.	T
44	46 / 5.7	New note 20 describing addition of Cross Reference rules for LPIs in bilingual gazetteers.	F
45	49 / 5.8.1	Reference to Appendix 5 removed	F
46	49 / 5.8	Confidence level removed from Attribute table	F
47	49 / 5.8	Table BE1 removed	F
48	50 / 5.9	EXTERNAL_POLYGON_IDENTIFIER redefined as integer	F
49	52 / 5.10	VERTEX_ORDER redefined as integer.	F
50	53 / 5.10	New note describing when a new polygon should be created.	X
51	62 / 6.4	New Section added describing rule that UPRNs must endure throughout the life of a BLPU	X
52	62 / 6.5	Section moved from Section 6.4	X
53	69 / 8.2	FILE_TYPE for Candidate Records set to X	F
54	72 / 8.3	WARD_CODE and PARISH_CODE redefined as T10	F
55	72 / 8.3	CAN_KEY shown as mandatory in BLPU table and highlighted as a difference from main table	F
56	75 and 76 / 8.4	CAN_KEY and CUSTODIAN_TWO shown as mandatory and highlighted as a difference from main table	F
57	Appendix 1	Appendix removed and contents moved to Section 5.4	X
58	Appendix 2	Appendix removed and contents moved to Sections 7, 8 and 9	X
59	Appendix 3	Appendix removed and contents moved to Section 5.3	X
60	Appendix 4	Appendix removed and contents moved to Section 5.4	X
61	Appendix 5	Appendix removed	F

Revisions from version 2.2 (unpublished) to version 3.0 (draft for consultation)			
	Page / Section Number	Revision	Type
1	11/ Section 1.1.3	Additions to paragraph to explain consultation	X
2	11 / Section 1.2	Additional section concerning definitions used throughout document and DEC-NLPG v3.0	X

Revisions

Revisions from version 2.2 (unpublished) to version 3.0 (draft for consultation)			
	Page / Section Number	Revision	Type
3	12 / Section 1.3	Insertion of consultation questions	X
4	15 / Section 1.4	Insertion of how to respond to consultation section	X
5	16 / Section 2	Insertion of POSTAL_ADDRESS	X
6	16 / Section 2	Insertion of POST_TOWN	X
7	16 / Section 2	Insertion of LPI_KEY	X
8	17 / Section 3	Additional paragraph to re-iterate link between DTF and DEC-NLPG and DEC-NSG documents	X
9	17 / Section 3	Confirmation of differing data formats between NSG and NLPG and reference to monthly checks between the NLPG and the NSG	X
10	18 / Section 4.3	Clarification of Record order rules	X
11	18 / Section 4.4	Addition of column on explanatory table for Candidate Records and removal of notes on NSG and NSG related Records. Change of Record type 23 to Conditional Additional paragraph dealing with Application Cross References	X F X
12	20 / Section 4.6	New section detailing variations to DTF7.3 for exports from the NLPG Custodian	X
13	20 / Section 4.7	New section committing to supplying six monthly notification of DTF changes	X
14	20 / Section 4.7	Clarification on DTF7.3 updates and registration process	X
15	21 / Section 5.1, Note 1	Missing note on file types added	X
16	22 / Section 5.2	Street Type 11 – removal of 1990-01-01 within STATE_DATE	F
17	24 / Section 5.2	New note 4 for STREET Record	X
18	24 / Section 5.2	New note 5 for STREET Record	X
19	24 / Section 5.2, Table S3	Street State alignment to the NSG	F
20	24 / Section 5.2, Table S5	Street Classification alignment to the NSG	F
21	17 / Section 5.3	New note 1 for STREET_DESCRIPTOR updates	X
22	26 / Section 5.3	New note 2 for STREET_DESCRIPTOR Records	X
23	26 / Section 5.3	New note 3 for STREET_DESCRIPTOR Records	X
24	29 / Section 5.4	Note 1 amended on BLPUR Record	X
25	29 / Section 5.4	Note 2 amended on BLPUR Record	X
26	30 / Section 5.4	Note 3 amended on BLPUR Record	X
27	30 / Section 5.4	Note 4 removal of validation of ward and parish code Fields	X
28	30 / Section 5.4	New Notes 7, 8, 9 and 10 on BLPUR Record	X

Revisions

Revisions from version 2.2 (unpublished) to version 3.0 (draft for consultation)			
	Page / Section Number	Revision	Type
29	31 / Section 5.4	Table B4 changed to allow any state codes to be used with Candidate Records	X
30	31 / Section 5.4	Table B4 removal of BLPU state code 7 from permitted values for historical logical status BLPU Records	X
31	32 / Section 5.4	Table B5 changed definitions	X
32	33 / Section 5.5	Note 2 and Table P1 added	F
33	36 / Section 5.6	Changes to notes in Application Cross Reference Records and standardisation of source dataset id coding scheme	X
34	36 / Section 5.6	Table A1 added Status of Application Cross Reference Records made Mandatory / Optional on the SOURCE type	F
35	40 / Section 5.7	Note 3 provides further explanation of use of POSTAL_ADDRESS flag	X
36	41 / Section 5.7	Amendment to note 4, 6 and 8	X
37	41 / Section 5.7	Addition of note 11 to remove Mandatory status of LPI_KEY for Candidate Records	X
38	41 / Section 5.7	New notes 12, 13 and 14 on LPI Record	X
39	42 / Section 5.7	Changes to Tables L1, L2, L3 and L4	F
40	44 / Section 5.8	Insertion paragraph 5.8.1 to reference Appendix 5 for the two new Fields – CONFIDENCE_LEVEL and POLY_VERSION_NUMBER	X
41	44 / Section 5.8	Insertion of two new Fields – CONFIDENCE_LEVEL and POLY_VERSION_NUMBER	F
42	45 / Section 5.8	Change to SOURCE_DESCRIPTION status to Optional and insertion of Table BE1	F
43	50 / Section 5.11	Note 3 and Table M2 added for language code BIL	F
44	53 / Section 6.1	Further example of processing order in COU files	X
45	55 / Section 6.5	Addition of a BLPU hierarchy example	X
46	56 / Appendix 1	Revised BLPU Classification coding scheme at Appendix 1. New primary and secondary BLPU Classifications for emergency services moved to new table	X
47	58 / Appendix 2	New Appendix 2	F
48	90 / Appendix 3	Amendments to Appendix 3	X
49	92 / Appendix 4	Amendments to Appendix 4 and addition of note on need for close date	X
50	94 / Appendix 5	New Appendix 5	X
51		Street Cross Reference Type 12 Record removed from specification as DEC-NLPG only has requirement for the capture of a level 1 Street gazetteer	F
52		Change of field name POSTALLY_ADDRESSABLE to POSTAL_ADDRESS	F

Revisions

Revisions from version 2.1 to version 2.2 (unpublished)			
	Page / Section Number	Revision	Type
1	Various	Sections detailing changes from DTF 6.3 have been removed	T
2	Various	Change to restrict update date to no later than present day	F
3	5 / 4.1	UHF format should be UTF	T
		Files produced using Unix file encoding are invalid	F
		Exclusion of double quotes and commas from text strings	X
4	6 / 4.3	Inclusion of Provenance Records in exports is Conditional on LLPG holding BLPU polygons	X
5	7 / 4.4	Addition of section on File Naming	X
6	14	BLPU co-ordinate ranges to start from 1 rather than 0	F
7	15 / Table B1	Addition of Change type "C" for Candidates	F
8	15 / Note 3	Addition of BLPU_STATE_DATE as Mandatory value for Provisional LPIs	F
9	16 / Table B4	Revision of permitted alternatives	X
10	18 / Notes	Xref notes renumbered from 1 to 3	T
11	18 / Note 1	Revision of renumbered note 1 to enforce XREF_KEY naming conventions	X
12	18 / Note 2	Revision of renumbered note 2 to enforce SOURCE naming convention	X
13	18 / Note 3	Revision of renumbered note 3 to take into account use of cross references to inform NLPG advance of new and changed addresses	X
14	20	Addition of Change type "C" for Candidates	F
15	21 / Note 1	Revision of note to enforce LPI_KEY naming conventions	X
16	22 / Note 3	Revision of note to clarify use of POSTALLY_ADDRESSABLE flag	X
17	22 / Note 5	Revision of note on use of logical status 5	X
18	Section 6	Section on implementation timetable removed	T
19	30 / Section 6	New Section – Operational guidelines added Order within COU files Re-use of UPRNs Re-use of LPI and XREF keys Monthly health checks BLPU hierarchy	X
20	Section 7	Section on accreditation removed	T
21	Appendix A	Addition of emergency services primary and secondary BLPU classes. Further secondary BLPU classes under the "Parent" primary class.	F F X

Revisions

Revisions from version 2.1 to version 2.2 (unpublished)			
	Page / Section Number	Revision	Type
		Revision to explanatory note	
22	Appendix B	Contents removed to separate document	X
23	Appendix C	Contents removed to separate document	X
24	Appendix D	Street naming and numbering to be dealt with within a separate document entitled "NLPG advance"	X
24	Appendix D	Explanatory notes on use of cross references added	X
25	Appendix E	Revision of description of language rules for Welsh LPIs	X
26	Appendix F	Addition of appendix F on Street Only BLPUs	X

1 Introduction

1. Introduction

1.1. Background

- 1.1.1. This document details the latest version of the GeoPlace Data Transfer Format 7.3.3.1 (DTF7.3.3.1) for Addresses specification.
- 1.1.2. This is a consultation version of the GeoPlace Data Transfer Format DTF7.3 v3.1 for Addresses, Fourth Edition.
- 1.1.3. DTF7.3 v3.1 Fourth Edition is designed to specify the format of all the elements required to transfer files known as DCA Address Updates from an LLPG to GeoPlace and supply transfer files to Ordnance Survey AddressBase® Incremental Change Supply (ABICS) users. Some LLPG software is also used to hold and provide Full Supply LSG files to GeoPlace.
- 1.1.4. This document, (DTF7.3 v3.1), should be referenced to the following consultation version of the:
 - GeoPlace Data Entry Conventions and Best Practice for Addresses (DEC-Addresses) consultation version 3.4 March 2016;
- 1.1.5. The main purpose of this document is to provide the technical specification for software designed to manage land and property data in compliance with the GeoPlace DEC-Addresses version consultation version 3.4.
- 1.1.6. This document is primarily for the use of software developers who provide Gazetteer Management Systems for:
 - Authority Address Custodians in DCA Participating Authorities.
 - Ordnance Survey AddressBase® Incremental Change Supply (ABICS) users.

