



GeoPlace Data Entry Conventions and Best Practice for Streets

**DEC-Streets Version 4.0
Consultation Version**

January 2018

A Reference Manual

GeoPlace™ LLP



Page intentionally blank

Contents

Para.	Description	Page
	Contents	1
	List of Tables	6
	List of Figures	7
	Related Documents	8
	Document History	9
1.	Foreword	12
2.	About this Reference Manual	14
2.1	Introduction	14
2.2	Copyright	15
2.3	Evaluation criteria	15
2.4	Definitions used throughout this Reference Manual	15
2.5	Alphabet, Punctuation and Abbreviation rules	16
2.5.1	General Principles	16
2.5.2	Character sets	17
2.5.3	Alphabet	17
2.5.4	Punctuation	18
2.5.5	Abbreviations	18
2.5.6	Case	19
2.5.7	Numbers	19
2.5.8	Use of Personal Information	19
2.6	How to comment on this Reference Manual	19
3.	Introduction to the Reference Manual	20
3.1	Purpose of this Reference Manual	20
3.1.1	Background	20
3.2	Scope of this Reference Manual	21
3.3	Types of organisation	22
3.4	Content from Group 1 NSG Users	25
3.5	Scope of Group 1 NSG Users	26
4.	Street Naming and Numbering	28
4.1	Street Name Legislation	28
4.2	Street Names	29
4.3	SNN Procedure	29
5.	Streets - Types of Street	31
5.1	Types of Street - Definition and Background	31
5.2	Types of Street - Policy	32
5.2.18	Procedure when it is proposed to change the USRN of an existing length of Street.	34
5.3	Types of Street - Conventions	36
5.3.18	Types of Street - Conventions for type 1 Street – Named Street with a designated Street Name	38
5.3.19	Types of Street - Conventions for overlapping Streets on a type 1 Street – Named Street with a designated Street Name	39
5.3.20	Types of Street - Conventions for a type 2 Street – Officially Described Street	40
5.3.21	Types of Street - Conventions for a type 3 Street – Numbered Street with a Street number	43
5.3.22	Types of Street - Conventions for a type 4 Street	45
5.3.23	Types of Street - Conventions for Street Description data	46
5.3.24	Types of Street - Conventions for Cycle Routes	47
5.3.25	Types of Street - Conventions for Terraces	49
5.3.26	Types of Street - Conventions for Permissive Paths	50
5.4	Types of Street - Best Practice	51
5.4.8	Types of Street - Best Practice for the life Cycle of Streets	53
6.	Streets - Geometry Types	56

Para.	Description	Page
6.1	Street Geometry Types - Background and Definitions	56
6.2	Street Geometry Types - Policy	56
6.3	Street Geometry Types - Conventions	57
6.3.1	Street Geometry Types – Conventions - General	57
6.3.2	Street Geometry Types – Conventions - Level 1	57
6.3.3	Street Geometry Types – Conventions - Level 2	57
6.3.4	Street Geometry Types - Conventions - Level 3	58
6.3.5	Street Geometry Types – Conventions - Mixed Gazetteers	59
6.3.6	Street Geometry Types – Conventions - Extremity Points	59
6.4	Street Geometry Types - Best Practice	61
7.	Streets - Motorways	62
7.1	Motorways - Definition and background	62
7.2	Motorways - Policy	62
7.3	Motorways - Conventions	64
7.3.2	Motorways - Conventions - Types of Street Record	64
7.3.3	Motorways - Conventions - Source of USRN	64
7.3.4	Motorways - Conventions - Junction to Junction and Through Junctions	65
7.3.5	Motorways - Conventions - Slip Roads and Link Roads	65
7.3.6	Motorways - Conventions - Roundabouts	66
7.3.7	Motorways - Conventions - Motorway Service Stations	66
7.3.8	Motorways - Conventions - Naming Junction to Junction Sections	67
7.3.9	Motorways - Conventions - Naming Through Sections	68
7.3.10	Motorways - Conventions - Naming Complex Junctions	68
7.3.11	Motorways - Conventions - Naming Slip & Link Roads	69
7.3.12	Motorways - Conventions - Naming Slip Roads (services only)	69
7.3.13	Motorways - Conventions - Naming Link Roads	69
7.3.14	Motorways - Conventions - ASD for Motorways	69
7.4	Motorways – Best Practice	70
8.	Streets – Public Rights of Way (PROWs)	71
8.1	Public Rights of Way (PROWs) – Definition and Background	71
8.2	Public Rights of Way (PROWs) – Policy	72
8.3	Public Rights of Way (PROWs) – Conventions – General	74
8.4	Public Rights of Way (PROWs) – Conventions – Naming	76
8.5	Public Rights of Way (PROWs) – Best Practice	78
9.	Street state, surface and Highway Dedication	80
9.1	Definition and Background	80
9.2	Street state	80
9.2.1	Street state – Definition and Background	80
9.2.2	Street state – Policy	80
9.2.3	Street state – Conventions	81
9.2.4	Street state – Best Practice	83
9.3	Street Surface	83
9.3.1	Street Surface – Definition and Background	83
9.3.2	Street Surface – Policy	83
9.3.3	Street Surface – Conventions	83
9.3.4	Street Surface – Best Practice	83
9.4	Highway Dedication	84
9.4.1	Highway Dedication – Definition and Background	84
9.4.2	Highway Dedication – Policy	85
9.4.3	Highway Dedication – Conventions – ESUs, state codes and periodicity	85
9.4.4	Highway Dedication – Conventions – Highway Dedication and state codes	86
9.4.5	Highway Dedication – Conventions – Indicator Fields	88
9.4.6	Highway Dedication – Best Practice – Indicator Fields	88

Contents

Para.	Description	Page
10.	Location and Boundaries	90
10.1	Location	90
10.1.1	Location – Definition and Background	90
10.1.2	Location – Policy	91
10.1.3	Location – Conventions	91
10.1.4	Location – Best Practice – Examples of correct usage of punctuation	96
10.1.5	Location – Best Practice – Streets crossing from one town to another	96
10.2	Non-continuous Streets	97
10.2.1	Non-continuous Streets – Definition and Background	97
10.2.2	Non-continuous Streets – Policy	97
10.2.3	Non-continuous Streets – Conventions	97
10.2.4	Non-continuous Streets – Best Practice	98
10.3	Local Highway Authority Boundaries	100
10.3.1	Local Highway Authority Boundaries – Definition and Background	100
10.3.2	Local Highway Authority Boundaries – Policy	100
10.3.3	Local Highway Authority Boundaries – Conventions	100
10.4	Local Highway Authority Boundaries – Best Practice	104
11.	Elementary Street Unit (ESU), Direction and One-Way Streets	106
11.1	Definition and Background	106
11.2	Policy	107
11.3	Conventions	107
11.3.1	Conventions – ESUs	107
11.3.2	Conventions – Direction	109
11.3.3	Conventions – One-Way Streets	112
11.3.4	Conventions – One-way Exemptions	113
11.4	Best Practice	113
11.4.1	Best Practice – Life Cycle of ESUs	113
12.	Cross reference records (XREFs)	115
12.1	Definition and Background	115
12.2	Policy	115
12.3	Conventions	115
12.4	Best Practice	115
13.	Additional Street Data (ASD)	116
13.1	Definition and Background	116
13.2	Policy	116
13.3	Conventions	118
13.3.1	Conventions - Use of Whole Road Indicator and Associated Fields	118
13.3.2	Conventions – Additional Street Location Text	119
13.3.3	Conventions – Start and End Coordinates	119
13.3.4	Conventions – Use of personal information	119
13.4	Best Practice	120
14.	Interested Organisations Record (Type 61)	121
14.1	Background and Definition	121
14.2	Policy	121
14.3	Conventions	122
14.3.1	Conventions – Interest Record Field Descriptions	122
14.3.2	Conventions – Street Maintenance Responsibility	123
14.3.3	Conventions – Organisation Interest Type	125
14.3.4	Conventions – Private Streets	127
14.3.5	Conventions – Use of Whole Road Flag and Associated Fields	128
14.3.6	Conventions – Streets with Local Maintenance Agreements	128
14.4	Best Practice	129
15.	Construction Record (Type 62)	131

Contents

Para.	Description	Page
15.1	Background and Definition	131
15.2	Policy	131
15.3	Conventions	132
15.3.1	Conventions – Construction Record Field descriptions	132
15.3.2	Conventions – Reinstatement Type Code – Conditional Field	134
15.3.3	Conventions – Special Surface	136
15.3.4	Conventions – Special Construction Needs	136
15.3.5	Conventions – Use of Whole Road Flag and Associated Fields	137
15.4	Best Practice	137
16.	Special Designation Record (Type 63)	138
16.1	Definition and Background	138
16.2	Policy	138
16.3	Conventions	138
16.3.1	Conventions – Statutory Special Designations	138
16.3.2	Conventions – Periodicity	139
16.3.3	Conventions – Start and End Times and Dates	141
16.3.4	Conventions – Use of Whole Road Flag and Associated Fields	141
16.4	Best Practice	141
17.	Height Width and Weight (HWW) Designation Record (type 64)	142
17.1	Definition and Background	142
17.2	Policy	142
17.3	Conventions	142
17.3.1	Conventions – HWW Restriction Codes	142
17.3.2	Conventions – Value Metric	143
17.3.3	Conventions – TRO Text	143
17.3.4	Conventions – Feature Description	143
17.3.5	Conventions – Use of Whole Road Flag and Associated Fields	143
17.4	Best Practice	143
18.	Public Rights of Way (ProWs) – ASD	144
18.1	Definition and Background	144
18.2	Policy	144
18.3	Conventions	144
18.3.1	Conventions – Basics	144
18.3.2	Conventions – Interest, Construction and Special Designation Records	145
18.4	Best Practice	146
19.	ASD Coordinate Record (type 67)	150
19.1	Definition and Background	150
19.2	Policy	150
19.3	Conventions – General	151
19.4	Conventions – Input of Lines or Polygons	152
19.5	Best Practice	154
19.6	Examples of how to input Lines or Polygons for ASD designations	158
20.	LSG, ASD, Header, Footer, Metadata, Quality Statement and OD File	162
20.1	Definition and Background	162
20.2	Policy	162
20.3	Conventions	162
20.3.1	Conventions – Metadata	162
20.3.2	Conventions – Conformance statement	162
20.3.3	Conventions – Header and Trailer Record	163
20.3.4	Conventions – LSG Metadata Record (Type 29)	163
20.3.5	Conventions – ASD Metadata record (Type 69)	164
20.3.6	Conventions – Operational District Data File (OD File)	166
20.3.6.1	OD File Identification	166

Contents

Para.	Description	Page
20.4	Best Practice	166
	Appendix A: Glossary of Defined Terms	167
	Appendix B: Local Custodian Code and USRN allocations	187
	Appendix C: Inner and Outer London Authorities	197
	Appendix D: Street life cycle scenarios and decisions	198
	Appendix E: Data Flows	204
	Appendix F: Interacting with GeoPlace	206
	Appendix G: Special Designation codes	208
	Appendix H: Using an LSG to create an s36 List of Streets	222
	Appendix I: Consultation Group Members	227

List of Tables

No.	Description	Page
Table 1	NSG Record responsibility	24
Table 2	Types of Street	32
Table 3	Street Attributes	33
Table 4	Language Codes	47
Table 5	Change Types	55
Table 6	Maximum Permitted Tolerance Value	60
Table 7	Street State Codes	81
Table 8	Street Surface Codes	83
Table 9	Highway Dedication Codes	84
Table 10	Relationship between Highway Dedication type and PRow dedication	88
Table 11	One-Way Street Exemption Types	113
Table 12	Versioning of ESUs	114
Table 13	ASD Updates	117
Table 14	Values of Street state, adoption status (17) and ASDs through the lifecycle of a Street	118
Table 15	Street Maintenance Responsibility Codes	124
Table 16	Organisation Interest Types	125
Table 17	Construction Types	132
Table 18	Aggregate Abrasion Value (AAV)	133
Table 19	Polished Stone Value (PSV)	133
Table 20	Reinstatement Type Codes	135
Table 21	Special Designation Periodicity	139
Table 22	Periodicity Example	141
Table 23	Height Width and Weight Restriction Codes	142
Table 24	ASD Coordinate Record use of Interest Record	154
Table 25	ASD Coordinate Record use of Construction Record	155
Table 26	ASD Coordinate Record use of Special Designation Record	155
Table 27	ASD Coordinate Record use of Height, Width and Weight Designation Record	157
Table 28	ASD Coordinate Record use of PRow Record	157

List of Figures

No.	Description	Page
Figure 1	Overlapping Streets	39
Figure 2	Type 1 or 2 Street Name (Park Terrace)	42
Figure 3	Type 1 or 2 Street name (Courts)	43
Figure 4	Type 4 Street Name	46
Figure 5	A cycle lane which is part of the carriageway	47
Figure 6	A cycle lane which is not part of the carriageway	48
Figure 7	A Cycle Track	48
Figure 8	Type 1 Street Name (Terrace)	49
Figure 9	Representation of a level 1 Street	57
Figure 10	Representation of a level 2 Street	57
Figure 11	Representation of a level 3 Street	58
Figure 12	A Street with multiple end points at level 3	58
Figure 13	A circular Street start and end points at level 3 (1)	59
Figure 14	A circular Street start and end points at level 3 (2)	59
Figure 15	Good use of tolerance (1 metre def)	61
Figure 16	Bad use of tolerance (50 metre def)	61
Figure 17	Authority B is expected to cover the area shown red	63
Figure 18	Motorway intersection is a roundabout	66
Figure 19	Through junction of Motorway	68
Figure 20	Position of the on-slip centreline joining Motorway carriageway	70
Figure 21	Position of the on-slip centreline which must not join the Motorway carriageway	70
Figure 22	Relationship of ESU network to PRow routes	74
Figure 23	Relationship of ESU network to PRow route (yet to be removed from Definitive Map)	75
Figure 24	Example PRow	79
Figure 25	Crossing locality and town boundaries	95
Figure 26	Non-continuous Streets	97
Figure 27	Street name is interrupted by another Street name	98
Figure 28	Staggered junction	99
Figure 29	Street crossing Local Highway Authority administrative boundary example 1	101
Figure 30	Street crossing Local Highway Authority administrative boundary example 2	101
Figure 31	Boundary along Street centre Line	102
Figure 32	Boundary along one side of Street.	103
Figure 33	Multiple crossing points	104
Figure 34	Dual classified Streets	109
Figure 35	Junction node linkage	110
Figure 36	Crossroad node linkage	110
Figure 37	Shaped Street node linkage	110
Figure 38	Staggered junction node linkage	110
Figure 39	Roundabout example 1	111
Figure 40	Roundabout example 2	111
Figure 41	Dual carriageway entry and exit	112
Figure 42	PRow crossing another Highway at an angle	146
Figure 43	Two examples of a PRow (green line) on a Footway within the margins of a Highway	146
Figure 44	Example of PRow (red line) running parallel to another Highway of which it is not a part	148
Figure 45	Obstruction on PRow	149