1.2. Notification of changes to DTF7.3

- 1.2.1. Any planned changes to this document will be published on the GeoPlace website (www.geoplace.co.uk) with an indication of timescales for implementation. For detailed information about GeoPlace DTF7.3.3.1 validation and health check codes, see the resources area of the GeoPlace website.

1 Introduction

1.3. Definitions used throughout this document and the GeoPlace DEC-Addresses version 3.4

Verb	Implication	Context
Must	An absolute requirement	BS 7666-1:2006 and BS 7666-2:2006 GeoPlace DEC-Addresses document implementation requirement.
Shall	An absolute requirement	BS 7666-1:2006 and BS 7666-2:2006 standard requirement.
Should	A recommendation.	BS 7666-1:2006 and BS 7666-2:2006 standard or a GeoPlace DEC-Addresses document implementation recommendation. A particular item may be ignored, but the full implications shall be understood and carefully weighed beforehand.
May	Permission	BS 7666-1:2006 and BS 7666-2:2006 standard or a GeoPlace DEC-Addresses document implementation permission.
Can	Possibility or capability	BS 7666-1:2006 and BS 7666-2:2006 standard or a GeoPlace DEC-Addresses document implementation information.
Is	Description	BS 7666-1:2006 and BS 7666-2:2006 standard or a GeoPlace DEC-Addresses document implementation description.

- For a glossary of defined terms, see Appendix A of the GeoPlace DEC-Addresses version 3.4. Terms which appear in the glossary of defined terms are identified within the document by a capital first letter.
- References to Sections are shown in bold.
- Field names used in the attribute tables are shown by the use of all capitals, for example, STREET_NAME.

2 GeoPlace implementation of BS7666

2. GeoPlace implementation of BS7666

2.1.1. The integrity between an LLPG and address information held by GeoPlace in GeoHub is maintained by the use of a number of Fields some of which are additional to core BS 7666 requirements. The GeoPlace implementation of BS 7666-2:2006 also includes a number of supplementary items to support the service delivery requirements and use of address information. The main supplementary items are summarised below:

Data Item	Record Type	Comments
PARENT_UPRN	21	Permits the explicit statement of hierarchical relationships between BLPUs, in particular Parent and Child relationships and in some instances grandparent and grandchild relationships in complex commercial and communal residential buildings.
ORGANISATION	21	Provision to capture the commercial occupier name of a business related BLPU.
POSTAL_ADDRESS	24	Indicator as to whether Object receives mail.
POST_TOWN	24	Posttown allocated by Royal Mail to assist delivery.
Application Cross Reference Record	23	Inclusion of Application Cross Reference type Record rather than use of EXTERNAL_CROSS_REFERENCE Field on BLPU.
PROV_KEY	22	Unique identifier used in the recording of BLPU provenance Records.
XREF_KEY	23	Unique identifier used in the recording of BLPU Application Cross Reference Records.
LPI_KEY	24	Unique identifier used in the recording of LPI Records.
WARD	21	Textual identifier for the associated WARD the BLPU resides in.
PARISH	21	Textual identifier for the associated PARISH the BLPU resides in.
CHANGE_TYPE	All	Indicator used to determine how a Record must be modified within a composite or alternative gazetteer/application.
PRO_ORDER	All	Integer value that specifies the order in which the Records in the transfer file should be processed.
RECORD_IDENTIFIER	ALL	Integer value that identifies the Record.

3 Data Format

3. Data Format

3.1. Formats of data types

3.1.1. In each of the Records all data items (Fields) listed in this specification must be included in the order that they occur in the relevant Record definition. Each Field must be separated from the previous one by a comma.

3.1.2. All Fields in each of the Records are defined using one of the following data types:

Data Type	Format	Comments
Date	BS ISO 8601	All dates shall be recorded consistently in the extended format CCYY-MM-DD.
Time	HHMMSS	The 24 hour clock format is used where HH=hour, MM=minute and SS=seconds.
Integer (I)	Contains any whole positive number value.	Fields do not need any leading zeros. Leading zeros will be ignored if present. Fields must not have thousands separators.
Number (N)	Contains any positive numeric value and mantissa if required.	Fields do not need any leading zeros. Leading zeros will be ignored if present. Fields must not have thousands separators.
Text (T)	All text Fields must be enclosed in double quotes (").	The double quotes must be ignored as part of the text.

3.1.3. All Fields specified as Mandatory must contain data. The inclusion of data in other Fields is either Optional or Conditional.

3.1.4. If a Field has no value in a Record, two commas must be placed together in the Record (one for the end of the previous Field and one for the end of the null Field). If the null Field is a text Field include double quotes between the two commas, for example:
, "",

3 Data Format

3.2. Transfer File Format

- 3.2.1. DCA Address Updates must be transferred using a Unicode character set (UTF-8) including ISO-8859-14 (Welsh characters) as a Comma Separated Value (CSV) DTF7.3 transfer file.
- 3.2.2. For Full Supply transfer files, if there are fewer than 1 million Records, the transfer file must be a single file. If there are more than 1 million Records, the transfer file can be split into multiple transfer files using volume numbers.
- 3.2.3. For COU transfer files, each file must use a separate unique volume number regardless of its size.
- 3.2.4. The transfer file should contain a number of different Record types, one for each of the different DTF7.3 Records. These Records are described in detail in this document.
- 3.2.5. The first Field in each of these Records must be a Record identifier, which determines the content and format of the remainder of the physical Record.
- 3.2.6. There must be one Record per line in each file. A comma must not be placed at the end of each row in the file.
- 3.2.7. The file must not be prepared using Unix text file encoding.
- 3.2.8. Double quotes and commas must not be used within Fields specified as text.

3.3. Record order

3.3.1. The following rules apply to the order of the Records in a DTF7.3 transfer file:

- All transfer files must contain Header Records and Trailer Records as the first and last Records in the transfer file.
- All DCA Address Updates either Full Supply or COU transfer files must contain the type 98 KEY SEQUENCE as the penultimate Record.
- All DCA Address Update COU transfer files must have a running sequential number (processing order number) added to all Records other than the HEADER, LLPG METADATA, KEY SEQUENCE and TRAILER within a volume to show the order of

3 Data Format

Record processing. This number can have a maximum of 16 digits.

- The order of all other Records within each DCA Address Updates Full Supply transfer file is unimportant.
- If GeoPlace receives multiple volumes within a single DCA Address Update, the volumes will be processed in order according to the volume number in the HEADER Record and in the file name.
- If GeoPlace receives two or more single volume DCA Address Update transfer files from a DCA Participating Authority, the files will be processed in date and time order.

3.4. Required Records

3.4.1. The table below shows the Mandatory, Conditional and Optional Record types that are transferred to and from GeoPlace with all DCA Address Update, COU or Full Supply transfer file volumes.

Record Type	Record Description	Full Supply transfer file sent to GeoPlace	COU transfer file sent to GeoPlace	Full Supply transfer files sent from GeoPlace to an ABICS user	COU transfer files sent from GeoPlace to an ABICS user
10	Header	Mandatory	Mandatory	Included	Included
11	Street Record	Mandatory	Conditional	Included	Conditional
12	Street Cross Reference	n/a	n/a	Excluded	Excluded
13	Elementary Street Unit	n/a	n/a	Excluded	Excluded
14	ESU Co-ordinate	n/a	n/a	Excluded	Excluded
15	Street Descriptor	Mandatory	Conditional	Included	Conditional
21	Basic Land and Property Unit	Mandatory	Conditional	Included	Conditional
22	Provenance	Conditional	Conditional	Excluded	Excluded
23	Application Cross Reference	Conditional	Conditional	Conditional	Conditional
24	Land and Property Identifier	Mandatory	Conditional	Included	Conditional
25	BLPU Extent	Optional	Optional	Excluded	Excluded
26	BLPU Extent Polygon	Optional	Optional	Excluded	Excluded
27	BLPU Extent Polygon Vertex	Optional	Optional	Excluded	Excluded
29	LLPG Metadata	Mandatory	Optional	Excluded	Excluded
98	Key Sequence	Mandatory	Mandatory	Excluded	Excluded
99	Trailer	Mandatory	Mandatory	Included	Included

3 Data Format

- 3.4.2. The inclusion of Provenance Records in any transfer file from an LLPG is Conditional on that LLPG holding BLPY polygon information.
- 3.4.3. The following rule applies to Application Cross Reference Records:
- Application Cross Reference Records must be present in transfer files from an LLPG if the data is linked to the external local authority application datasets as specified in **Table A1**, [Section 4.6](#).

3.5. File Naming

- 3.5.1. All DCA Address Updates, COU and Full Supply files transferred from an LLPG to GeoPlace must be named as follows:
- nnnn_ccyymmdd_vv.csv where:
 - o nnnn is the Local Custodian Code as recorded in the HEADER Record within the transfer file.
 - o ccyymmdd is the date the transfer file was created.
 - o vv is the volume number of the transfer file (corresponding to the VOLUME_NUMBER Field in the HEADER Record for the transfer file.) This must be numeric, with leading zeroes where necessary.
 - o csv is a constant and shows that the transfer file contains comma separated values.
- 3.5.2. The full transfer file name must be unique. GeoPlace can only accept one instance of any given filename as a COU transfer file.
- 3.5.3. COU transfer files should be transferred to GeoPlace in chronological order.

3.6. ABICS DTF7.3 transfer files

- 3.6.1. If GeoPlace receives a request for an ABICS Full Supply or COU transfer file, the following variations to the rules defined in this documents version of DTF7.3 apply:
- The LOCAL_CUSTODIAN_CODE in the type 10 Header Record, see [Section 4.1](#), will be LOCAL_CUSTODIAN_CODE = 9999 to show that each DTF7.3 transfer file has been generated by GeoPlace.

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- The CUSTODIAN_NAME in the type 10 Header Record, [Section 4.1](#), will be CUSTODIAN_NAME = "GEOPLACE LLP".
- A type 29 LLPG Metadata Record will not be included in the transfer file.
- A type 98 Key Sequence Record will not be included in the transfer file.
- Records within ABICS Full Supply transfer files will be supplied in the following Record Type order:
 - Type 10 Header Record,
 - Type 11 Street Record,
 - Type 15 Street Descriptor (grouped by USRN),
 - Type 21 BLPU Record,
 - Type 24 LPI Record (grouped by UPRN),
 - Type 99 Trailer Record.
- Type 23 Application Cross reference Records will only be included in ABICS Full Supply or COU transfer files if they relate to linked type 24 LPI Records in a Bilingual Gazetteer.

3.6.2. ABICS DTF7.3 transfer files will contain data dependent upon the following requirements of the recipient:

- A single transfer file containing data for a single DCA Participating Authority administrative area.
- A single transfer file containing data for more than one DCA Participating Authority administrative area.
- A collection of transfer files covering more than one DCA Participating Authority administrative area.

4 Record Types

4. Record Types

4.1. Header Record

HEADER RECORD (type 10)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a Header Record.	I 2	10	Mandatory
CUSTODIAN_NAME	Name of data provider organisation.	T 40		Mandatory
LOCAL_CUSTODIAN_CODE	Unique identifier for the data provider code – defined in the GeoPlace DEC-Addresses.	I 4		Mandatory
PROCESS_DATE	The date when the gazetteer transfer set was created.	Date		Mandatory
VOLUME_NUMBER	The sequential number of the volume in the transfer set.	I 2	1-99	Mandatory
ENTRY_DATE	Date of data entry for this volume.	Date		Mandatory
TIME_STAMP	Time of file creation in HHMMSS format.	Time	HHMMSS	Mandatory
DTF_VERSION	Version number of the DTF specification used.	T 7	"7.3.3.1"	Mandatory
FILE_TYPE	Details of file content.	T 1	"F", "C" or "X" See Notes 1, 2 and 3 below.	Mandatory

Record Example:

10,"CORNWALL",840,2006-07-04,1,2006-07-04,153742,"7.3.3.1","F"

Notes:

1. If the transfer file is a Full Supply from an LLPG, the FILE_TYPE = "F" must be present.
2. If the transfer file is a COU from an LLPG, the FILE_TYPE = "C" must be present.
3. If the transfer file is a file containing Candidate Records the FILE_TYPE = "X" must be present.

4 Record Types

4.2. Street Record

STREET RECORD (type 11)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a Street Record.	I 2	11	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1 below.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
USRN	Unique Street Reference Number.	I 8		Mandatory
RECORD_TYPE	Street type.	I 1	See Table S2 below. See Note 5 below.	Mandatory
SWA_ORG_REF_NAMING	The code of the SNN Authority, or the Local Highway Authority if a RECORD_TYPE = 3 - numbered Street.	I 4		Mandatory
STATE	A code to identify the current state of the Street.	I 1	See Table S3 below.	Optional
STATE_DATE	Date at which the Street achieved its current state in the real world.	Date	Present day or earlier.	Optional
STREET_SURFACE	A code to identify the surface finish of the Street.	I 1	See Table S4 below. See Note 3 below.	Optional
STREET_CLASSIFICATION	A code for the primary Street classification.	I 2	See Table S5 below. See Note 4 below.	Optional
VERSION	Version number of the Street Record.	I 3	0 See Note 1 below.	Mandatory
RECORD_ENTRY_DATE	The date that the Record was entered into the LSG.	Date	Present day or earlier.	Mandatory

4 Record Types

STREET RECORD (type 11)				
Field	Description	Type	Value	Status
LAST_UPDATE_DATE	The date on which any attribute of the Record was changed.	Date	No earlier than entry date or later than present day.	Mandatory
STREET_START_DATE	The date on which the Street was approved.	Date	Present day or earlier.	Mandatory
STREET_END_DATE	The date on which the Street ceased to exist in the real world (that is the date when the Street was Permanently Stopped Up or no longer existed in the real world and Street state code STATE = 4 - permanently closed. See Table S3 below.	Date	Greater than or equal to STREET_START_DATE and less than or equal to present day. See Note 2.	Conditional
STREET_START_X	The X (easting) coordinate of the start point of the Street.	N 7.2	80000.00-656100.00	Mandatory
STREET_START_Y	The Y (northing) coordinate of the start point of the Street.	N 7.2	5000.00-657700.00	Mandatory
STREET_END_X	The X (easting) coordinate of the end point of the Street.	N 7.2	80000.00-656100.00	Mandatory
STREET_END_Y	The Y (northing) coordinate of the end point of the Street.	N 7.2	5000.00-657700.00	Mandatory
STREET_TOLERANCE	The tolerance of the start and end co-ordinates (in metres).	I 2	0-99	Mandatory

Record Example:

11,"I",1,31401554,1,840,2,2003-04-01,1,8,0,2006-01-10,2006-06-01,2003-04-01,,194325.00,53673.00,194462.00,53910.00,10

Notes:

1. VERSION = 0 for all applications. If the version number is used in the LLPG, only the latest (highest version number) must be transferred to GeoPlace.

4 Record Types

2. If the latest (highest version number) of a Street is closed, all BLPUs and LPIs associated with that Street must also have an End Date and a LOGICAL_STATUS = 8 – Historical be used, (see **Table B2**, [Section 4.4](#)).
3. STREET_SURFACE = null. If code values 1, 2 or 3 are required for local use, they should be sourced from those present in an LSG via the appropriate Authority Street Custodian.
4. STREET_CLASSIFICATION = null. If code values 4, 6, 8, 9 or 10 are required for local use, they should be sourced from those present in an LSG via the appropriate Authority Street Custodian.
5. The use of Street RECORD_TYPE = 9 – Description used for LLPG access must be limited to rivers, railways, canals or waterways only. The STREET_DESCRIPTOR Field (type 15 Street Descriptor Record, see [Section 4.3](#)) must contain one of these words as part of the description of the feature.

Table S1 - Change types	
Type	CHANGE_TYPE
I	Insert
U	Update
D	Delete

Table S2 - Street types	
Type	RECORD_TYPE
1	Official Designated Street Name
2	Street Description
3	Numbered Street
4	Unofficial Street Description
9	Description used for LLPG access

4 Record Types

Table S3 - Street state codes		
Code	STATE	Maximum Permitted Tolerance
1	Under construction	50m
2	Open	10m or half the carriageway width whichever is the smaller
4	Permanently closed ¹ (STREET_END_DATE must be entered)	10m if closed date is later than 1st October 2013
5	Street for addressing purposes only	10m

Table S4 - Street surface codes	
Code	STREET_SURFACE
1	Metalled
2	Unmetalled
3	Mixed

Table S5 - Street classification codes	
Code	STREET_CLASSIFICATION
4	Pedestrian way or footpath
6	Cycletrack or cycleway
8	All vehicles
9	Restricted byway
10	Bridleway

¹ A permanently closed Street is one that no longer exists in the real world. These are Streets that have been physically removed.

NOTE: This should not be used when a Street has been Permanently Stopped Up, but is physically still in the real world.

4 Record Types

4.3. Street Descriptor Record

STREET DESCRIPTOR RECORD (type 15)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a Street Descriptor Record.	I 2	15	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1 , Section 4.2 .	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
USRN	Unique Street Reference Number.	I 8		Mandatory
STREET_DESCRIPTOR	Name, description or Street number.	T 100	See Note 1 below.	Mandatory
LOCALITY_NAME	Locality name.	T 35		Conditional
TOWN_NAME	Town name.	T 30	See Note 2 below.	Conditional
ADMINISTRATIVE_AREA	Local Highway Authority name.	T 30	See Note 3 below.	Mandatory
LANGUAGE	A code identifying the language in use for the descriptive identifier.	T 3	See Table SD1 below. See Notes 4 and 5 below.	Mandatory

Example:

15,"I",3,31401554,"GREAT CHARLES CLOSE","","ST STEPHEN","CORNWALL","ENG"

Notes:

1. If the type 15 Street Descriptor Record is the only Record that is changed, there is no need to alter the LAST_UPDATE_DATE for the corresponding type 11 Street Record, see [Section 4.2](#), at the same time.
2. TOWN_NAME is Mandatory for Street RECORD_TYPE = 1 – Official designated Street name and 2 – Street description. It is Optional for Street RECORD_TYPE = 3 – Numbered Street, 4 – Unofficial Street description and 9 – Description used for LLPG access.
3. ADMINISTRATIVE_AREA names are provided in Appendix B of the GeoPlace DEC-Addresses v3.4 documentation. For Districts this name

4 Record Types

must be the name of the County Local Highway Authority and must exclude the phrase 'County Council' (see Appendix B of the GeoPlace DEC-Addresses v3.4). For all types of Unitary the name must be the name of the Local Highway Authority and exclude the word council, borough or metropolitan etc. (See Appendix B of the GeoPlace DEC-Addresses v3.4).