Related Documents

Document title and version	For the use of
GeoPlace DTF8.1 for the NSG Version 2.10	Authority Street Custodians, NSG Users
NSG DTF8.1 Compliance Check Specification V5	Authority Street Custodians
NSG DTF8.1 Health Check Specification V2.2	Authority Street Custodians
GeoPlace DEC-Addresses Version 3.4	Authority Address Custodians
GeoPlace DTF7.3 for Addresses Version 3.1 Fourth Edition	Authority Address Custodians

Document History

Version	Publication Date	Author	Comments
1.0	16.01.07	IA	Draft Document for Comment
1.1	06.02.07	IA	Changes agreed at WP Meeting 2
1.2	07.02.07	LSG Conventions Working Group	PRoW and HA Type Edits
1.3	20.02.07	LSG Conventions Working Group	Cycle Way and street data entry changes
1.4	05.03.07	LSG Conventions Working Group	ASD Sections added. Diagrammatic Changes
1.5	06.03.07	LSG Conventions Working Group	ASD Edits, formatting and index
1.6	09.03.07	LSG Conventions Working Group	Minor amendments
1.7	14.03.07	LSG Conventions Working Group	Future progress, Type 3 street changes. Comment changes from WP members
1.8	16.03.07	LSG Conventions Working Group	Final edits, comments from AT and KSJ
1.9.1	10.04.07	LSG Conventions Working Group	Comments from RM and WP group. Terms and phrases amended
1.9.2	17.04.07	LSG Conventions Working Group	Annexe alterations
1.9.3	20.04.07	LSG Conventions Working Group	Continuity changes from regional chairs
1.9.4		LSG Conventions Working Group	Changes requested from first stage of LSG Custodian consultation
1.9.5	29.06.07	LSG Conventions Working Group	Changes requested during LSG Custodian consultation response
1.9.6	14.07.07	LSG Conventions Working Group	Changes reflecting first release of Technical Specification for EtoN
1.9.7	31.10.07	LSG Conventions Working Group	Changes as per final release of Technical Specification for EtoN
1.9.8	12.11.07	LSG Conventions Working Group	Changes as requested by chairs, LGIH and working group
2.0	November 2007	LSG Conventions Working Group and Regional Chairs	Final Edits
2.1	December 2007	Post publication edits	Mainly spelling and punctuation
3.0	24.01.08	LSG Conventions Group	Changes related to BS7666: 2006 Change only implementation
3.1	18.06.08	LSG Conventions Group	Spelling corrections post consultation
3.2	20.06.08	LSG Conventions Group	Formatting changed post consultation
3.3	14.07.08	LSG Regional Chairs	Final amendments from Regional Chairs
3.4	01.08.08	IA	USRN and LAID code amendments
3.5	18.12.08	LGIH, IA, EtoN Developer Group and the LSG Regional Chairs.	Amendments and re-referencing. Removed tables that are duplicated in the DTF 7.1
3.6	30.07.13	DEC-NSGTWG and ratification by Regional Chairs Street Group for consultation.	Complete review for consultation version
3.6	12.12.13	Post consultation edits for ratification by Regional Chairs Street Group.	Amendments made as a result of consultation comments
4.0	02.01.18	Consultation version	Format and content of document changed as the result of the introduction of DTF8.1 v2.10

Policy changes in DEC-Streets Consultation Version 4.0

This table provides a summary of the differences between DEC-NSG v 3.6 and DEC- Streets Consultation Version 4.0. Typographical and formatting changes are not listed. DTF changes are shown in bold. Changes marked with an * are the result of codes of practice or gazetteer synchronisation updates.

Section in v 3.6	Section in v 4.0	Summary of change
1, 2, 3 and 4	1	Section restructured
1, 2, 3 and 4	2	Section restructured
1, 2, 3 and 4	3	Section restructured
12	4	Section restructured
5, 6 and 13	5*	Section restructured
5	6	Section restructured
Appendix F	7*	Section restructured
Appendix E	8*	Section restructured
8 and 17	9*	Section restructured
7 and 11	10*	Section restructured
9, 13 and 19	11*	Section restructured
10	12	Section restructured
14	13*	Section restructured
15	14	Section restructured
16	15	Section restructured
17	16	Section restructured
18	17	Section restructured
	18	New section
	19	New section
20 and 21	20*	Section restructured
Appendix A	Appendix A	New definitions added.
Appendix D	Appendix I	Moved.
Appendix G	Appendix E	Moved.
Appendix H	Appendix F	Moved.
Appendix K	Appendix H	Moved.
	Appendix D	New section.
	Appendix G	New section.

Items under review

This table provides a summary of items that will be considered in the next review of the DEC-Streets. These items require consultation before any changes are made therefore are not changed in v 4.0.

Section in v 4.0	Item to be reviewed
10.	Population of Town and Locality Fields. To be resolved by joint effort between DEC-Addresses and DEC-Streets groups.
8. and 18.	New Regulations under the Deregulation Act 2015.
	Change Only Updates to be introduced. This requires a change to the DTF.
	Overlapping Polygons for NSG data – to be considered after DTF changed.
	How the NSG interacts with S58 Records.

1. Foreword

- 1.1 GeoPlace® LLP is a public sector limited liability partnership between the Local Government Association and Ordnance Survey and is responsible for compiling and maintaining an infrastructure that unifies core address and streets datasets. This infrastructure provides a single source for all addressing and street data. In terms of street data, GeoPlace's role is to work with local authorities and other organisations to create and maintain the National Street Gazetteer (NSG for England and Wales), that provides a definitive source of publicly-owned spatial address and street data. Ordnance Survey markets a range of address and street products delivered by GeoPlace.
- 1.2 GeoPlace issued a Data Co-operation Agreement (DCA) to all District, County and Unitary status councils and separate agreements to National/Regional Highway Authorities in England and Wales. These provide for legally binding agreements between the parties to support the creation and maintenance of GeoPlace information and databases (particularly related to address and street information for England and Wales and address information for Scotland through a separate agreement).
- 1.3 The main purpose of the DCA is to underpin the recognition by Government of the substantial social and economic benefits that core reference geography brings. It forms part of the framework put in place by Government to enable access by the whole of the public sector to definitive spatial information through the Public-Sector Mapping Agreement (PSMA). The DCA also recognises the role of councils and National/Regional Highway Authorities have in the creation and source of particular spatial information, specifically address and street information.
- 1.4 Within the DCA each organisation is contracted under a data licence contained within the DCA to create, maintain and deliver their street updates (address and street information) to GeoPlace.
- 1.5 In the DCA organisations with a Local Highway Authority (LHA) function Authority Updates are defined as DCA Street Updates and ASD Updates from National/Regional Highway Authorities. If the DCA organisation has London Borough, Metropolitan, Unitary or Welsh Unitary status (collectively defined as a Unitary Council) both these functions will form the responsibilities of that Unitary Council. Where the DCA organisation is a District Council it will be solely responsible for delivering DCA Address Updates. DCA organisations with a County Council status are solely responsible for delivering DCA Street Updates. National/Regional Highway Authorities through their separate agreements are solely responsible for delivering ASD Updates. Highways England are responsible for delivering the TRSG.

- 1.6 The DCA defines a specific responsibility for the function and role to be undertaken in each DCA organisation for creating, maintaining and delivering DCA Street Updates and ASD Updates to GeoPlace. These are the Authority Address Custodian and the Authority Street Custodian. District Councils will solely have an Authority Address Custodian function. County Councils will solely have an Authority Street Custodian function. All types of Unitary status councils will have an Authority Address Custodian and an Authority Street Custodian function and role. National/Regional Highway Authorities also have custodians who are solely responsible for delivering ASD Updates.
- 1.7 These functions and roles within and between councils may act as an interaction channel for other roles defined in the DCA as:
- additional Authority Address Custodian contact and/or Authority Street Custodian contact where appropriate;
 - the Authority Principal Contact;
 - the Authority's street naming and numbering officer (or equivalent);
 - Additional Street Data (ASD) maintainer (or equivalent);
 - Traffic Management Act 2004 (TMA) traffic manager (or equivalent);
 - the public right of way definitive plan/map officer (or equivalent, as defined in the Wildlife and Countryside Act 1981); and
 - the Authority's New Roads and Street Works Act 1991 (NRSWA) street works manager (or equivalent).
- 1.8 The DCA defines that the content of all DCA Street Updates and ASD Updates must be in accordance with this Reference Manual, the GeoPlace Data Entry Conventions (DEC) and Best Practice for Streets, known as the DEC-Streets. For a full description of the purpose of the DEC-Streets, see **Section 3.1**. In summary, the main purpose of the DEC-Streets Reference Manual is to provide:
- The Authority Street Custodian, the National/Regional Highway Authorities custodian and all the DCA roles listed above in **Section 3.3**, with a comprehensive consistent maintenance and update resource.
 - Definitions, conventions and guidance for those wishing to improve how they maintain street data more efficiently and in a consistent manner across government.
 - Consistent definitions and conventions for those who use street data and those who, equally importantly, wish to understand why they should use good quality street data.

2. About this Reference Manual

2.1 Introduction

2.1.1 The DEC-Streets version 4.0 is the reference document for the NSG User, street works and Statutory Undertaker communities.

2.1.2 Care has been taken to structure this Reference Manual in the order in which the processes are undertaken. It documents the basic elements of the data, policy, the rules for data entry and the conventions and best practice for the maintenance of street and address data.

2.1.3 The DEC-Streets version 4.0 provides a generic rulebook of conventions for data entry into a DCA organisation owned LSG and ASD maintenance software system. It is not a substitute for the official software documentation provided to the DCA organisation by their software provider.

2.1.4 The DEC-Streets version 4.0 is an implementation of BS 7666:2006. DEC-Streets version 4.0 is distributed as a PDF file.

2.1.5 The subject matter of this Reference Manual and subsequent updates is such that it is inextricably linked to the following documents:

- GeoPlace NSG Data Transfer Format for Streets 8.1 version 2.10
- GeoPlace NSG DTF8.1 Compliance Check Specification V5
- NSG DTF8.1 Health Check Specification V2.2
- GeoPlace Data Entry Conventions and Best Practice for Addresses (DEC-Addresses) version 3.4
- GeoPlace NSG Data Transfer Format for Addresses 7.3 version 3.1 Fourth Edition

for the core maintenance issues associated with the transfer of DCA Street Updates and ASD Updates.

2.1.6 The DEC-Streets therefore details:

- The data entry conventions which must be adhered to.
- Best practice guidelines which should be followed.
- Processes.
- Policy recommendations.
- Statutory and contractual rules and regulations which must be followed.

2.1.7 The structure of **Sections 5 to 20** of this Reference Manual is as follows:

- Definition and Background.

- Policy – the broad rules under which the Authority Street Custodian must operate in order to achieve consistency of definition for the data.
- Data entry conventions – the technical rules which must be applied to the data to achieve the policy described above.
- Examples of best practice.

2.1.8 The DEC-Streets:

- Encompasses previous documentation published by GeoPlace and other publications that have been made available to GeoPlace, throughout the life cycle of this project.
- Incorporates policy, processes and good practice adopted by English and Welsh DCA organisations.
- Refers to the data entry conventions detailed in the GeoPlace Data Entry Conventions and Best Practice for Addresses (DEC-Addresses) version 3.4.

2.2 Copyright

2.2.1 All Intellectual Property Rights in this Reference Manual, except those acknowledged to belong to third parties, are held by GeoPlace. It is a public domain document and can be copied, quoted, published and distributed with attribution freely but not re-sold.

2.3 Evaluation criteria

2.3.1 This Reference Manual has been evaluated for compliance against a set of criteria taken from ISO/IEC 26114:2008, software and systems engineering; requirements for designers and developers of user documentation.

2.3.2 The documentation review did not cover the following evaluation criteria, because evaluation of the criteria is not possible without a detailed evaluation of the data entry software:

- Completeness of information.
- Accuracy of technical information.
- Safety (the supply of information to protect against hazards and errors).

2.4 Definitions used throughout this Reference Manual

2.4.1 The following verbs are used throughout this Reference Manual in accordance with the implication and context shown.

Verb	Implication	Context
Must	An absolute requirement	BS 7666-1:2006 and BS 7666-2:2006 DEC-Addresses or DEC-Streets Reference Manual 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 DEC-Addresses or DEC-Streets Reference Manual 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 DEC-Addresses or DEC-Streets Reference Manual implementation permission.
Can	Possibility or capability	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-Addresses or DEC-Streets Reference Manual implementation information.
Is	Description	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-Addresses or DEC-Streets Reference Manual implementation description.

Note: These terms were taken from BS 0. Reference accessed January 2016 - <http://www.bsigroup.com/Documents/standards/guide-to-standards/BSI-Guide-to-standards-2-standard-structure-UK-EN.pdf>

2.4.2 For a glossary of defined terms, see **Appendix A**. Terms which appear in the glossary of defined terms are identified within this Reference Manual by a capital first letter. Where a term has more than one meaning in this Reference Manual each definition is numbered as (1), (2), (3),... (x). For example, Lane(3).