4. Welsh authorities maintaining a Bilingual Gazetteer must transfer two Street Descriptor Records for each Street Record; one for the Welsh language (LANGUAGE = CYM) and one for the English language (LANGUAGE = ENG). If the Street has not officially been translated into Welsh then the same description should be entered for both Welsh and English Records.
5. English authorities must only submit one Street Descriptor Record for each Street Record; this must be for the English language only (LANGUAGE = ENG).

Table SD1 - Language codes	
Code	LANGUAGE
ENG	English
CYM	Welsh

4 Record Types

4.4. Basic Land and Property Unit Record

BASIC LAND AND PROPERTY UNIT RECORD (type 21)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a BLPU.	I 2	21	Mandatory
CHANGE_TYPE	Type of Record change.	T 1	See Table B1 below.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
LOGICAL_STATUS	Logical Status of the BLPU.	I 1	See Table B2 below. See Notes 1 and 2 below.	Mandatory
BLPU_STATE	A code identifying the current state of a BLPU.	I 1	See Table B3 below. See Note 3 below.	Conditional
BLPU_STATE_DATE	Date at which the BLPU achieved its current state in the real-world.	Date	See Note 3 below.	Conditional
BLPU_CLASS	Classification code for the BLPU.	T 4	See Notes 10, 11 and 12 below.	Mandatory
PARENT_UPRN	UPRN of Parent Record.	I 12		Conditional
X_COORDINATE	A value on the X axis of the National Grid of Great Britain.	N 7.2	80000.00-656100.00	Mandatory
Y_COORDINATE	A value on the Y axis of the National Grid of Great Britain.	N 7.2	5000.00-657700.00	Mandatory
RPC	Representative Point Code.	I 1	See Table B5 below. See Notes 8 and 9 below.	Mandatory
LOCAL_CUSTODIAN_CODE	Unique identifier of the Authority Address Custodian.	I 4		Mandatory

4 Record Types

BASIC LAND AND PROPERTY UNIT RECORD (type 21)				
Field	Description	Type	Value	Status
START_DATE	Date on which this BLPU was defined.	Date	Up to current day.	Mandatory
END_DATE	Date on which this BLPU ceased to exist or became a rejected Candidate.	Date	Not earlier than Start Date See Note 6 below.	Conditional
LAST_UPDATE_DATE	Date this Record was last updated. (Note 9)	Date	No earlier than entry date or later than present day.	Mandatory
ENTRY_DATE	Date of data entry.	Date		Mandatory
ORGANISATION	Name of current occupier on the fascia of the BLPU.	T 100		Optional
WARD_CODE	The ONS code of the electoral ward (ENG) or electoral division (CYM) name in which the BLPU is situated.	T 10	See Note 4 below.	Optional
PARISH_CODE	The ONS code of the Parish, Town or Community Council in which the BLPU is situated.	T 10	See Note 4 below.	Optional
CUSTODIAN_ONE	Reserved Field.	I 2		
CUSTODIAN_TWO	Reserved Field.	I 2		
CAN_KEY	Candidate key.	T 14		

Record Example

21,"I",4,100040141620,1,,,"RD01",,195012.00,57462.00,1,840,2001-04-04,,2001-04-10,2001-04-06,"","00AAFJ","00BX006",,,,""

Notes:

1. BLPU LOGICAL_STATUS = 5 – Candidate (see **Table B2**), must only be used when BLPUs are transferred as Candidate Records from GeoPlace to the Authority Address Custodian for review.
2. BLPU LOGICAL_STATUS = 7 – Rejected external (see **Table B2**), must only be used when the Authority Address Custodian rejects a Candidate Record supplied by GeoPlace.

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3. If a BLPU has a LOGICAL_STATUS = 6 - Provisional (see **Table B2**), the BLPU STATE (see **Tables B3** and **B4**) and BLPU_STATE_DATE, are Mandatory. These Fields are Optional for BLPUs with any other LOGICAL_STATUS (see **Table B4**).
4. GeoPlace does not currently validate the contents of the WARD_CODE Field or the PARISH_CODE Field for the following reasons:
 - Ward and parish boundaries change frequently.
 - The addition, removal or change of the codes allocated to ward and parish boundaries by ONS takes much time.
 - Time lags are possible between the changes, the release of the details of these changes by the ONS and the updating of the validation routines in GeoPlace or in software systems used to maintain LLPGs.
 - Authority Address Custodians and software vendors should use the latest lists available from the ONS currently available from <http://www.ons.gov.uk/ons/index.html>
5. Only certain combinations of BLPU and LPI LOGICAL_STATUS are allowed, see **Table B4**.
6. BLPUs with End Dates must have a BLPU LOGICAL_STATUS = 7 - Rejected Candidate, 8 - Historical or 9 - Rejected Internal (see **Table B2**).
7. BLPU LOGICAL_STATUS = 9 – Rejected internal (see **Table B2**), must be used only when data from an internal source within the DCA Participating Authority is wrong. These Records should be deleted or archived from the LLPG to prevent further use or confusion.

Street BLPU Rules

8. RPC = 4 – Start of referenced Street, should be assigned only to Street BLPU Records together with a BLPU_CLASS = PS – Street Record.
9. The inclusion of Street BLPUs facilitates the linking of other data to incidents at that Street such as community safety incidents, noise complaints and environmental health cases. Street BLPU Records must be created for each USRN of Street RECORD_TYPE = 1 – Official designated Street name and 2 – Street description and can be created for Street RECORD_TYPE = 3 – Numbered Street, 4 – Unofficial Street description and 9 – Description used for LLPG access, recorded in the ASG. The following rules must be applied when a Street BLPU Record is created:
 - Street BLPUs shall not be submitted to GeoPlace for any out of area Streets held in an LLPG.
 - For each Street (open or closed) a BLPU and LPI pair must be created.

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- If the Street is open, the LOGICAL_STATUS of the BLPU and the LPI Records must = 1 - Approved.
- If the Street is closed, the LOGICAL_STATUS of the BLPU and the LPI Records must = 8 – Historical and an end date must be entered. If the closure is permanent the BLPU STATE = 4 – No longer existing, must be used and an appropriate date must be entered into the BLPU state date Field.
- The PAO for a Street BLPU must be a textual description of “STREET RECORD”.
- The following preferred rules should be applied when a Street BLPU Record is created:
 - Assign the coordinates from the Easting and Northing coordinates associated with the start of the referenced Street, as defined in the GeoPlace DEC-Addresses v3.4, Section 6.3.20.
 - Use RPC = 4 – Start of referenced Street.
 - Use BLPU_CLASS = PS – Street Record.
- However, if a Street is longer than 750m the following rules may be applied:
 - Assign the coordinates from the Easting and Northing coordinates associated with the mid point of the level 3 Street carriageway between the start and end points, as defined in the GeoPlace DEC-Addresses v3.4, Section 6.3.20.
 - Use RPC = 1 - Visual centre.
 - Use BLPU_CLASS = PS – Street Record.

Classification Rules

10. For details of BLPU_CLASS codes, see Appendix C of the GeoPlace DEC-Addresses v3.4 which contains the following:

- **Appendix C, Section 1** – A table that shows the Classification of BLPU Objects.
- **Appendix C, Section 2** – An alphabetical list of Objects and their Classification codes.
- **Appendix C, Section 3** – A list of inserted BLPU Classification codes for the GeoPlace DEC-Addresses v3.4.
- **Appendix C, Section 4** – A list of retired BLPU Classification codes.
- **Appendix C, Section 5** – A list of items which must not be submitted as Objects to GeoPlace.

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11. BLPU Classifications must follow the BLPU-CLASS codes, in Appendix C of the GeoPlace DEC-Addresses v3.4.

For example, the BLPU Classification for an animal sanctuary is as follows:

Primary code C

Secondary code N

Tertiary code 05

The full BLPU Classification is therefore represented by "CN05".

12. BLPU Classifications should not be hard coded into any LLPG management systems because the BLPU_CLASS codes in use will be extended either as coverage extends to currently under represented classes of an Object or as the users require a finer level of granularity.

Table B1 - Change types			
Type	CHANGE_TYPE	Type	CHANGE_TYPE
I	Insert	D	Delete
U	Update	C	Candidate

Table B2 - BLPU Logical Status codes			
Code	LOGICAL_STATUS	Code	LOGICAL_STATUS
1	Approved	7	Rejected External (see Note 2 above)
5	Candidate (see Note 1 above)	8	Historical
6	Provisional	9	Rejected Internal (see Note 7 above)

Table B3 - BLPU state codes			
Code	STATE	Code	STATE
1	Under construction	5 ^c	Planning application received
2	In use	6	Planning permission granted
3	Unoccupied	7 ^c	Planning permission refused
4	No longer existing	Null	

Note c – Records with a BLPU_STATE = 5 - Planning application received or 7 – Planning permission refused, must not be submitted to GeoPlace.