2.4.3 References to **Sections, Figures and Appendices** are shown in bold.

2.4.4 Field names used in the Attribute tables are shown by the use of all capitals, for example, LOGICAL_STATUS.

2.5 Alphabet, Punctuation and Abbreviation rules

2.5.1 General Principles

2.5.1.1 Britain has an extraordinary diversity of place names and it is the intention of the NSG that they should be recorded correctly.

2.5.1.2 Street names, towns and localities must include all the punctuation, abbreviations, accents and characters that are in the official version of their name. No punctuation must be added that is not in the official name.

2.5.1.3 Type 2 Streets (Street descriptions) which contain the names of towns, localities or type 1 Streets must also include all the punctuation, abbreviations, accents and characters that are in the official version of the name.

2.5.1.4 For detailed guidance see **Sections 5 to 6**. For examples see **Section 5.4 - Types of Street - Best Practice**.

2.5.2. Character sets

- 2.5.2.1 The character set used in the NSG is UTF-8, which allows Welsh characters to be correctly displayed and permits foreign characters where necessary.
- 2.5.2.2 In free text fields, for example in the ASD Records, the @ symbol is permitted. This allows email addresses to be included. For details of when brackets and the forward slash “/” are permitted, see **Section 2.5.4 - Punctuation**.
- 2.5.2.3 If an official Street Name is a foreign word with an accent (including umlaut, diaeresis and other marks), then the accent must be included in the NSG. For example, the Street Name may come from a twin town in another country or be the name of a foreign person.

2.5.3. Alphabet

- 2.5.3.1 The following rules apply to all Record types:
- Proper case should be used throughout all Records and when transferring data to other applications including to GeoPlace. The use of upper case is also acceptable.
 - Ampersands must be replaced with the word 'and'. For exceptions to this rule, see **Section 2.5.5.4**.
 - Commas and quotation marks must not be used.
 - In a bilingual gazetteer, if punctuation is required for normal grammatical use for the elision of vowels in the Welsh language, punctuation is permitted.
- 2.5.3.2 The following rules apply to all Street Name Records:
- Punctuation must only be included within the Street Name or Street Description, locality or town Fields if the punctuation is part of the official name, for example “Westward Ho!”.
 - Full stops must only be used as part of the official approved SNN Authority Street Name if the full stop is part of the Official Address. They must not be entered to make text grammatically correct. For example, “St. Stephens Road” must only be recorded as “St.” if the full stop is part of the Official Address.
 - Abbreviations must only be used if they form part of the official approved SNN Authority Street Name. The only exception is “St” for “Saint”.
 - Numbers must be recorded as words, numerals or Roman numerals as fits the official version of the Street Name.
- 2.5.3.3 The following rules apply to all Primary Addressable Object or Secondary Addressable Object Fields:
- Hyphens which are used in the Primary Addressable Object (name) Field or Secondary Addressable Object (name) Field to indicate a range of numbers must be replaced with the word 'to'. For example, “Land at 2 – 5 High Street” is entered as “Land at 2 to 5 High Street”.

- It is acceptable for hyphens to be used when data is extracted to generate a geographical address or a Postal Address and there is an entry in the Primary Addressable Object or Secondary Addressable Object start and end number Fields.
- Abbreviations or punctuation must not be used in the Primary Addressable Object or Secondary Addressable Object, for example, “First Floor” rather than “1st Floor” and “Marks House” rather than “Mark’s Hse”.
- Full stops must only be used as part of the Primary Addressable Object name or Secondary Addressable Object name if the full stop is part of the Official Address. They must not be entered to make text grammatically correct. For example, “St. Stephens House” must only be recorded as “St.” if the full stop is part of the Official Address.

2.5.3.4 The exceptions to these rules are:

- If the characters form part of the Official Address.
- If the characters are in the Organisation Name Field.

2.5.4 Punctuation

2.5.4.1 Street names, towns and localities must include all the punctuation that is in the official version of their name. For examples, see **Section 5.4 - Types of Street - Best Practice**.

2.5.4.2 If a type 2 Street Name includes the name of a town, locality or type 1 Street, then it must include the same punctuation as the Record for the town, locality or type 1 Street itself.

2.5.4.3 Brackets are only permitted if they occur in the name of a motorway in a type 2 Street Name or a type 3 Street Name, for example “A1(M)”. They are not permitted to designate type 3 Streets as Trunk Roads – “A36(T)” is incorrect.

2.5.4.4 A forward slash “/” is only permitted in type 3 Streets that are Public Rights of Way which are identified by the PRow prefix “Y”.

2.5.4.5 In practice, for most authorities the only punctuation marks likely to be used are the apostrophe and the hyphen.

2.5.5 Abbreviations

2.5.5.1 Street Names, towns and localities must include all abbreviations that are in the official version of their name. For examples, see **Section 5.4 - Types of Street - Best Practice**.

2.5.5.2 If a type 2 Street includes the name of a town, locality or a type 1 Street, then it must include the same abbreviation as the Record for the town, locality or type 1 Street.

2.5.5.3 If a word is spelled in full in the official name, then abbreviations must not be used. The exception to this is “St” for “Saint”, which is permitted. If abbreviations are used, they should not include a full stop unless the full stop is part of the official name. If there is any doubt about the inclusion of the full stop in the official name, it should be omitted from the NSG.

2.5.5.4 The ampersand symbol “&” must be used only as a replacement for “and” if it appears in the official version of the name of a town, locality or Street. In type 2 Streets it should only be used where it is unavoidable, that is, if not using it would render the description confusing or meaningless. For an example, see **Section 5.4 - Types of Street - Best Practice**.

2.5.6 Case

2.5.6.1 Proper case is recommended to be used for all records and for transferring data to the NSG hub. The use of upper case is currently permitted but it can reduce the usefulness of the data. However, it is recognised that at present its use is widespread.

2.5.6.2 If a name of a town, locality or Street contains a word that starts with a lower-case letter, then it should be kept as lower case. Software should not automatically capitalise it, but it is recognised that some current software often does. For examples, see **Section 5.4 - Types of Street - Best Practice**.

2.5.7 Numbers

2.5.7.1 If a Street Name, town or locality includes numbers, then they must be represented in the form that is in the official version of the name. This may be as a word, a numeral or a Roman numeral.

2.5.8 Use of personal information

2.5.8.1 Under existing and new legislation, GeoPlace must comply with the ‘Data Controller’ obligations under the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

2.5.8.2 This means that personal information must not be present in any location or description Fields to ensure the protection of individuals.

2.5.8.3 If personal information is required, proof of consent should be recorded – even if this relates to contact details for an officer in a public body or connected to street works administration. The potential risk of sharing personal information without the consent of the individual is very serious.

2.6 How to comment on this Reference Manual

If you wish to make any comments on this Reference Manual, please contact:

GeoPlace LLP
 157-197 Buckingham Palace Road
 LONDON
 SW1W 9SP
 Tel: 020 7630 4600
 Email: support@geoplace.co.uk
 Web: www.geoplace.co.uk

3. Introduction to this Reference Manual

3.1 Purpose of this Reference Manual

3.1.1 Background

- 3.1.1.1 The National Street Gazetteer (NSG) provides the nationally definitive dataset for Street references (USRNs) linked to the names and extents of Streets associated with them in England and Wales.
- 3.1.1.2 The Additional Street Data (ASD) is not a nationally definitive dataset, rather it is an abstract of data collated from other sources.
- 3.1.1.3 Many of these sources are legally definitive, for example, Traffic Regulation Orders (TRO), PRow Definitive Maps, section 36 of the Highways Act 1980 - list of Streets.
- 3.1.1.4 The ASD designations are not a legal substitute for these sources.
- 3.1.1.5 The purpose of this Reference Manual, is to:
- Provide the source reference for GeoPlace to receive DCA Street Updates from Local Street Gazetteers (LSGs) created and maintained by local government and ASD Updates from National/Regional Highway Authorities, in England and Wales.
 - Provide the basis for forming a consistent national dataset, the NSG, made up from the constituent LSGs and ASD, for NSG Users' and for the Ordnance Survey street products.
 - Strengthen the links between the Authority Street Custodian and all the DCA roles listed in **Section 3.3** within DCA organisations and NSG Users'.
 - Ensure that accurate and consistent geospatial based street information is captured in an LSG and ASD is delivered as DCA Street Updates and ASD Updates to GeoPlace.
 - Consider the technical definition of LSG, ASD and NSG data contained within the statutory legislation, supporting codes of practice and technical specifications and expand on the file definitions specified in the documents.
 - Be used in conjunction with the release of the EToN v6 Technical Specification which became effective on 1st October 2013.
 - Take account of previous versions of the document (v3.x) which were compliant with the Technical Specification for EToN (v4 and v5) dated October 2007 and April 2009 and the 4th edition Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters dated October 2012.

- Introduce further changes to this Reference Manual, if required, when further provisions of the Traffic Management Act 2004 are introduced, or if further amendments, including Welsh Assembly Government versions, are made to the aforementioned documents.
- Provide guidance on the British Standard BS 7666-0:2006, BS 7666-1:2006 and BS 7666-2:2006 and its implementation by GeoPlace. Custodians are encouraged to familiarise themselves with BS 7666-2:2006 for definitions of the Fields and data items described in this Reference Manual.
- Refer Authority Street Custodians, National/Regional Highway Authorities and NSG Users' to the GeoPlace Data Transfer Format 8.1 for Streets specification document.

3.1.1.6 The NSG is collated monthly from DCA Street Updates and ASD Updates which are created, maintained and delivered by County and Unitary Councils and National/Regional Highway Authorities for use by NSG Users throughout government and beyond.

3.1.1.7 The DEC-Streets is for the use of DCA organisations. It provides guidance for:

- Street Custodians when entering and maintaining data in their LSG software systems.
- SNN Officers when creating or changing Street Names or property numbers.
- Authority Address Custodians when entering and maintaining data in their LLPG software systems.
- NSG Users when using NSG data.

3.2 Scope of this Reference Manual

3.2.1 This Reference Manual is produced by the DCA-Data Entry Conventions-Consultative Group (DCA-DEC-CG), a consultative group convened under the auspices of GeoPlace and ratified under the guidance of the DCA Regional Chairs Groups community. For a list of the members of the DCA-DEC-CG, see [Appendix I](#).

3.2.2 This Reference Manual aims to standardise the data entry conventions for street and land and property information in order to create consistent data.

3.2.3 The DEC-Streets should be used as the basis for improved Street Naming and Numbering (SNN) best practice and its integration with the maintenance of the NSG.

- 3.2.4 The SNN guidance in this Reference Manual is for those areas of that function which overlap with or directly interact with the creation, maintenance and delivery of DCA Address and Street Updates. Parts of the SNN process and the SNN Officer duties are not described in this Reference Manual. This guidance will be developed further in the future, to incorporate further areas of the SNN function.
- 3.2.5 Although this Reference Manual provides guidance on BS 7666:2006 and its implementation, readers are encouraged to familiarise themselves with BS 7666-1:2006 and BS 7666-2:2006 for the definitions of data Fields, Records and items described in this Reference Manual.
- 3.2.6 This Reference Manual will continue to evolve in line with the implementation of BS 7666-1:2006 and BS 7666-2:2006. This Reference Manual will require revision in response to changes of initiatives, standards and practices, and the DCA-DEC-CG will continue to act in a consultative role in this regard under the auspices of GeoPlace.
- 3.2.7 This Reference Manual will be reviewed to keep pace with changes in legislation, practice and technology and re-issued with corrections / amendments after such a review. Queries or suggestions for improvements to this Reference Manual should be sent by email to support@geoplace.co.uk
- 3.2.8 This Reference Manual does not cover the conventions for the Channel Islands, the Isle of Man, Northern Ireland or Scotland.

3.3 Types of organisation

- 3.3.1 DCA organisations are responsible for delivering DCA Street Updates and ASD Updates to GeoPlace from their LSGs and ASD.
- 3.3.2 Unitary Councils including London Boroughs and Metropolitan Boroughs in England and Wales are responsible for the maintenance of LSGs and Street Naming and Numbering (SNN).
- 3.3.3 In English Counties, the source of SNN is District Councils.
- 3.3.4 For a comprehensive list of all LHAs in England and Wales, all SNN Authorities and the USRN range prefixes, see **Appendix B**.
- 3.3.5 All SNN Authorities must have an Authority Address Custodian and should have an SNN Officer. These officers are the point of contact for these matters.
- 3.3.6 The following groups are known as NSG User, see **Table 1**:

Group 1

- The Authority Street Custodian and the DCA roles listed in this section, also known as Local Highway Authorities (LHAs).

- LHAs are responsible for creating and maintaining the NSG by producing and maintaining Local Street Gazetteers (LSGs) including Additional Street Data (ASD) and sending DCA Street Updates to GeoPlace.
 - The types of LHAs which are responsible for the maintenance of LSGs and Street Naming and Numbering (SNN) are:
 - Unitary Authorities in England and Wales.
 - London Boroughs.
 - Metropolitan Boroughs.
 - In English Counties, the source of SNN is District Councils.

Group 2

- National/Regional Highway Authorities.
 - National/Regional Highway Authorities are the organisations which are responsible for the maintaining ASD Records against the NSG Records (except for Highways England) maintained by a LHA.
 - In addition to LHAs, National/Regional Highway Authorities are currently responsible for creating and maintaining ASD Records and in certain instances Street data and submitting them as ASD Updates to GeoPlace. These organisations are:
 - Transport for London (TfL).
 - Network Rail.
 - Highways England (separate TRSG only).
 - Welsh Assembly Government.

Group 3

- Organisations with an asset in the Street, for example a Statutory Undertaker with cables or pipelines in the Highway.