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Table B4 - Permitted BLPU / LPI Logical Status and BLPU Logical Status / state combinations			
BLPU Logical Status	Mandatory single LPI Logical Status Record	Other Permitted multiple LPI Logical Status value	Permitted BLPU state codes
1	1	1 ^a , 3, 5 ^b , 6, 7, 8, 9	Null, 1, 2, 3
5 ^b	5 ^b	5 ^b	1, 2, 3, 4, 6
6	6	6, 7, 8, 9	1, 5 ^c , 6, 7 ^c
7	7	7, 9	Null, 1, 2, 3, 4, 6
8	8	7, 8, 9	Null, 4, 7 ^c
9	9	9	Null, 1, 2, 3, 4, 5 ^c , 6, 7 ^c

Note a – Multiple Approved Preferred LPs are only allowed if they have different languages.

Note b – LOGICAL_STATUS = 5 – Candidate, is reserved for transferring Candidate Records from GeoPlace to the Authority Address Custodian for review.

Note c – Records with a BLPU_STATE = 5 - Planning application received or 7 – Planning permission refused, must not be submitted to GeoPlace.

Table B5 - BLPU RPC			
Code	RPC	Code	RPC
1	Visual centre (see Section 6.3.11.2 to 7 of GeoPlace DEC-Addresses v3.4).	4	Start of referenced Street
2	General internal point (see Section 6.3.11.8 to 9 of GeoPlace DEC-Addresses v3.4).	5	General point based on postcode unit
3	SW corner of referenced 100m grid square	9	Centre of DCA Participating Authority area

4 Record Types

4.5. Provenance Record

PROVENANCE RECORD (type 22)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a Provenance Record.	I 2	22	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1 , Section 4.2 .	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
PROV_KEY	Unique key for the BLPU Provenance.	T14	See Note 1 below.	Mandatory
PROVENANCE_CODE	Identifies the BLPU Provenance Extent derivation.	T 1	"T", "L", "F", "R", "P", "O", "U" See Table P1 below.	Mandatory
ANNOTATION	Supplementary information to support the PROVENANCE_CODE.	T 30		Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
START_DATE	Date of start of this Provenance Record.	Date	Not later than current date.	Mandatory
END_DATE	Date of end of this Provenance Record.	Date		Optional
LAST_UPDATE_DATE	Date of last update.	Date	No earlier than entry date or later than present day.	Mandatory

Record Example:

22,"I",5,100040141620,"0840P000000001","P","",2001-04-06,2001-04-04,,2001-04-10

4 Record Types

Notes:

1. The PROV_KEY must be identified according to the following convention:

- nnnnPssssssss, where:
 - o nnnn is the Local Custodian Code as defined in the appropriate BLPU Record for the UPRN recorded in the Provenance Record.
 - o P is the identifier for the Provenance Record type.
 - o ssssssss is the sequence number associated with the Provenance Record, padded with leading zeros as required.

The sequence number must be incremented with the addition or creation of each Provenance Record in the LLPG.

If a Provenance Record is deleted from an LLPG the sequence number must not be reused.

Similarly any 'gaps' in sequence number must not be filled.

The last sequence number used must be in the LAST_PROV_KEY Field required in the type 98 Key Sequence Record, see [Section 4.12](#), associated with each COU or Full Supply transfer file.

2. The Provenance Record must be in the transfer file when type 25 BLPU Extent, see [Section 4.8](#), type 26 BLPU Extent Polygon, see [Section 4.9](#) and type 27 BLPU Extent Polygon Vertex, see [Section 4.10](#) Records are transferred to GeoPlace.

Table P1 - Provenance Record			
Provenance Code	BS7666 Definition	Referenced Data Source	Source Examples
"P"	Inferred from physical features.	Map or co-ordinate based data.	Imagery or geo-referenced map product.
"O"	Occupancy.	Residential property address file.	Council tax; Electoral Register; Housing.
"U"	Inferred from use.	Commercial property address file.	Business Rates
"T"	Registered title.	Property ownership.	HM Land Registry; local authority terrier.

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Table P1 - Provenance Record			
Provenance Code	BS7666 Definition	Referenced Data Source	Source Examples
"L"	Unregistered land title.	Property ownership.	Asset Register.
"F"	Formal tenancy agreement.	Property ownership.	Asset Register.
"R"	Rental agreement.	Property ownership.	Asset Register.

4 Record Types

4.6. Application Cross Reference Record

APPLICATION CROSS REFERENCE RECORD (type 23)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as an Application Cross Reference Record.	I 2	23	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1 , Section 4.2	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12	Not required for rejected Candidate Records. See Note 3 below.	Mandatory
XREF_KEY	Key value to uniquely identify the Application Cross Reference Record.	T 14	See Note 1 below.	Mandatory
START_DATE	Date this change originated.	Date	Not later than current date.	Mandatory
LAST_UPDATE_DATE	Date of last update.	Date	No earlier than entry date or later than present day.	Mandatory
ENTRY_DATE	Date of data entry.	Date		Mandatory
END_DATE	The date on which the external cross reference ceased to exist.	Date		Optional
CROSS_REFERENCE	Primary key of corresponding Record in an external data-set.	T 50		Mandatory
SOURCE	External data-set identity.	T 6	See Table A1 below. See Note 2 below.	Mandatory

Record Example:

23,"I",6,100040141620,"0840X000000001",2001-04-04,2001-04-10,2006-01-09,
,"1857530000","0840CT"

4 Record Types

Notes:

1. The XREF_KEY must be identified according to the following convention:
 - nnnnXssssssss where:
 - o nnnn is the Local Custodian Code as defined in the appropriate BLPD Record for the UPRN recorded in the Application Cross Reference.
 - o X is the identifier for the Application Cross Reference Record type.
 - o ssssssss is the sequence number associated with the Application Cross Reference Record, padded with leading zeros as required.

The sequence number must be incremented with the addition or creation of each Application Cross Reference Record in the LLPD.

If an Application Cross Reference Record is deleted from an LLPD, the sequence number must not be reused.

Similarly any 'gaps' in sequence number must not be filled.

The last sequence number used must be in the LAST_XREF_KEY Field required in the type 98 Key Sequence Record, see [Section 4.12](#), associated with each COU or Full Supply transfer file.

If a Local Custodian Code is only three characters, that is, less than 1000, the code must be "left padded" with a single zero, thus for example, an Xref Key for Local Custodian Code 2114 is 2114X000000001 but an Xref Key for a Local Custodian Code 630 is 0630X000000001.

2. The Data Source must be a concatenation of the Local Custodian Code followed by a two character dataset identifier code for the Data Source. For details of the Data Source identifier codes see **Table A1** below.

If a Local Custodian Code is only three characters, that is, less than 1000, the code must be left padded with a single zero, thus for example, the council tax Application Cross Reference for Local Custodian Code 2114 is 2114CT but the one for Local Custodian Code 630 is 0630CT.

GeoPlace does not accept any Application Cross Reference Records supplied with Data Source Records in the four character DTF6.3 format or

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any Application Cross References without a valid, appropriate and correctly formatted Local Custodian Code in the first four characters.

Table A1 - Data Source identifier codes			
Dataset ID	Data Source	Capture within LLPG	Part of COU or Full Supply transfer files to GeoPlace
BC	Building Control	Optional	N
BG	Linked LPI (Bilingual Gazetteers Only – see LPI Record Note 20)	Conditional	Y
CM	CRM	Optional	N
CT	Council Tax	Mandatory	Y
EH	Environmental Health	Optional	N
EM	Estates Management	Optional	N
ER	Electoral Registration	Mandatory	Y
FI	Finance	Optional	N
HO	Housing	Optional	N
IA	Candidate Record received from GeoPlace	Conditional	Y
LB	Listed Buildings	Optional	N
LC	Land Charges	Optional	N
ND	Non Domestic Rates	Mandatory	Y
OS	Ordnance Survey received from GeoPlace	Optional	Y
PA	Postcode Address File	Optional	Y
PL	Planning	Optional	N
RC	Refuse Collection	Optional	N
S1	SNN Conversion	Mandatory	Y
S2	SNN Demolition	Mandatory	Y
S3	SNN New Build	Mandatory	Y
S4	SNN Rename / Renumber	Mandatory	Y
S5	SNN Retrospective	Mandatory	Y

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4.7. Land and Property Identifier Record

LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a Land and Property Identifier.	I 2	24	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table B1, Section 4.4	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
LPI_KEY	Unique key for the LPI.	T 14	See Note 12 below.	Mandatory
LANGUAGE	A code identifying the language used for the descriptive identifier.	T 3	See Notes 9 and 16 to 23 below. See Table SD1, Section 4.3.	Mandatory
LOGICAL_STATUS	Logical status of this Record.	I 1	See Notes 6, 7, 8 and 9 below. See Table L1 below.	Mandatory
START_DATE	Date this Record was created.	Date	Not later than current date.	Mandatory
END_DATE	Date this Record ceased to exist.	Date	Not earlier than start date.	Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
LAST_UPDATE_DATE	Date this Record was last changed.	Date	No earlier than entry date or later than present day.	Mandatory
SAO_START_NUMBER		I 4		Conditional
SAO_START_SUFFIX		T 2		Conditional
SAO_END_NUMBER		I 4		Conditional