NSG User		Street Data (level 3)	Interested organisations Records	Construction Records	Special Designation Records	Height Weight Width Records	PRoW	ASD Coordinate	ASD Meta data	Operational District Data File
		Type 11, to 17 and 29	Type 61	Type 62	Type 63	Type 64	Type 65	Type 67	Type 69	
Group 1	Unitary authority	✓	✓	✓	✓	✓	✓	✓	✓	✓
	English County	✓	✓	✓	✓	✓	✓	✓	✓	✓
	London Borough	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Metropolitan Borough	✓	✓	✓	✓	✓	✓	✓	✓	✓
Group 2	Highways England (TRSG)	✓	✓	✓	✓	✓		✓	✓	✓
	Welsh Assembly Government		✓	✓	✓	✓		✓	✓	✓
	Transport for London		✓	✓	✓	✓		✓	✓	✓
	Transport Authority		✓		✓			✓	✓	✓
Group 3	Other asset owner		✓		✓			✓	✓	✓

Table 1 - NSG Record responsibility

- 3.3.7 An NSG User is a statutory undertaker of street works duties as defined under the New Roads and Street Works Act 1991 (NRSWA) and by the Department for Transport (DfT). NSG Users include all DCA organisations that are often referred to as Works Promoters. For a list of all these organisations, see: <https://services.geoplace.co.uk/street/swa-codes>. This list is maintained by the NSG Custodian.
- 3.3.8 The SNN Officer for each SNN Authority Administrative area is responsible for the allocation and approval of Street Names as described in **Section 4 - Street Naming and Numbering**.
- 3.3.9 The Authority Address Custodian is responsible for ensuring the Street Data is entered accurately and must work closely with the Authority Street Custodian to ensure that the Street Data present in GeoPlace is synchronised.
- 3.3.10 The Authority Street Custodian is responsible for ensuring that all Street Data is entered accurately into the NSG and must work closely with the Authority Address Custodian to ensure that the Street Data present in GeoPlace remains synchronised. The Authority Street Custodian is responsible for the attributes of the Street data as shown in **Table 3**.

- 3.3.11 The SNN Officer, Authority Address Custodian and Authority Street Custodian must be conversant with the data entry conventions and guidance described in the current version of the DEC-Addresses and the DEC-Streets.
- 3.3.12 This section provides the Authority Street Custodian with the basic concepts and scope for creating and maintaining an LSG.
- 3.3.13 The LSG is a localised subset or constituent part of the NSG. The LSG is a geographic register (gazetteer) of all Streets within an LHA area. Each LSG shall record a register of all Streets within the relevant geographic area regardless of maintenance or responsibility.
- 3.3.14 The definition and content of the LSG also includes Public Rights of Way (PRoWs). A PRoW is not always a real-world Object, sometimes it is a line on a map indicating a specific type of right to pass over land. For example, a PRoW might be across a grass field with nothing visible on the ground to mark it.
- 3.3.15 A PRoW is more abstract than a real-world Street but nevertheless should be included in the LSG. For further information about PRoWs, see **Section 8 - Streets - Public Rights of Way (PRoWs)**.
- 3.3.16 PRoWs and footpaths should be entered into an LSG as Streets.
- 3.3.17 A level 3 LSG (see **Section 5**) is built around the concept of an Elementary Street Unit (ESU). An ESU is part of the wider geographic area defined as a Street. For further information, see **Section 11**.
- 3.4 Content from Group 1 NSG Users**
- 3.4.1 Each LSG must derive its Street Name and Address Change Intelligence from official SNN Authority processes.
- 3.4.2 Other Address Change Intelligence should be introduced from other local authority statutory functions that affect Streets within the gazetteer. Some examples of these functions are:
- Building Control.
 - Development Control.
 - Highway Management and Maintenance.
 - Land Charges.
- 3.4.3 Street naming functions, planning development control and building control are not statutory duties of all LHAs.
- 3.4.4 In a 'two-tier' structure of County and District or Borough Councils, these functions are the responsibility of the 'lower-tier' authority.

- 3.4.5 In these circumstances, all parties involved should establish effective relationships between organisations and find a way to transfer of change intelligence electronically.
- 3.4.6 For a diagram indicating the data flows associated with this process, see **Appendix E**.
- 3.4.7 Except for the entry date, as a minimum, if a Street is entered in both the LSG and the LLPG, then the populated attributes which are associated with that Street must be identical in both gazetteers.
- 3.4.8 The exception to **Section 3.4.7** is the entry date. This Field must show the true entry date of the Street in each gazetteer, therefore may be different depending on the information exchange process which is in place.
- 3.4.9 The locality and town data contained in the LSG (descriptive identifier) must not be based on postal localities and post towns as defined by Royal Mail. Geographic identifiers should be used.
- 3.4.10 These identifiers should help with the identification of the geographic location of the Street through a series of geographic instructions or real-world locations in common use.
- 3.4.11 However, frequently the adopted postal geography is the same as the derived real-world geography.
- 3.4.12 A County or Unitary Council must have a designated Authority Street Custodian who has sole responsibility for the maintenance and content of the LSG and ASD.
- 3.4.13 This ensures that a single source controls the addition, archiving and changing of all ESUs and Street Data in the LSG.
- 3.4.14 A consistent approach can then be adopted for all entries in the LSG and ASD within the LSG administrative area.

3.5 Scope of Group 1 NSG Users

- 3.5.1 The following types of Street must be included in an LSG:
- Motorways. For more information about Motorways, see **Section 7 - Streets - Motorways**.
 - Classified principal Streets including Trunk Roads and other Classified Roads.
 - Other publicly maintainable unclassified Streets.
 - Prospectively publicly maintainable Streets as defined by Section 87 of the NRSWA.
 - Private Streets known to the Highway or Streets authority.
 - Streets or parts of Streets that are dedicated as a Public Right of Way.

- Any other highway that is publicly maintainable under section 36 of Highways Act 1980. For details of how to create a section 3 of section 36 of the Highways Act 1980 list of Streets from an LSG, see **Appendix H**.

3.5.2 The following types of Street should be included in an LSG:

- Cycle Ways.
- Cycle Tracks.
- Subways which are maintainable at public expense.
- Footpaths.
- Byways Open to All Traffic and Restricted Byways.
- Service Roads.
- Bridleways.
- Bridges (type 1 Street).
- Tunnels (type 1 Street).

3.5.3 The NRSWA requires that information about the following types of Street must be included in an LSG:

- Publicly maintainable Highway including those with PRow designations.
- Prospectively publicly maintainable Street.
- Private Street.
- Cycle Way.

4. Street Naming and Numbering

4.1 Street Name Legislation

- 4.1.1 Each SNN Authority has a statutory duty to ensure that all Streets are named, and properties numbered or named. This should be in accordance with the SNN Authority's approved policy.
- 4.1.2 For an example corporate policy, see, Appendix F, DEC-Addresses v3.4, 2016.
- 4.1.3 The SNN Authority can approve or reject property numbers or names and Street Names which are submitted by developers or owners under the powers and guidance listed below and detailed in Appendix E, DEC-Addresses v3.4, 2016:
- Towns Improvement Clauses Act 1847 (sections 64 and 65) (for numbering of properties and Street naming).
 - Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of Streets).
 - Public Health Act 1925 (sections 17 to 19) (for notification of Street Names and name plates).
 - Electoral Administration Act 2006.
 - Royal Mail's right under licence to maintain the Postcode Address File (PAF) Section 116 of the Postal Services Act 2000.
 - A Local Act, for example the Humberside Act 1982 or the London Building Acts (Amendment) Act 1939 (Part 2).
 - PAF® Code of Practice, Changing Postal Addresses and Postcodes, May 2010.
 - Department of Transport Circular Roads 3/93 dated 15th December 1973.
- 4.1.4 Each SNN Authority should refer to the Local Government Act 1972 section 5 schedule 14 paragraphs 24 and 25 to decide which Act to use depending on the circumstances.
- 4.1.5 For further information see <http://www.legislation.gov.uk/>.
- 4.1.6 All types of developments should be subject to the formal SNN procedure even if the statute which the SNN Authority adopts does not mention a particular type of property, for example internal numbering of a sub divided building. This helps achieve consistency of Street and LPI Records. This applies to all residential, commercial and industrial properties.
- 4.1.7 Maintaining a comprehensive and high standard for naming Streets and numbering or naming of properties is essential as it facilitates:

- Consistency of property based information across local government and within the user community. An example of this in practice is the Electoral Management System (EMS) project. See, Appendix M, DEC-Addresses v3.4, 2016.
 - Emergency services finding a property.
 - Reliable delivery of services and products.
 - Visitors finding where they want to go.

4.2 Street Names

4.2.1 The SNN Officer should consider the SNN Authority's view on the following when allocating new names to Streets:

- The exclusion or inclusion of certain numbers for cultural or religious reasons.
- The use of building names without numbers.
- The use of Street Names which include numbers which can cause confusion, for example, 20 Seven Foot Lane sounds the same as 27 Foot Lane.
- The use of the names of deceased people in the adoption of any Street Names. The reason for choosing a person's name should be established in the SNN Authority's policy.
- The use of the name of a living person. (This is not recommended).
- The adoption of historic connotations by developers – guidance on this should be provided by the SNN Authority to all developers through close liaison with local historic societies. This information should be provided electronically via the SNN Authority's website.
- The use of national or local historic figures or events. The use of a name with Royal connotations. The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested.
- The use of names and their combination with numbers that could be considered rude, obscene, and racist or which would contravene any aspect of the council's equal opportunities policies.
- The use of names that can cause spelling or pronunciation problems.
- The use of names which would lead to variations in the use of punctuation as these can cause confusion or result in early demands for a change of address from occupiers.

4.3 SNN Procedure

4.3.1 All SNN Authorities should integrate their SNN function with the LLPG function. During the SNN procedure, some SNN Authorities consult with many different parties before finalising the SNN details. Authority Street Custodians should also be consulted on new Street Names within the LHA area.

- 4.3.2 Sometimes developers request new Street names at the earliest opportunity. It is therefore sensible that USRNs are allocated by the SNN Authority as soon as possible. This should be done in consultation with the SNN Officer, and Authority Address Custodian. It is also appropriate to consult the Authority Street Custodian at this stage.
- 4.3.3 The Authority Address Custodian should also assign the appropriate locality, town and start and end values to the Street at this stage.
- 4.3.4 A level 3 gazetteer should build upon this core information with the addition of ESUs and level 3 shaping vertices to define the approximate centre line of the Street. This Street geometry must be defined by the Local Highway Authority.
- 4.3.5 All updates must be transferred to GeoPlace on a monthly basis or as soon as possible for inclusion in the NSG and for monthly distribution to the users.

5. Streets – Types of Street

5.1 Types of Street - Definition and Background

- 5.1.1 This section outlines the requirements for the creation and maintenance of Streets for gazetteer purposes to the GeoPlace implementation of BS 7666-1:2006.
- 5.1.2 In a two-tier government structure, that is District and County Councils, the LHA function at County Council level is responsible for the creation and maintenance of the LSG and ASD under NRSWA.
- 5.1.3 In a Unitary Council, the LHA function is responsible for the creation and maintenance of the LSG and ASD under NRSWA.
- 5.1.4 However, increasingly gazetteer teams are taking over the maintenance of LSGs and ASD through effective links with LHA functions and LLPG and SNN functions. These teams are often in different parts of an authority, for example in the Corporate GIS, Planning or Highways function.
- 5.1.5 The NRSWA defines a Street as ... "the whole or part of any of the following, irrespective of whether it is a thoroughfare –
- (a) Any highway, road, lane, footway, alley or passage,
 - (b) Any square or court and
 - (c) Any land laid out as a way whether it is for the time being formed as a way or not
- Where a street passes over a bridge or through a tunnel, references in this Part to the street include that bridge or tunnel..."
- 5.1.6 If there is a difference between BS7666 and the NRSWA definition, the latter must be used because the legal definition takes precedence over the standard.
- 5.1.7 The creation of the Street and the allocation of the Street Name is the responsibility of the SNN Authority. This function is carried out at District Council level in a two-tier structure and should be fully integrated with the LLPG function in both Unitary and District Councils.
- 5.1.8 When new Records are created, the SNN Officer should work closely with the Authority Street Custodian through the Authority Address Custodian to ensure all parties agree locality and town descriptions.

5.2 Types of Street - Policy

5.2.1 BS7666-1:2006 makes provision for four types of Street:

Street types		
Type	Definition	Example
1	Designated Street Name	High Street
2	Street Description	Road from Littleton to Fred Farm
3	Street Number	A11
4	Unofficial Street Name	Lovers Lane

Table 2 - Types of Street

5.2.2 Type 1 Street – Designated Street Name

- This Street type must contain the official Street Name approved by the SNN Authority.

5.2.3 Type 2 Street – Street Description

- This Street type must contain the Street Name agreed between the LHA and the SNN Authority.

5.2.4 Type 3 Street – Numbered Street with a Street number

- This Street type has a route or road number allocated by a highway network management authority, for example the DfT, Welsh Assembly Government, LHA, or a Public Right of Way number.

5.2.5 Type 4 Street – Other named Street with an unofficial Street Name

- This is any other Street Name or number that references a Street or part of a Street and is not normally designated by the SNN Authority or the LHA. It includes long distance footpaths, cycle paths and trails. Examples are:
 - “Lovers Lane”.
 - “The Great North Road”.
 - “Old A14”.
 - “South Circular Road”.
 - “Tarka Trail”.
 - “Cotswold Way”.

The first use of a type 4 Street is the entry of a locally known name of an officially named (or officially described) Street, for example, “Lovers Lane”, “Main Street”, “Great North Road”, or a by-pass name. The second use is the aggregation of a number of roads together to make an official route.

Streets – Types of Street

5.2.6 The core attributes of a Street and Street Descriptor Record contained within the LSG are:

Field	Description	Obligation	Responsibility
USRN	Unique Street Reference Number.	Mandatory	Type 1 LLPG Type 2 LLPG except for Motorways (see Section 7) and Streets with a PRow designation (see Section 8) as defined on the Definitive Map Type 3 LSG Type 4 LLPG and LSG
RECORD TYPE	See Street types, Section 5.2.1 .	Mandatory	LLPG
STREET NAME / DESCRIPTOR	Textual name or description of Street.	Mandatory	Type 1 SNN Type 2 LLPG or LSG Type 3 LSG Type 4 LLPG and LSG
LOCALITY / TOWN	Comprising town and locality names, at least one must be entered.	Conditional	Type 1 LLPG Type 2 LLPG Type 3 Optional LSG Type 4 LLPG and LSG
ADMINISTRATIVE AREA NAME	The Local Highway Authority.	Mandatory	LSG using Appendix B.
LOCAL CUSTODIAN CODE	Local Authority Identification Code. See Appendix B.	Mandatory	LSG using Appendix B.
EXTREMITY POINTS	Easting, Northing and tolerance of start and end locations.	Mandatory	LSG. See BS 7666-1:2006, Page 11, Section 6.7.3
START DATE	Date the Street was created (BS 7666-1:2006).	Mandatory	LLPG
ENTRY DATE	Date the Street Data was created (BS 7666-1:2006).	Mandatory	LLPG or LSG
CLOSE DATE	Date the Street was closed.	Optional	LLPG or LSG. See Section 5.3.1 and 5.3.2 .
LANGUAGE	Language for the Street Name / Description.	Mandatory	LSG
STATE	Current state of the Street.	Optional	LSG
SURFACE	Surface finish of the Street (Not BS 7666:2006).	Optional	LSG
CLASSIFICATION	Primary Classification of the Street.	Optional	LSG

Table 3 - Street Attributes

- 5.2.7 In a two-tier, District and County Council government structure, the LHA function is in the County Council.
- 5.2.8 In a one -tier Unitary Council structure the LHA function is in the Unitary Council.
- 5.2.9 The LHA is responsible for the creation and maintenance of the LSG under statute.
- 5.2.10 The Authority Address Custodian and the Authority Street Custodian should have an information exchange process in place.
- 5.2.11 This helps to ensure that information about additions or changes to the type 1, 2, 3 and 4 Street Data generated by the LLPG is fed into the NSG via the LSG.
- 5.2.12 In a two-tier authority administrative area the District Councils should work together to ensure a consistent approach within a LHA.
- 5.2.13 Each type of DCA Participating Authority (District, Unitary and County Council) is assigned a range of USRN by GeoPlace which must be used for each Street in their own administrative area.
- 5.2.14 A USRN is a persistent unique integer value taken in sequence from this range. For more information about USRN, see **Appendix B**.
- 5.2.15 In a two-tier District and County Council government structure, the SNN Authority should provide the Authority Street Custodian with a range of USRN to use for this purpose.
- 5.2.16 Classified Roads are Streets which are declared 'classified' by the DfT or the LHA under various statutory provisions.
- 5.2.17 A Street is declared a Classified Road to differentiate it from other Streets for transport and planning legislation purposes.
- 5.2.18 Procedure when it is proposed to change the USRN of an existing length of Street**
- 5.2.18.1 If a change to the USRN for a length of Street is proposed by the Authority Address Custodian they must consult the relevant Authority Street Custodian before making any changes.
- 5.2.18.2 This is because the Authority Street Custodian has a statutory duty to consult with other organisations which have an interest in lengths of a Street.
- 5.2.18.3 Where the following have an interest recorded in the ASD Records for the USRN of that Street:
- Highways England.
 - Network Rail.

- Neighbouring LHAs who have an interest Record in that USRN.
- Various regional bodies.

The Authority Street Custodian must consult.

5.2.18.4 Changes which must be consulted upon include:

- Splitting a USRN into two or more USRNs.
- Combining two or more USRNs into a single USRN.
- Moving a section of Street from one USRN to another USRN.

5.2.18.5 If an Authority Address Custodian proposes any of these changes they must inform the Authority Street Custodian of the proposed change and ask if a consultation is needed before the change is made.

5.2.18.6 If any organisation has submitted an ASD Record against any USRN affected, then a consultation is necessary, and the Authority Street Custodian must inform the Authority Address Custodian that the consultation is needed.

5.2.18.7 When the consultation is complete, the Authority Street Custodian must inform the Authority Address Custodian, so any changes are made in both the LLPG and LSG at the same time.

5.3 Types of Street - Conventions

5.3.1 Apply the following rules to the date Fields in the type 11 Street and type 13 ESU Records:

- RECORD_ENTRY_DATE
 - The date that the Record is entered into the LSG. This is not always the same as the STREET_START_DATE because of latency in Record entry, for example, the Street exists in the real world, or the Street does not exist in the real world.
- LAST_UPDATE_DATE
 - The date on which any attribute of the Record was changed. This is date that any alteration is made to the type 11 Record or the type 15 Record. It is possible that more than one alteration is made between submission periods. A date prior to the date the DCA Street Update transfer file is present at GeoPlace must be the date of the last change.
- STREET_START_DATE
 - The date on which the Street starts to exist in the real world. This can be a date before the RECORD_ENTRY_DATE, because of latency in data entry. This can also be after the RECORD_ENTRY_DATE because sometimes Street Data is required for operational use before they exist on the ground. This date is the first date that the Street was known to be in use. If a date is required for a highway which existed before the Highway Act 1835, a start date of 1835-08-01 should be used. This date corresponds to the date in Section 36(a) of the Highways Act 1980 which is carried forward from the Highway Act 1835.
- STREET_END_DATE
 - The date on which the Street ceased to exist in the real world or is replaced by one or more new USRNs. This is also the Record's end date.

5.3.2 To establish an agreed closure date, the Authority Address Custodian and the Authority Street Custodian must liaise with each other. The information supplied by the Authority Street Custodian should be given priority.

5.3.3 Each Street must be allocated a USRN and be maintained in accordance with the principles set out in **Appendix E**.

5.3.4 **Appendix B** contains a list of:

- Each LHA in England and Wales.
- Each DCA Participating Authority.

- The USRN range prefixes.

5.3.5 Each Street recorded in an LSG must have a USRN within the range allocated to the SNN Authority for that administrative area. The three exceptions to this rule are:

- If the LHA is different from the SNN Authority, then a separate USRN range is allocated for type 3 Street Data.
- If Streets are exchanged between authorities due to administrative boundary changes, the Streets must be removed from the previous DCA Participating Authority LSG and transferred to the new DCA Participating Authority LSG. The original USRN must be kept. This process must be done in consultation with GeoPlace.
- If a Motorway is added to the LSG, the USRN must be allocated by the Authority Street Custodian.

5.3.6 If a Street which is designated a PRoW is added to the LSG as a type 1 or type 2 Street, then the USRN is allocated by the Authority Street Custodian using the range allocated to the SNN Authority.

5.3.7 If a type 3 Street is required by SNN Authorities which are a District Council, USRNs are allocated in the following ways:

- The SNN Authority obtains them from the Authority Street Custodian at the County Council from their type 3 Street range. This helps to ensure synchronicity between the Associated Street Gazetteer (ASG) used in the LLPG and the LSG.
- The Authority Address Custodian allocates them if both of the following are in place:
 - An agreed service level agreement or local working arrangement between all of the District Councils within a County Council administrative area, whereby the Authority Address Custodian is informed of the County Council type 3 Street USRN range which should be used.
 - A robust process to ensure information is exchanged effectively.

5.3.8 Street name changes to a Street shall not result in a new USRN. All Street name changes, such as a result of SNN legislation, a change from a type 1 to a type 2 Street or a spelling correction shall be recorded as an amendment to the existing USRN.

5.3.9 If a Street Name is officially changed, and the former Street Name continues to be used locally, it can be entered as a type 4 Street in the LSG or ASG.

- 5.3.10 Historical Streets should not be entered as a matter of course and should only be created as type 4 Streets if there is a need to keep a local reference when a Street Name changes (during a transition period).
- 5.3.11 All type 4 Streets must be open whilst they are active and locally known by that name.
- 5.3.12 Type 4 Streets should be reviewed and when it is deemed that the Street is no longer known by, or referred to colloquially by that name, it should be closed.
- 5.3.13 Street data is transferred as type 11 Street Data, as defined in the DTF current version. For details of the current version see, Related Documents.
- 5.3.14 SNN Authorities are responsible for creating and maintaining type 1 Street Names and type 2 Street Descriptions, except for:
- Motorways; and
 - Streets which have a PRoW designation and are not also type 1 Streets.
- LHAs are responsible for creating and maintaining type 3 Street Data, type 2 Street Data for Motorways, and type 2 Street Data which have a PRoW designation and are not also type 1 Streets.
- 5.3.15 A type 3 or a type 4 Street must be cross-referenced to either a type 1 or a type 2 Street.
- This enables the aggregation of sections of road to be identified, for example if “High Street”, “Main Street” and “Church Street” are all part of the numbered Street the “A11”.
- 5.3.16 Only type 1 Streets or type 2 Streets are used for the referencing of Basic Land and Property (BLPU) points in an LLPG and for notification of street works.
- 5.3.17 In a level 3 gazetteer, this cross referencing is inferred from relationships through ESU cross references.
- 5.3.18 Types of Street - Conventions for type 1 Street – Named Street with a designated Street Name**
- 5.3.18.1 The designated Street Name is allocated by the SNN Authority. The name must be recorded in full. Abbreviations or punctuation must not be used unless they appear in the designated name. Only single spaces should be used.

5.3.19 Types of Street - Conventions for overlapping Streets on a type 1 Street – Named Street with a designated Street Name

5.3.19.1 If, in legacy Records, a Street Name of a type 1 Street overlaps a Street Name on the opposite side of the Street, the extremity points of the Streets are not coincident. A section of that Street is associated with both Streets, see **Figure 1** .

5.3.19.2 If two Streets overlap by 10m or less, then the extremity points of the overlapping Streets remain coincident and the Streets are not recorded as overlapping. If the overlap is more than 10m, then the following procedure should be applied:

- The ESUs must be broken at both extremity points in order that each Street may consist of whole ESUs, with one or more ESU being common to each Street.
- The Authority Street Custodian must decide which one of the overlapping Streets as the Street to be identified for EToN Notices and the Street to be included in the list maintained under s36 of the Highways Act 1980. This is shown in the type 61 Interest Record.
- The Street allocated by the Authority Street Custodian must have in the type 61 Interest Record a Street Maintenance Responsibility STREET_STATUS = 1 – Maintainable at Public Expense for the Whole Street.
- The other Street must have at least a two-part Street Maintenance Responsibility using the following:
 - STREET_STATUS = 5 – Street outside scope of EToN. This is for the section of Street which overlaps.
 - STREET_STATUS = 1, 2, 3 or 4 (as appropriate). These are for the remainder of the Street.

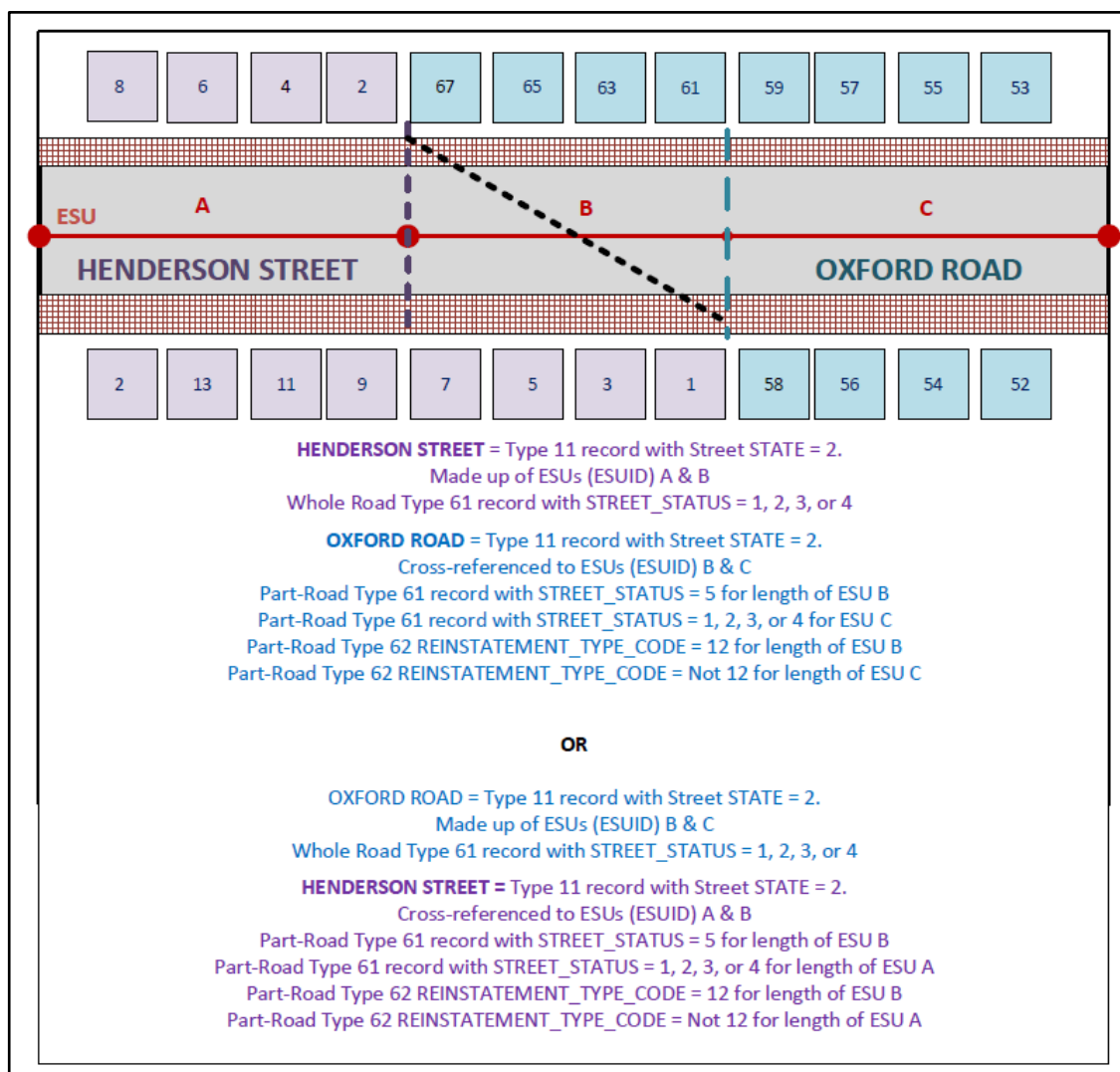


Figure 1 – Overlapping Streets

- 5.3.19.3 For more information about Street Maintenance Responsibility, see **Section 16**.
- 5.3.19.4 A type 3 Street must not be changed to a type 1 Street. If a type 1 Street is entered as a type 3 Street in error, then the Street should be closed and a new USRN allocated as a type 1 Street.
- 5.3.19.5 For information about how to enter a type 1 Street with a PRoW designation, see **Section 8 - Streets - Public Rights of Way (PRoWs)**
- 5.3.20 Types of Street - Conventions for a type 2 Street – Officially Described Street**
 - 5.3.20.1 This is a Street that is not allocated an official Street Name by the SNN Authority. Therefore, the Street may not have a Street nameplate.
 - 5.3.20.2 A type 2 Street must never overlap another Street.
 - 5.3.20.3 These Streets are often in rural areas or are alleyways or Access Roads and only have a Street Description.