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LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	Description	Type	Value	Status
SAO_END_SUFFIX		T 2		Conditional
SAO_TEXT	Secondary Addressable Object description.	T 90		Conditional
PAO_START_NUMBER		I 4		See Note 2
PAO_START_SUFFIX		T 2		See Note 2
PAO_END_NUMBER		I 4		See Note 2
PAO_END_SUFFIX		T 2		See Note 2
PAO_TEXT	Primary Addressable Object description.	T 90		See Note 2
USRN	Unique Street reference number.	I 8		Mandatory
LEVEL	Memorandum of the vertical position of the BLPU.	T 30		Optional
POSTAL_ADDRESS	Flag to show that BLPU receives a delivery from the Royal Mail or other postal delivery service.	T 1	"A", "P", "Y", "N" or "L". See Note 4 below. See Table L2 below.	Mandatory
POSTCODE	Allocated by the Royal Mail to assist in delivery of mail.	T 8	See Note 10 below.	Conditional
POST_TOWN	Allocated by the Royal Mail to assist in delivery of mail.	T 30	See Note 10 below.	Conditional
OFFICIAL_FLAG	Status of address.	T 1	"Y", "N", "R", "C" or null. See Note 11 below. See Table L3 below.	Optional
CUSTODIAN_ONE	Reserved Field	I 2		
CUSTODIAN_TWO	Reserved Field	I 2		
CAN_KEY	Candidate key.	T 14		

Record Example:

24,"I",7,100040141620,"0840L000000001","ENG",1,2001-04-04,,2006-01-09,2006-06-06,,,"",,"",10,"",,"",,"HOLLY HOUSE",31401062,"",,"Y",,"PL26 8EH",,"ST AUSTELL",
 "" "" ""

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Notes:

1. The LPI_KEY must be identified according to the following convention:
 - nnnnLssssssss where:
 - o nnnn is the Local Custodian Code as defined in the appropriate BLPU Record for the UPRN recorded in the LPI.
 - o L is the identifier for the LPI Record type.
 - o sssssssss is the sequence number associated with the LPI Record, padded with leading zeros as required.

The sequence number must be incremented with the addition of each LPI Record.

If an LPI Record is deleted, the sequence number must not be reused.

Similarly any 'gaps' in sequence number must not be filled.

The last sequence number used must be in the LAST_LPI_KEY Field required in the type 98 Key Sequence Record (see [Section 4.12](#)) in each Full Supply or COU transfer file.

If a Local Custodian Code is only three characters, that is, less than 1000, the code must be "left padded" with a single zero, thus for example, the LPI_KEY for Local Custodian Code 2114 is 2114L000000001 while those for Local Custodian Code 630 is 0630L000000001.

2. At least one of the following Primary Addressable Object attributes must be present in each LPI Record.
 - PAO_START_NUMBER
 - PAO_TEXT

Both can exist if they form part of the address for the BLPU.

If there is an entry in the PARENT_UPRN Field at least one of the following Secondary Addressable Object attributes should be present in one LPI Record.

- SAO_START_NUMBER
- SAO_TEXT

Both can exist if they form part of the address for the BLPU.

3. If an LLPG is flagged as a bilingual gazetteer in the type 29 Metadata Record (see [Section 4.11](#)), then two characters are permitted in the PAO_SUFFIX and SAO_SUFFIX Fields. Otherwise, only a single character is permitted in these Fields.

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4. For details of permitted POSTAL_ADDRESS values, see **Table L2**. The following rules must also be applied to the POSTAL_ADDRESS values:
 - If the POSTAL_ADDRESS = "Y" – A Postal Address, a POSTCODE and POSTTOWN must be completed.
 - If the POSTAL_ADDRESS = "A" – An assumed posttown and postcode, a correctly formatted postcode and the correct posttown must be entered. For postcode format rules, see Note 9 below.
 - If the POSTAL_ADDRESS = "N" – Not a Postal Address, no postcode or posttown must be entered, unless the LPI has a LOGICAL_STATUS = 6 – Provisional.
 - If the POSTAL_ADDRESS = "P" – A pseudo postcode, a postcode may be entered but no posttown must be entered. For postcode format rules, see Note 9 below.
 - If the POSTAL_ADDRESS = "L" – A Postal Address where the Postcode used is a large user Postcode, a full, correctly formatted postcode and the correct posttown must be entered. For postcode format rules, see Note 9 below.
5. If an LPI Record is associated with a USRN which is not within the administrative area of the DCA Participating Authority, the Street Record must not be included in any Full Supply or COU transfer file sent to GeoPlace.
6. LPI LOGICAL_STATUS = 5 – Candidate must only be used if BLPU or LPIs are transferred as Candidate Records from GeoPlace to the Authority Address Custodian for review, see **Table L1**.
7. LPI LOGICAL_STATUS = 7 – Rejected External must only be used when the Authority Address Custodian rejects a Candidate Record supplied by GeoPlace, see **Table L1**.
8. Only certain combinations of BLPU and LPI LOGICAL_STATUS are allowed. For further details, see **Table B4**, [Section 4.4](#).
9. There must be only one LPI with a LOGICAL_STATUS = 1 – Approved Preferred, for each BLPU with a LOGICAL_STATUS = 1 – Approved, unless a second LPI has been created with a different language flag. Only English (ENG) or Welsh (CYM) Records must be created, (see **Table SD1**, [Section 4.3](#)).
10. All postcode values must conform to the format rules laid down by the Royal Mail, see: <http://www.royalmail.com/personal/help-and-support/How-do-I-address-my-mail-correctly>, accessed February 2016.

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11. The OFFICIAL_FLAG = "R" and "C", have the following meanings:
- OFFICIAL_FLAG = "R". A postcode was requested from the Royal Mail AMU by an Authority Address Custodian.
 - OFFICIAL_FLAG = "C". An address was confirmed by the Authority Address Custodian / SNN Officer. The address is ready for notification to a specified list of third parties, (see **Table L3** below).
12. The LPI_KEY is not Mandatory for Candidate Records.
13. If a BLPU is associated with a Street RECORD_TYPE = 9 – Description used for LLPG access, an Alternative LPI, (see **Table L1**), must be created linking the BLPU to the most appropriate Street RECORD_TYPE = 1 – Official designated Street name or 2 – Street description. The exception is if a Street BLPU is created for a Street RECORD_TYPE = 9. In that case the Approved Preferred LPI must reference the Street STREET_TYPE = 9, and an Alternative LPI should not be created.
14. If a BLPU is associated with a Street RECORD_TYPE = 3 – Numbered Street or 4 – Unofficial Street description, this must be only as an Alternative LPI. No Approved Preferred LPIs, (see **Table L1**), must be associated to a Street RECORD_TYPE = 3 – Numbered Street or 4 – Unofficial Street description. The BLPU must also be associated with a Street RECORD_TYPE = 1 – Official designated Street name or 2 – Street description, by its Approved Preferred LPI.
15. The exception is if a Street BLPU is created for a Street RECORD_TYPE = 4 – Unofficial Street description. In that case, the Approved Preferred LPI must reference the Street RECORD_TYPE = 4 – Unofficial Street description and an Alternative LPI should not be created.

LANGUAGE Rules

16. If an address is provided in an LLPG which is a bilingual gazetteer, both an ENG LPI and a CYM LPI must be provided. A bilingual gazetteer is identified in the LLPG Metadata Record using the code BIL in the language Field, (see **Table M2**, [Section 4.11](#)).
17. Thus, for example, a public building such as a library, must be recorded in the LLPG as a BLPU and must have two Approved Preferred LPIs (LOGICAL_STATUS = 1), one with the language flag set to "ENG" (English) and the other to "CYM" (Welsh) with the Addressable Object either translated into or captured in the appropriate language. Sometimes, there is no difference between these values, for example property numbers, as no literal translation is either applicable or appropriate.

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18. Any number of further Alternative or Historical LPIs can be held and flagged under the appropriate language. For example, the Welsh speakers in the community may have a local descriptive name for the library but for each LPI created in one language a mirror version must be created in the other language, thus, there is a 1:1 relationship between each ENG and CYM LPI.
19. The LPI keys of each ENG and CYM LPI which relate to each other must be concatenated and entered into the cross reference table with a source code of BG. Thus, the CROSS_REFERENCE for an ENG LPI with an LPI key of 6820L000000001 which has a 1:1 relationship with a CYM LPI with an LPI key of 6820L000000002 is 6820L0000000016820L000000002. If a BLPU has multiple LPI pairings more than one Application Cross Reference Record must exist. This applies to Records with any LOGICAL_STATUS.
20. There is not always a complete translation of all address elements, therefore it follows that not all locations have a direct alternative language translation and some property names or place names are the same in either language. If this is the case the Authority Address Custodian must ensure that both language versions of the LPI Records are recorded consistently.
21. Each LPI Record must be identified according to which language is in use. This language information must be recorded against each LPI.