- 5.3.20.4 Type 2 Streets shall have a Street Description and do not rely on road numbers alone.
- 5.3.20.5 For information about how to enter a type 2 and type 3 Street with a PRow designation, see **Section 8 - Streets - Public Rights of Way (PRowS)** .
- 5.3.20.6 Road numbers are not always identifiable in the real world. Therefore, it is best practice to describe Streets using real world objects.
- 5.3.20.7 However sometimes it is necessary to include the road number at the start of the description as in the example in **Section 5.3.20.9**.
- 5.3.20.8 If a bridge is a Street in its own right, it must be added to the LSG. A separate BLPU must be recorded in the LLPG for the structure of the bridge. This BLPU must be addressed to the Street which leads onto the bridge.
- 5.3.20.9 Streets should have Street Descriptions in the following format:
- If an identifiable start and end point exist: “Lane from Long Road to Withern Cross”.
 - If only one identifiable end point exists: “Lane to Wilthern Cross”.
 - All Street Description data must be entered in the same format, using a consistent syntax.
 - Do not use Street Descriptions for a type 2 Street solely in terms of a type 3 Street as in the examples below:
 - “A2 from B1234 to B1235”.
 - “A21 from C123 to C555”.
 - “A12 Northbound”.
 - The following Street Descriptions should be used to record Streets in the LSG:
 - “Track”: an un-surfaced or non-maintained Street (except in Cycle Track, which has a specific legal meaning and has no connotation about the nature of the surface).
 - “Lane(1)”: a narrow Street, usually lacking a shoulder or a median. Typically used to describe Streets in the countryside, but there are exceptions to this which are designated Street Names, for example, Drury Lane in London is not in the countryside but has Lane in its official Street Name.
 - “Road”: a maintained vehicular highway (public or privately) that includes lanes, dual carriageways and Motorways.
 - “Cycle Track”: a Highway maintainable at public expense dedicated to cycle traffic (with or without pedestrians), but not other vehicles or horses.
 - “Cycle Way”: any Way designed for the use of cycles. This term does not imply the existence of public rights, although it is possible they may exist.

- “Access Road”: a short property access, usually a Private Street.
- “Service Road”: an access road created for servicing properties, for example for milk delivery or refuse collection. Includes back alley and regional terms like ginnel, jetty and twitchel.
- “Public Right of Way”, known as either:
 - “Footpath”: a footpath or paved pedestrian footpath.
 - “Bridleway”: a bridleway for the use of horses, pedestrians and cyclists.
 - “Restricted Byway”: a way which is legally used by pedestrians, equestrians, cyclists, horse drawn carriages and some classes of mobility vehicles for the disabled.
 - “Byway”: a BOAT (Byway Open to All Traffic), see Appendix A definition Byway(2).
 - “Way”.

5.3.20.10 If a group of properties or a terrace are separated from the main carriageway and accessed by a metalled footway or highway the terrace should be entered into the LSG as a type 1 or 2 Street. Show whether the terrace is publicly or privately maintainable in the ASD Record. For an example, see **Figure 2** .

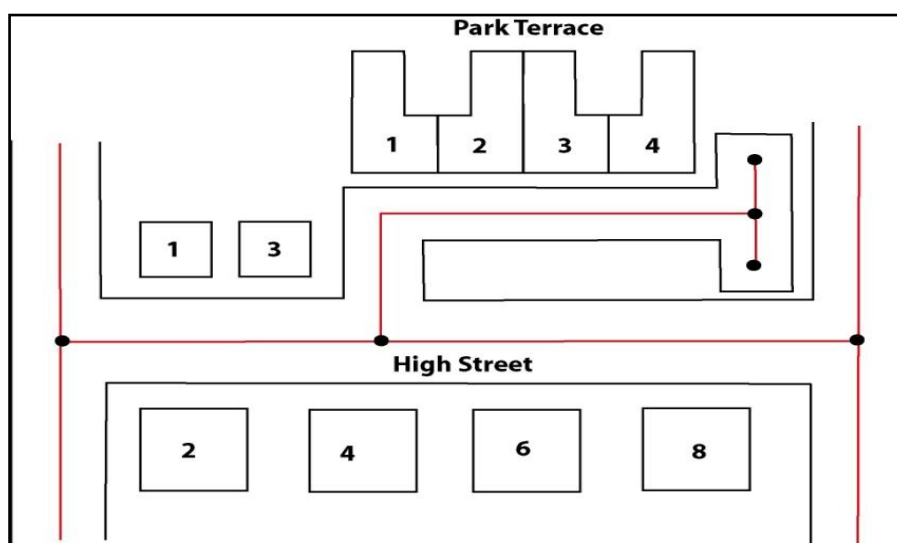


Figure 2 - Type 1 or 2 Street Name (Park Terrace)

5.3.20.11 **Figure 3** shows a courtyard which meets the following criteria:

- It is passable to vehicular traffic.
- It is metalled.
- It is enclosed.

5.3.20.12 These Streets, which can be courts, parades, plazas or precincts should be entered as type 1 or 2 Streets in the LSG.

- 5.3.20.13 If a Street like this is not a Highway, the Authority Street Custodian must liaise with the SNN Officer and the Authority Address Custodian to reach agreement as to whether it should be recorded as a Street or not.
- 5.3.20.14 If a property has a private path, with no public access, within its curtilage to connect different parts of the property, that path is not a Street, for example, a path between blocks within a school site.
- 5.3.20.15 If a property has a courtyard or quadrangle which is accessed only through the building, that courtyard or quadrangle is not a Street, for example, a quadrangle within a University Hall of Residence.
- 5.3.20.16 A type 3 Street must not be changed to a type 2 Street. If a type 2 Street is entered as a type 3 Street in error, then the Street should be closed and a new USRN allocated as a type 2 Street.

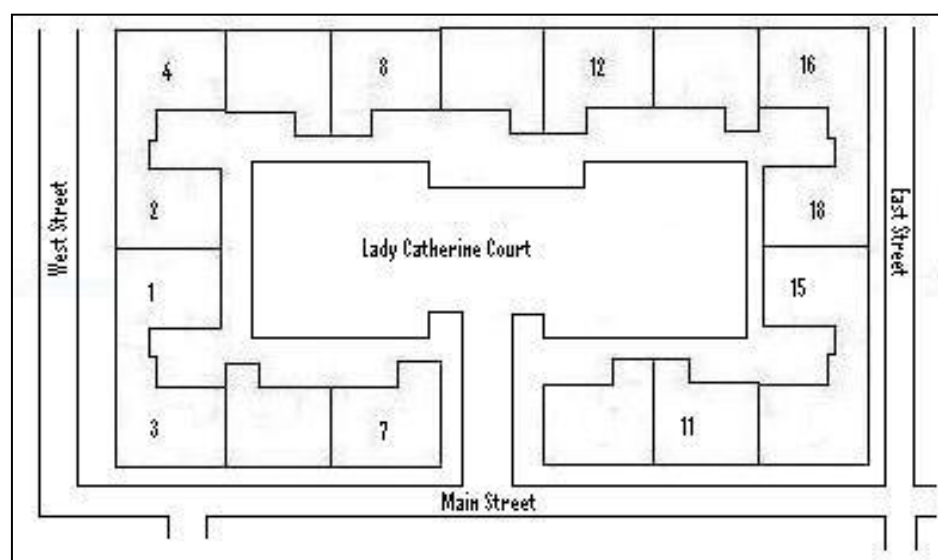


Figure 3 - Type 1 or 2 Street name (Courts)

5.3.21 Types of Street - Conventions for a type 3 Street – Numbered Street with a Street number

- 5.3.21.1 This Street type has a route or road number allocated by a highway network management authority, for example the DfT, Welsh Assembly Government, LHA, or a Public Right of Way number.
- 5.3.21.2 Streets classified as Motorways, “A” or “B” roads have their classification and number shown on road signs. For more information about Motorways, see **Section 7 - Streets - Motorways**.
- 5.3.21.3 “C” roads do not have their classification and number shown on road signs.
- 5.3.21.4 Some LHAs have a numbering or classification system for their Streets which are not “A”, “B” or “C” roads. These Streets are not classified for NSG or statutory purposes.

- 5.3.21.5 Under BS7666-1:2006, type 3 Streets classified by a LHA have the number prefixed with the letter “Z” to distinguish them from those classified nationally by DfT, for example “C453” is called “ZC453”. In April 2012, the DfT abolished the distinction between nationally and locally classified roads, and devolved the power to reclassify all roads to LHAs. This rendered the use of the “Z” prefix obsolete.
- 5.3.21.6 Therefore, from April 2012, the use of the “Z” prefix is no longer mandatory and can be phased out over time. It is expected that this change will be reflected in the next version of BS7666.
- 5.3.21.7 This enables the use of more meaningful codes and recognises the legislative changes which devolve the power to reclassify Streets to LHAs.
- 5.3.21.8 The following are now reserved prefixes for different classes of Street:
- “A” A Road
 - “B” B Road
 - “C” C Road
 - “LCN” Local Cycle Network
 - “M” Motorway
 - “NCR” National Cycle Route
 - “Y” Public Right of Way
- 5.3.21.9 All other prefixes may be used without qualification to fit an LHA’s local numbering scheme for an Unclassified Road.
- 5.3.21.10 The use of “LCN” for a local Cycle Route is not mandatory.
- 5.3.21.11 The “Z” prefix may be kept in the LSG if the LHA has an operational need to do so. It is not mandatory to remove it.
- 5.3.21.12 If a classified unnumbered Road is known by a prefix other than “C”, then the “Z” should be replaced with a “C”:
- When recording classified unnumbered roads a prefix of “C” or “ZC” must be used followed by numeric values.
 - For new classified unnumbered Roads, to avoid conflicting numbering at a national level the use of LAID followed by a three-digit incremental value is recommended. For example: “C1234001” where 1234 is the LAID code and 001 is the incremental number.
- 5.3.21.13 Some examples of the numbers entered into the STREET_DESCRIPTOR are:
- A classification shown on a street sign, for example, “A48(M)”, “B4567”. Note that spaces and leading zeroes are not used. The use of brackets can only be used for the Motorway designation. For further details, see **Section 7 - Streets - Motorways**.

- A classification not shown on a street sign, for example, “C456”.
- A numbering scheme specific to an LHA, for example, “E23”.
- A PRoW number. To distinguish this from other types of street number, it should be prefixed with an additional character of “Y”. For example, “YA400”, “Y123”.
- A national Cycle Route number. This always begins with the letters “NCR”.

5.3.21.14 Authority Street Custodians must record all Motorways, “A” and “B” Classified Roads as type 3 Streets which are cross referenced to either a type 1 or 2 Street. For more information about Motorways, see **Section 7 - Streets - Motorways**.

5.3.21.15 It is at the discretion of the Authority Street Custodian whether to record unclassified roads as type 3 Streets. This is because of the number of unclassified roads there are in existence. The decision depends on local requirements.

5.3.21.16 For information about how to deal with a Street which has two classifications, see **Section 11.3.2 - Conventions - Direction**. It is possible for a Street to be associated with more than one type 3 Street on the same ESU. For example, if one is a road classification, one is an “NCR” number and one is a PRoW number. For further information about PRoWs, see **Section 8 - Streets - Public Rights of Way (PRoWs)**.

5.3.21.17 Motorways cannot be associated with more than one type 3 Street because they have no rights for cycles or pedestrians.

5.3.21.18 A type 3 Street should not be changed to a type 1 Street or a type 2 Street. If a type 1 Street or a type 2 is entered as a type 3 Street in error, then the Street should be closed and a new USRN allocated as a type 1 or a type 2 Street.

5.3.21.19 Unofficial Street Names must not be described by a Street Description. Any Street Descriptions required for the Street must be held in the type 2 Street Data. The type 4 Street is for locally known Street Names which are not officially issued by the SNN Authority.

5.3.21.20 Type 4 Streets must not be split at ward, parish or District Council boundaries. Splitting Type 4 Streets defeats their purpose of recording long distance routes.

5.3.22 Types of Street - Conventions for a type 4 Street

5.3.22.1 If a Street meets any of the following criteria, then it is a type 2 Street:

- Is the Street an entity in its own right?
- Is the Street a Highway Maintainable at Public Expense?

- Does the Street have real world Objects (addresses) recorded against it?
- Does the Street not have an official designated Street Name?

5.3.22.2 In **Figure 4** the Street is a type 1 Street, officially named as “High Street”, and the central section is locally known as “Market Place”. In this case it is appropriate to enter a type 4 Street with the name “Market Place” and cross reference it to the appropriate ESU for “High Street”.

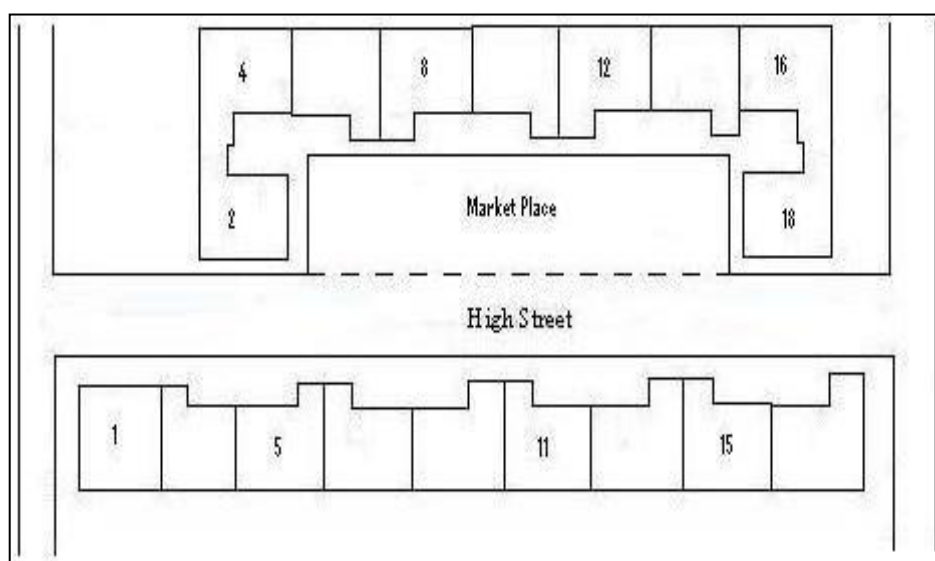


Figure 4 - Type 4 Street Name

5.3.22.3 For more examples of the use of type 4 Streets, see **Section 5.3.9**.

5.3.23 Types of Street - Conventions for Street Description data

- 5.3.23.1 Street Description data is transferred in type 15 Street descriptor Records, as defined in the DTF current version. For details of the current version, see Related Documents.
- 5.3.23.2 The type 15 Record is linked to the type 11 Record by the USRN. There must be a one to one relationship between all Street and Street Descriptor Records.
- 5.3.23.3 The exception to this is Authorities entering Alternative Language Street Data because in that case there must be two type 15 Records for each Street (one in each language).
- 5.3.23.4 If an alternative language version of a Street is not available then there must be two identical entries for the USRN.
- 5.3.23.5 The Alternative Language version does not have to be a direct translation of the Street if it is known differently locally.

5.3.23.6 All Streets must be flagged with a language code of either ENG or CYM. For details of Language Codes, see **Table 4** .

Language Code	
Language code	Description
ENG	Identifies the street descriptor record as the English version
CYM	Identifies the street descriptor record as the Welsh version

Table 4 - Language Codes

5.3.24 Types of Street - Conventions for Cycle Routes

5.3.24.1 The following types of route are Cycle Routes.

- A cycle lane.
 - This is part of the carriageway, commonly a 1.5 metre strip next to the nearside kerb, should not be classified as a separate Street and there is no need for an extra ESU to be drawn. See **Figure 5** .

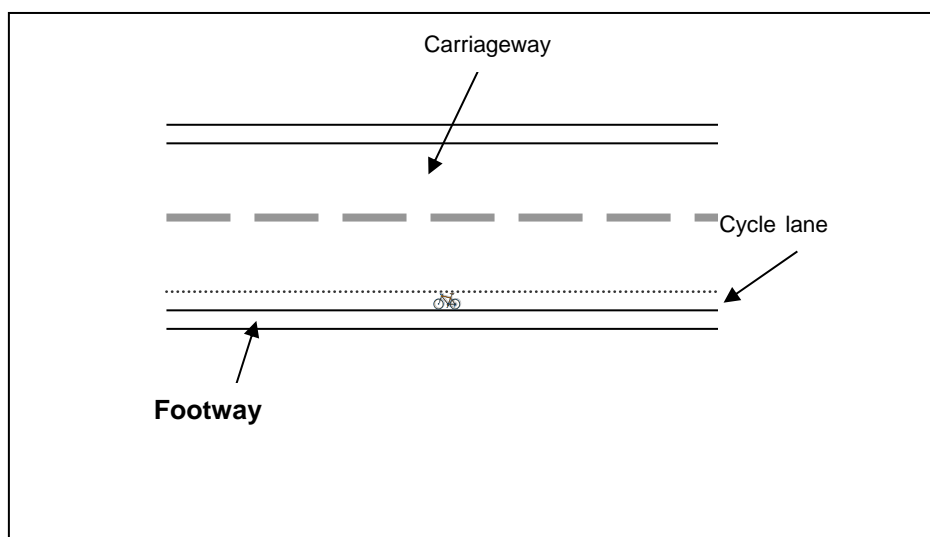


Figure 5 – A cycle lane which is part of the carriageway

- A shared cycle path or footway.
 - This is contiguous with the carriageway but not part of it, whether or not it is physically separated from the carriageway. In **Figure 6** the cycle path or footway is not classified as a separate Street and there is no need for an extra ESU to be input.

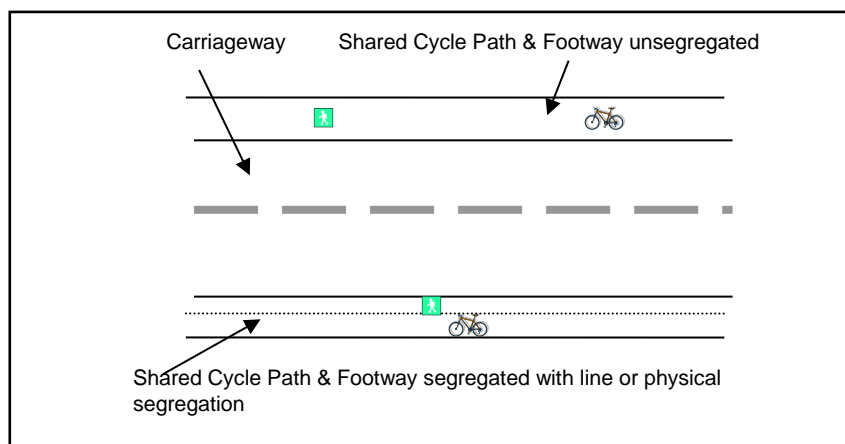


Figure 6 - A cycle lane which is not part of the carriageway

- A Cycle Track.
 - This is a highway route for cyclists not contiguous with the public footway or carriageway. A Cycle Track is a type 2 Street with separate ESUs. An example of a description is “Cycle Track from Long Road to Withern Cross”. See **Figure 7** .

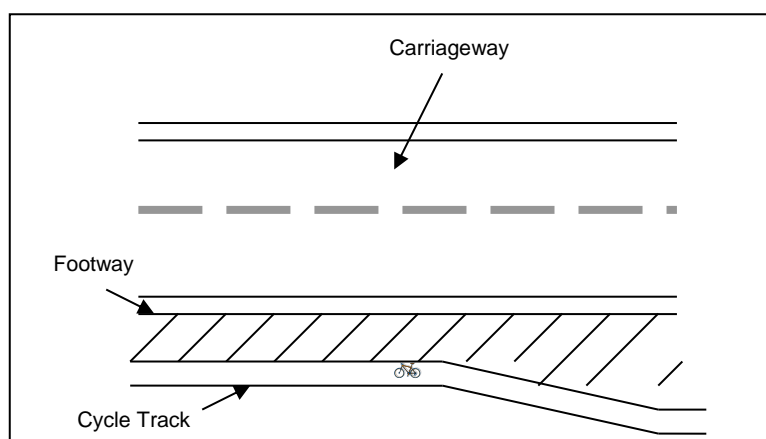


Figure 7 - A Cycle Track

5.3.24.2 Sometimes a Cycle Track is contiguous with the carriageway for short distances. The following rules apply:

- If this distance is less than 30m then the Cycle Track should be recorded as one continuous street.
- If this distance is greater than 30m then that section of the Cycle Track ends with its ESU joining the ESU of the carriageway.
- If the Cycle Track then leaves the carriageway, then this becomes a separate type 2 Street with its own ESU and USRN. The hatched area in **Figure 7** shows a physical feature separating the cycleway from the footway and carriageway, for example grass or landscaping.

- 5.3.24.3 If a cycle trail or Cycle Route is a leisure route or promoted route that is often an aggregation of one or more of the three types of route above.
- 5.3.24.4 Cycle trails shall be recorded as separate Streets and do not require the addition of separate ESUs.
- 5.3.24.5 If the cycle trail is normally known by a number, for example “026” or a mixture of letters and numbers, then record the cycle trail as a type 3 Street.
- 5.3.24.6 If the cycle trail is normally known by a descriptive term, for example “Sika Cycle Trail” or “Lulworth Cycle Ride”, then record the trail as a type 4 Street.
- 5.3.24.7 Type 3 and type 4 Streets must be cross referenced to either a type 1 or 2 Street.
- 5.3.24.8 A National Cycle Route is designated by the charity organisation Sustrans and is described by a number, for example, “026” or “02”. Record this type of Street as type 3 Street and cross reference it to either a type 1 or 2 Street. The naming convention is “NCR026” or “NCR002” etc.

5.3.25 Types of Street - Conventions for Terraces

- 5.3.25.1 Sometimes, Streets have named terraces running next to the main carriageway but not separated from the carriageway. In an LLPG these are recorded as terraced properties as Primary Addressable Objects (PAONs) and Secondary Addressable Objects (SAONs).

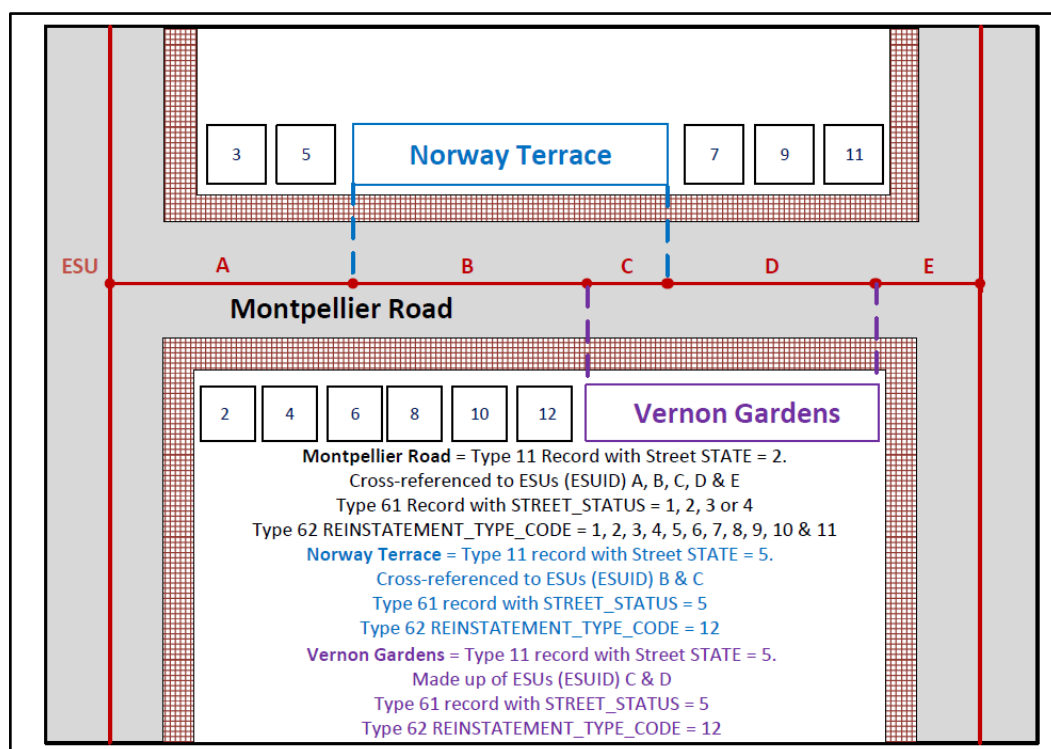


Figure 8 - Type 1 Street Name (Terrace)

- 5.3.25.2 If a named terrace appears to run alongside a carriageway, but in reality, is separated from the main carriageway, for example by being on a different level and if there is no access from one to the other, then that terrace should be recorded as a type 1 Street.
- 5.3.25.3 If there is a legacy case where a terrace exists alongside an officially named Street, and the terrace is also an officially named Street, then a type 1 Street may be created for the terrace. For an example, see **Figure 8**. The type 1 Street for the terrace must also have the following attributes:
- Street STATE = 5 – Street for addressing purposes only (type 11 Street Record).
 - STREET_STATUS = 5– Street outside the scope of EToN (type 61 Interest Record).
- 5.3.25.4 If the Authority Address Custodian creates a Street with a Street STATE = 5, and if that Street state code is not available in the Authority Address Custodian's software, then the Authority Address Custodian must inform the Authority Street Custodian that this Street was created for addressing purposes only. The Authority Street Custodian must then allocate the Street STATE = 5 in the LSG.
- 5.3.25.5 If a terrace is created as a type 1 Street, the Street alongside which it exists must not be designated as a type 2 Street. This is because if a Street is officially named, the official name applies to the whole width of the Street unless the other side has a different official Street Name.

5.3.26 Types of Street - Conventions for Permissive Paths

- 5.3.26.1 Permissive Paths are Paths where access by the public is by the permission of the landowner. Access is regulated by an agreement between the landowner and the LHA. Such Paths cannot be Highways and agreement may be withdrawn at any time, after which the land is purely private again and any public use is a trespass.
- 5.3.26.2 There is no obligation to include Permissive Paths in an LSG. However, to ensure the rights of the landowner are protected, apply the following rules if they are included:
- Use Street STATE = 5 – Street for addressing purposes only (type 11 Street Record).
 - Enter the usage permitted by the agreement in the Highway dedication code.
 - Use STREET_STATUS = 5 – Street outside the scope of EToN (type 61 Interest Record).