Code	LOGICAL_STATUS	Code	LOGICAL_STATUS
1	Approved Preferred	7	Rejected External (see Note 7 above)
3	Alternative	8	Historical
5	Candidate (see Note 6 above)	9	Rejected Internal
6	Provisional		

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Value	Description	Posttown Field Completion	Postcode Field Completion
"Y"	A Postal Address	Mandatory	Mandatory
"N"	Not a Postal Address	No data entered unless LPI Logical Status is set to Provisional LPI.	No data entered unless LPI Logical Status is set to Provisional LPI.
"A"	An assumed posttown and postcode for the Object if it is associated with an existing Postal Address, that is, an Object which can receive mail but the posttown and postcode has not been officially allocated by the Royal Mail. For example bedsits within a house.	Mandatory	Mandatory
"P"	A pseudo postcode for the Object if it is associated with a postcode in the vicinity of the Object to be described. It must not be used as a Postal Address. For example, a car park or an area of land.	No data entered	Mandatory
"L"	Postcode and posttown used as a large user Postal Address.	Mandatory	Mandatory

Value	Description
"Y"	Official Address
"N"	Unofficial Address
"R"	Postcode and posttown requested from the Royal Mail
"C"	Postal Address confirmed and ready for notification
null	Not defined

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4.8. BLPU Extent Record

BLPU EXTENT RECORD (type 25)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a BLPU extent.	I 2	25	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table S1, Section 4.2.	Mandatory
PRO_ORDER	Processing order serial number.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
PROVENANCE_CODE	Provenance of the BLPU.	T 1		Mandatory
START_DATE	Date this Record was created.	Date	Not later than current date.	Mandatory
END_DATE	Date this Record ceased to exist.	Date	Not earlier than start date.	Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
LAST_UPDATE_DATE	Date this Record was last changed.	Date		Mandatory
SOURCE_DATE	Date of the source of the BLPU extent data.	Date		Mandatory
SOURCE_DESCRIPTION	Source and / or relevance of the data representing the BLPU.	T 30		Optional

Record Example:

25,"I",8,100040141620,"T",1,2006-02-05,,2006-02-05,2006-06-01,2006-01-01,"Asset Register"

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4.9. BLPU Extent Polygon Record

BLPU EXTENT POLYGON RECORD (type 26)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a BLPU Extent Polygon Record.	I 2	26	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table S1, Section 4.2.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
START_DATE	Date this Record or version was created.	Date	Not later than current date.	Mandatory
END_DATE	Date this Record ceased to exist.	Date	Not earlier than start date.	Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
PROVENANCE_CODE	Provenance of the BLPU.	T 1	"T", "L", "F", "R", "P", "O", "U", see Table P1, Section 4.5.	Mandatory
POLYGON_NUMBER	Number that uniquely identifies the polygon within those representing the BLPU extent.	I 2	1-99	Mandatory
POLYGON_TYPE	Whether the polygon is included or excluded from the BLPU extent.	T 1	H or blank	Mandatory
EXTERNAL_POLYGON_IDENTIFIER	Unique identifier of the discrete real world topographic feature held within a GIS.	I 20		Optional
VERTEX_COUNT	Number of vertices described by ordered co-ordinate pairs – including	I 16		Optional

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BLPU EXTENT POLYGON RECORD (type 26)				
Field	Description	Type	Value	Status
	coincident start and finish vertices.			
LAST_UPDATE_DATE	Date this Record was last changed.	Date		Mandatory

Record Example:

26,"I",9,100040141620,2006-01-01,,2006-06-06,"T",1,"H",,4,2006-06-06

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4.10. BLPU Extent Polygon Vertex Record

BLPU EXTENT POLYGON VERTEX RECORD (type 27)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a BLPU Polygon Extent Vertex Record.	I 2	27	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table S1, Section 4.2 .	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
PROVENANCE_CODE	Provenance of the BLPU extent.	T 1	"T", "L", "F", "R", "P", "O", "U", see Table P1, Section 4.5 .	Mandatory
POLYGON_NUMBER	Number that uniquely identifies the polygon within those representing the BLPU extent.	I 2	1-99	Mandatory
VERTEX_ORDER	Sequential counter which shows the order of the vertices forming the BLPU polygon.	I 16		Mandatory
POLY_X_COORD	The easting co-ordinate of the vertex.	N 11		Mandatory
POLY_Y_COORD	The northing co-ordinate of the vertex.	N 11		Mandatory

Record Example:

27,"I",10,100040141620,"T",1,1, 195012.0000,57462.00000

Notes:

1. A new polygon must be created only if a new UPRN is required as a result of real world change, as described in the GeoPlace DEC-Addresses v3.4, which

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causes the BLPU extent to change, for example, if a property is demolished or a split or merger occurs.

An existing polygon should be corrected if it is subject to change for one of the following reasons:

- Improvement in source data.
- Change to mapping.
- Change due to extension/acquisition of new land.
- Change due to reduction in land in real terms.

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4.11. LLPG Metadata Record

LLPG METADATA RECORD (type 29)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as LLPG metadata.	I 2	29	Mandatory
GAZ_NAME	Name of the gazetteer. For example, LLPG for Camden.	T 60		Mandatory
GAZ_SCOPE	Description of the content of the gazetteer. For example, all basic property units with some land parcels.	T 60		Mandatory
TER_OF_USE	Geographic domain of the gazetteer.	T 60		Mandatory
LINKED_DATA	List of application dataset used to update the LLPG.	T 100		Optional
GAZ_OWNER	The organisation with overall responsibility for the gazetteer. This is the DCA Participating Authority for LLPG.	T 60		Mandatory
NGAZ_FREQ	Frequency with which LLPG is maintained and sent to GeoPlace.	T 1	"D", "W", "F", "M". See Note 1 below. See Table M1 below.	Mandatory
CUSTODIAN_NAME	Organisation or department responsible for the compilation and maintenance of the data in the gazetteer that is the DCA Participating Authority.	T 40		Mandatory
CUSTODIAN_UPRN	UPRN of Authority Address Custodian location.	I 12		Mandatory
LOCAL_CUSTODIAN_CODE	Issued by GeoPlace.	I 4		Mandatory

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LLPG METADATA RECORD (type 29)				
Field	Description	Type	Value	Status
CO_ORD_SYSTEM	Co-ordinate reference system used in the gazetteer to describe position, that is the National Grid of Great Britain.	T 40	British National Grid	Mandatory
CO_ORD_UNIT	Measure of coordinates used within the gazetteer	T 10	Metres	Mandatory
META_DATE	Date metadata was last updated.	Date		Mandatory
CLASS_SCHEME	Classification scheme used for all multiple value specified Fields for example GeoPlace DEC-Addresses v3.4.	T 40		Mandatory
GAZ_DATE	Date at which the gazetteer can be considered to be current.	Date		Mandatory
LANGUAGE	Language(s) used for descriptors within the gazetteer.	T 3	See Table M2 below.	Mandatory
CHARACTER_SET		T 30		Mandatory

Record Example:

29,"Cornwall Council LLPG","All residential and commercial premises within Unitary area","Cornwall Council","DC/BC/CTAX/EREG/PLAN/SNN","Cornwall Council","W","Planning"100041031005, 840,"British National Grid","metres",2007-01-02,"DEC-Addresses v3.4",2006-07-01,"ENG","English"

Notes:

1. The update frequency Field NGAZ_FREQ shows the update frequency agreed between GeoPlace and the Authority Address Custodian. In the case of an agreed daily update frequency, a "blank" transfer file is required on days when no changes have been made. That is, a file which only contains a Header, Key Sequence and Footer Record.
2. The LLPG Metadata Record must be sent to GeoPlace with an LLPG Full Supply transfer file and subsequently whenever the Authority Address Custodian makes a change to the LLPG Metadata Fields.

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- The language code of BIL must be used in the LLPG Metadata Record only to show that both English and Welsh are fully represented on equal terms in the gazetteer.

Table M1 - LLPG Update Frequency			
Code	NGAZ_FREQ	Code	NGAZ_FREQ
"D"	Daily	"F"	Fortnightly
"W"	Weekly	"M"	Monthly

Table M2 - Metadata Language codes	
Code	LANGUAGE
"ENG"	English
"BIL"	Bilingual using English and Welsh languages

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4.12. Key Sequence Record

KEY SEQUENCE RECORD (type 98)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a key sequence Record.	I 2	98	Mandatory
LAST_LPI_KEY	Highest value LPI_KEY used in LLPG.	T 14		Mandatory
LAST_PROV_KEY	Highest value PROV_KEY used in LLPG.	T 14		Conditional
LAST_XREF_KEY	Highest value XREF_KEY used in LLPG.	T 14		Conditional
LAST_UPDATE_DATE	Date on which the key sequence Record was last updated.	Date		Mandatory
TIME_STAMP	Time on which the key sequence Record was last updated.	Time	HHMMSS	Mandatory

Record Example:

98,"0840L000000001","0840P000000004","0840X000000009",2006-07-04,153742

Notes:

1. LAST_PROV_KEY is Mandatory if polygons are held in the LLPG.

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4.13. Trailer record

TRAILER RECORD (type 99)				
Field	Description	Type	Value	Status
RECORD_IDENTIFIER	Identifies this Record as a Trailer Record.	1 2	99	Mandatory
NEXT_VOLUME_NUMBER	The sequential number of the next volume in the transfer set. If this is the last volume, NEXT_VOLUME_NUMBER = 0 must be present.	1 2	0-99	Mandatory
RECORD_COUNT	Count of the number of Records in the volume (excluding the Header Record, LLPG metadata, key sequence and Trailer Records).	1 12		Mandatory
ENTRY_DATE	Date of data entry.	Date		Mandatory
TIME_STAMP	Time of file creation in HHMMSS format.	Time	HHMMSS	Mandatory

Record Example:

99,0,239223,2006-07-04,153742

5 Operational Guidelines

5. Operational Guidelines

5.1. Order within COU files

5.1.1. The processing order number of each Record shows how the Record appears in the file. The following rules must be applied to help ensure Full Supply and COU transfer files are processed correctly:

- If new Records are inserted, (CHANGE_TYPE = "I" see **Table S1, Section 4.2**) the Records must appear in the COU transfer file in the following order:
 - Street (type 11).
 - Street Descriptor (type 15).
 - BLPU (type 21).
 - LPI (type 24).
 - XREF (type 23).
- If Records are deleted (CHANGE_TYPE = "D" see **Table S1, Section 4.2**) the Records must appear in the COU transfer file in the following order:
 - XREF (type 23).
 - LPI (type 24).
 - BLPU (type 21).
 - Street Descriptor (type 15).
 - Street (type 11).
- If an existing Approved Preferred LPI (LOGICAL_STATUS = 1, see **Table L1, Section 4.7**) is changed to an Alternative LPI (LOGICAL_STATUS = 3) or Historical LPI (LOGICAL_STATUS = 8), the update Record (CHANGE_TYPE = "U" see **Table S1, Section 4.2**) must precede the insertion of the new LPI (CHANGE_TYPE = "I" see **Table S1, Section 4.2**) in the COU transfer file.
- If an existing Approved Preferred LPI is deleted and a new Approved Preferred LPI is added, the delete Record (CHANGE_TYPE = "D" see **Table S1, Section 4.2**) for the existing LPI must precede the insertion of the new LPI (CHANGE_TYPE = "I" see **Table S1, Section 4.2**) in the COU transfer file.

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- If the Parent UPRN Field in the BLPU Record is used to identify a hierarchy as described in [Section 4.5](#), the members of the hierarchy must be inserted in order of seniority, that is, grandparents before Parents, Parents before children and children before grandchildren.
- If members of a hierarchy are deleted, all members of the lowest level must be removed before deleting the member from the next level up.
- A BLPU must not have two LOGICAL_STATUS = 1 - Approved Preferred LPIs at any time. Therefore if a BLPU has more than one LPI and the Logical Statuses are changed, this must be done in the order shown in the example below:
 - A BLPU has two LPIs, one with a LOGICAL_STATUS = 1 (Approved Preferred LPI, see [Table L1, Section 4.7](#)) and the other with a LOGICAL_STATUS = 3 (Alternative LPI, see [Table L1, Section 4.7](#)):
 - Change the current Approved Preferred LPI (LOGICAL_STATUS = 1) to an Alternative LPI (LOGICAL_STATUS = 3).
 - Upgrade the existing Alternative LPI Record (LOGICAL_STATUS = 3) to Approved Preferred LPI (LOGICAL_STATUS = 1).

5.2. Re-use of UPRNs

5.2.1. A UPRN can be removed from general circulation in the following ways. GeoPlace will permanently remove the Record from GeoHub, where:

- All associated BLPUs and LPIs are LOGICAL_STATUS = 9 - Rejected Internal, see [Table B2, Section 4.4](#) and see [Table L1, Section 4.7](#) with the appropriate End Date added and this status is included in the COU transfer file.
- The Record is deleted by the Authority Address Custodian and this deletion is included in the COU transfer file.
- The BLPUs and LPIs associated with a UPRN do not appear in a Full Supply transfer file when a resynchronisation takes place.

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- 5.2.2. As soon as any of the above requests are received and processed by GeoPlace the UPRNs involved are effectively out of circulation. Also all users are advised to remove the UPRNs and associated Records from their systems.
- 5.2.3. To preserve data integrity GeoPlace will keep details of any “removed” UPRNs and will prevent their re-use.
- 5.2.4. The following operational guideline is issued to formalise the rules applied by GeoPlace and should be adopted by all parties involved in LLPG maintenance:
- If a BLPU exists but there are valid LPIs that are no longer required, these LPIs should be set as Historical LPIs (LOGICAL_STATUS = 8 – Historical, see **Table L1**, [Section 4.7](#)).
 - If a BLPU (and its associated LPIs) is demolished or changed into a new BLPU, this BLPU should be set as a BLPU LOGICAL_STATUS = 8 – Historical and kept in the LLPG.
 - Any errors that are identified in the LLPG, for example LPIs spelt incorrectly, spurious LOGICAL_STATUS = 3 - Alternative LPIs, duplicate BLPUs or duplicate LPIs should be deleted from the LLPG.
 - GeoPlace, on receipt of a COU transfer file containing an LPI LOGICAL_STATUS = 7 - Rejected Record will remove that Record from its systems and, if a BLPU and all associated LPIs are marked as LOGICAL_STATUS = 7 - Rejected, add the UPRN to the GeoHub archive file. All UPRNs added to the GeoHub archive are frozen, which means they cannot be re-used, even if the rejection of the BLPU and LPI in question is made in error.
 - If an LLPG Full Supply to GeoHub re-synchronisation is requested, GeoPlace will assume that the transfer file supplied is a Full Supply transfer file from the LLPG and will place any UPRNs held in GeoHub that do not appear in the Full Supply transfer file into the GeoHub archive. Any UPRNs placed in the GeoHub archive cannot be re-used.

5.3. Re-use of LPI and Xref keys

- 5.3.1. If an LPI or Application Cross Reference Record is moved to the GeoHub archive because it is rejected or deleted as described

5 Operational Guidelines

above, the LPI or XREF key used for that Record will be archived too and no longer available for use or re-use.

5.3.2. If an Application Cross Reference Record or an LPI Record is attached to an incorrect BLPU and therefore has an incorrect UPRN, the Record cannot be simply moved to the new UPRN via a COU transfer file to GeoPlace. The Authority Address Custodian must do the following things and these changes must be shown in the COU:

- Set the incorrect Application Cross Reference or LPI Record to historical or rejected or delete the incorrect Record.
- Create a new Application Cross Reference or LPI Record with a new Application Cross Reference or LPI key associated with the correct UPRN.

5.4. BLPU Transformations and UPRN data integrity

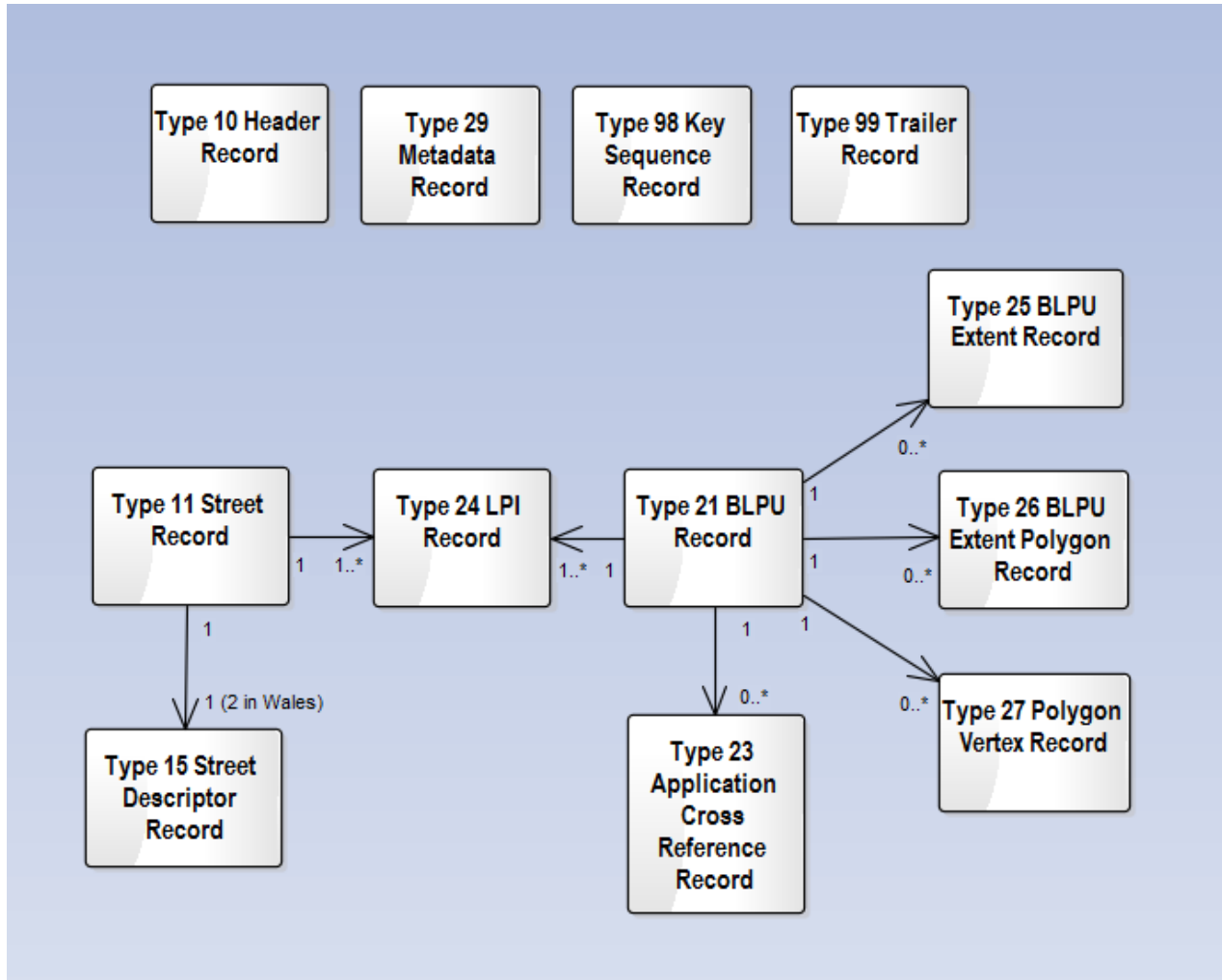
5.4.1. Authority Address Custodians must not reallocate or create a new BLPU if there has not been any real world Object physical change. UPRNs must endure for the lifetime of a BLPU as set out in the Property Lifecycle section (GeoPlace DEC-Addresses v3.4, Sections 11.2 – 11.5) so that users can rely on the UPRN for internal data linking.

5.5. Monthly Health Check

5.5.1. GeoPlace sends all Authority Address Custodians a Health Check report each month. This report identifies any Records held in GeoHub for that DCA Participating Authority that contravene any of the Health Checks defined in the GeoPlace DTF7.3 Health Check document that is current at the time of generation. For details of the latest GeoPlace DTF7.3 Health Checks, see the GeoPlace website.

6 Relationship Diagram

6. Relationship Diagram



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