5.4 Types of Street - Best Practice

5.4.1 The Authority Street Custodian in each LHA should liaise with and obtain Street related change information from one or more of the following sources:

- Each District Council (where appropriate).
- Highways England.
- Welsh Assembly Government.
- Transport for London.
- Network Rail.
- Ministry of Defence.
- Royal Parks.
- Private street managers.
- Residential service agencies.

5.4.2 A type 2 Street Description should start with the type of road or road number, for example:

- “B1234 from”.
- “Road from”.
- “Lane from”.
- “Track from”.
- “Path from”.
- “Footpath from”.
- “Access road from”.
- “Service road from”.

The Street Description must be a useful description that is recognised in the real world. Examples of Street Descriptions are:

- “M1 junction 3 to junction 4”.
- “Road from White Cross to Beckhams End”.
- “Track from Daresbury Lane to South Farm”.
- “B1234 from Daresbury Lane to South Farm”.
- Footbridges unnamed:
 - “Footbridge from opposite 391 to opposite 421 Clydach Road”.
- Footbridges named:
 - “Sail Bridge”.
- Segregated bus routes (including guided busways):
 - “Fabian Way Bus Route 3”.
- Unnamed road schemes (including under construction):
 - “Gowerton Inner Relief Road Stage 2”.

- “Swansea Vale Access Road Phases 3 and 4”.
- 5.4.3 If a new development results in the creation of new Streets these must be captured and defined in an appropriate manner so as to comply with the requirements of the LSG processes. This enables new properties to be added to an LLPG.
- 5.4.4 Sometimes, Street Names are suggested by developers submitting proposals for a development. The Authority Address Custodian and SNN Officer must ensure that any such proposals do not conflict with existing Street Names within the area. The Authority Street Custodian should be involved in this consultation depending on local working arrangements.
- 5.4.5 The LSG provides a definitive dataset of Streets within the administrative area. SNN Authority policy determines whether consultation is required with parish councils, emergency services and external organisations such as Royal Mail. The SNN Authority is responsible for the designation of the Street Name.
- 5.4.6 Street, locality and town combination must be unique within the administrative area when Street Data is created. In the LSG the combination of Street, locality, town and administrative area must be unique. For further details of the street naming process, see **Section 4 - Street Naming and Numbering**.
- 5.4.7 The following are examples of Street Descriptions:
 - Type 1 Streets
 - “Queen’s Parade”
 - “Paulto’ Hill”
 - “Chris-Emma Way”
 - “Forget-Me-Not Way”
 - “King William IV Street”
 - “Dr Newton’s Way” [Abbreviation and apostrophe both correct]
 - “Heol Penwar”
 - “Fford Dewi”
 - Type 2 Streets
 - “Footpath St John’s Road to High Street” [“St” and apostrophe both correct]
 - “Access road to B&Q” [Ampersand permitted because “Access road to BandQ” would be clearly wrong]
 - Type 3 Streets
 - “A329(M)” [Brackets permitted in motorway number]
 - “YCL15/12” [Forward slash permitted in PROW number]
 - Type 4 Streets
 - “Hadrian’s Wall Path” [apostrophe in official title of long distance path]

5.4.8 Types of Street - Best Practice for the life Cycle of Streets

5.4.8.1 Some events that mean a change or addition made to Street Data are:

- Proposed construction of a new Street.
- Construction of a new Street.
- Naming of a new Street.
- Permanent closure of an existing Street.
- Re-alignment of an existing Street (small geometry change).
- Re-alignment of an existing Street (significant geometry change).
- Re-naming of an existing Street.
- Amendment of incorrect Record attribution.
- Change of responsibility for a Street due to local authority administrative boundary changes.

See **Appendix D**, for Street life cycle scenarios and decisions and see **Table 5 - Change Types** below.

5.4.8.2 If a new Street is built, a new Street must be recorded with a new USRN from the SNN Authority's allocated range.

5.4.8.3 A proposed Street or a Street under construction may be entered in the LSG. In this case the entry date shall be recorded as the date the Record was entered in the LSG.

5.4.8.4 If the Street is un-named at the time the Record is entered into the LSG it can be entered as a type 2 Street.

5.4.8.5 When construction of the Street is completed or when the Street is officially named a new instance of the Street shall be entered (with the last update date corrected) and the official Street Name entered in the appropriate Field, replacing the description.

5.4.8.6 If a Street is permanently closed, no longer has highway rights and no longer exists on the ground, the Record shall be closed. The Record must not be deleted from the LSG in case it is required for history purposes.

5.4.8.7 The USRN applies to the geographic area of the Street. A USRN can have more Records attached to it in other systems than those in the LSG. For example, street lighting records, waste collection rounds or gritting routes.

5.4.8.8 Therefore, Street Name changes to a Street must not result in a new USRN. All Street Name changes should be shown by a new instance of the Street Data being created.

5.4.8.9 Street or USRN attribution refers to the Street name, locality name, town name or alias name of a Street.

5.4.8.10 If any of these attributes are changed this should be reflected in a new instance of the USRN Record. A new USRN must not be created.

- 5.4.8.11 LSGs must not contain USRNs from adjacent SNN Authority and LHA ranges. Sharing USRNs causes duplication problems when the data is compiled into the NSG.
- 5.4.8.12 If Streets are exchanged between authorities, because of local authority administrative boundary changes or re-organisation, the Street must be removed from the previous authority's LSG and keep its USRN when it is transferred to another authority.
- 5.4.8.13 This process should be undertaken in consultation with GeoPlace.
- 5.4.8.14 Changes in Street geometry do not always result in a new USRN. If changes are made for the following reasons, a new instance of the Record must be created but the USRN remains the same.
- If a mistake is made when digitising or identifying start and end points.
 - If a Street is lengthened, for example during new build development or regeneration programs.
 - If lengths of highway are straightened for safety or environmental reasons as part of road improvement programs. Providing the start and end of the Street remains the same, a new instance of the USRN shall not be created but new instances of the ESUs making up the Street shall be created.
- 5.4.8.15 New USRNs shall be created by the SNN Authority when a Street is split into 2 or more different Streets.
- 5.4.8.16 If a Street is split into two or more different Streets, each SNN Authority must add a new USRN, resulting in each Street having its own USRN. One of those new Streets may keep the original USRN if the Street Name is unchanged.
- 5.4.8.17 If a Street or section of Street is closed, then the ESU Records for that Street or section must also be closed. The closed ESU Records must not be deleted from the LSG unless they were created in error.
- 5.4.8.18 A new instance of a USRN means updating the Record and updating the update date. This replaces versioning. It does not mean creating a new USRN.
- 5.4.8.19 For information about creating new USRNs, see **Section 5.3 - Types of Street - Conventions**.

Change type and creating a new instance of Streets	
Change type	Result
Proposed construction of a new Street or construction of a new Street	New USRN
Naming of a new Street	USRN instance
Permanent closure of an existing Street	USRN instance
Re-alignment of an existing Street (small geometry change)	USRN instance
Re-alignment of an existing Street (significant geometry change)	New USRN
Re-naming of an existing Street	USRN instance
Amendment of incorrect record attribution	USRN instance
Change of responsibility of a Street due to local authority administrative boundary changes	Existing USRN transferred to new authority
Split Street into two, one new name (one Street keeping the original name, one street new name)	1 New USRN 1 USRN instance
Split Street into 2 (both new names)	2 New USRN

Table 5 - Change Types

6. Streets - Geometry Types

6.1 Street Geometry Types - Background and Definitions

6.1.1 BS7666 defines three types of Street geometry which are based upon the levels of detail required to describe the extent of the Street. The NSG is based upon level 3 geometry. Whereas, currently, the ASG for addresses is predominantly based upon a level 1 geometry. It is however recognised that in the early pre-development stages of the lifecycle of a Street, level 1 geometry may be required if suitable mapping data is not available. For details of the lifecycle of a Street see, **Appendix D**.

6.2 Street Geometry Types - Policy

6.2.1 A level 1 LSG contains the most basic representation of spatial information. Two extremity points are recorded at opposite ends of the Street.

6.2.2 The start and end points of a Street are the two extremity points of the centre line network of ESUs for that Street.

6.2.3 Street Data within level 2 LSGs is made up of ESUs and should be built upon a level 1 LSG. For further details, see **Section 11**.

6.2.4 Level 3 Street Data also contains ESU Records. This data builds upon a level 2 LSG by defining the complete geographical shape of the Street. This is done by recording a string of coordinated points that help to define the entire shape of the ESUs.

6.2.5 Therefore, level 3 Street Data defines the true shape of the Street. Streets defined to level 3 contain at least one ESU Record (from level 2) with intermediate points as necessary. The start and end points of each ESU are recorded in the type 13 Record, and all the intermediate points in type 14 Records.

6.2.6 Level 1 and level 2 gazetteer data can be derived from level 3 gazetteer data in the following ways:

- Level 1 – by using Street extremity points.
- Level 2 – by using ESU extremity points.

6.3 Street Geometry Types - Conventions

6.3.1 Street Geometry Types – Conventions – General

- 6.3.1.1 If Streets meet at a right angle, then the ESUs meet at a point in the centre of the through road. Therefore, the extremity point of the side road is in the centre of the through road. This means that it is possible for the extremity points of a Street to be outside the physical extent of that Street.
- 6.3.1.2 If a Street has more than two ends, then the end point shall be the end point farthest from the start of the Street. For further information, see **Section 6.3.3 - Street Geometry Types - Conventions - Level 3**.
- 6.3.1.3 If a Street has only one identifiable point, then a point farthest from that point shall be selected as the second extremity point.
- 6.3.1.4 If a Street has no ends, for example if it is circular, then both extremity points may be in the same place.

6.3.2 Street Geometry Types – Conventions – General Level 1

- 6.3.2.1 For an example of how to record a level 1 Street, see **Figure 9**.

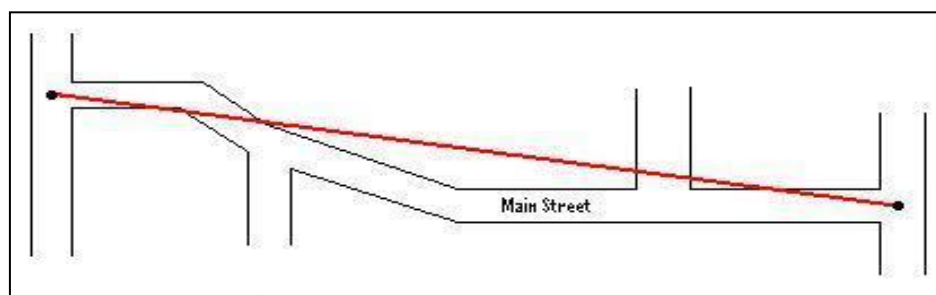


Figure 9 - Representation of a level 1 Street

6.3.3 Street Geometry Types – Conventions - Level 2

- 6.3.3.1 ESU records have two extremity points recording the start and end points of the ESU. ESUs contained in a level 2 LSG do not indicate intermediate shape points. ESU extremity points shall have a tolerance reflecting the positional spatial accuracy of no more than 1 metre. In **Figure 10**, the Street is comprised of three ESU Records.

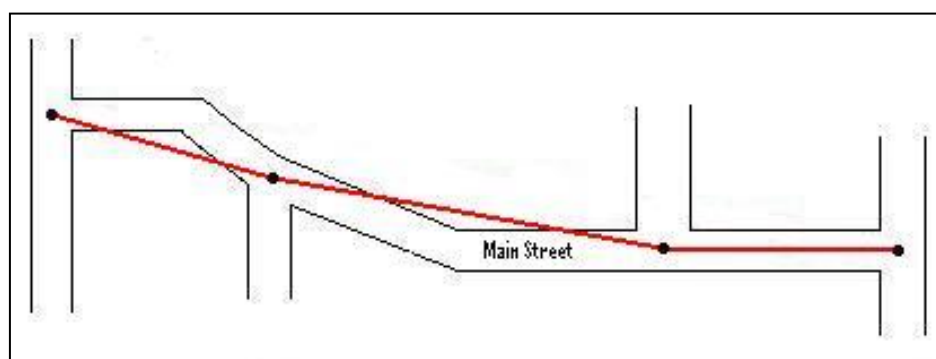


Figure 10 - Representation of a level 2 Street

6.3.4. Street Geometry Types - Conventions - Level 3

- 6.3.4.1 If a Street is a 'lollipop' shape, the start point is at the base of the 'lolly stick' and the end point at the top of the 'lolly'. There must be a break in the ESUs at this point because the extremity points of the ESUs must match the extremity points of the Street.
- 6.3.4.2 The centre-line of the Street can be created by aggregating all the ESU coordinates in sequence such that the centre-line through the coordinated points always lies within the lateral extent of the Street, see **Figures 11, 12, 13 and 14.**

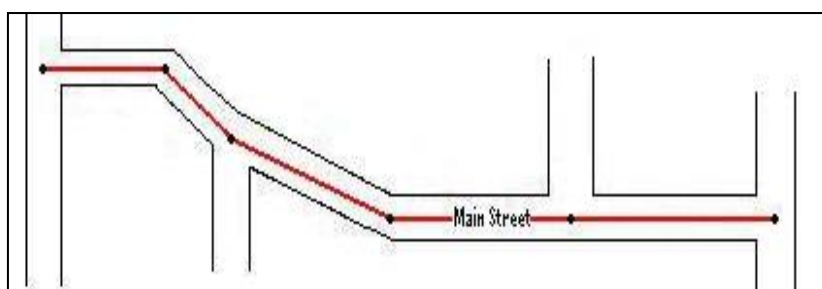


Figure 11 - Representation of a level 3 Street

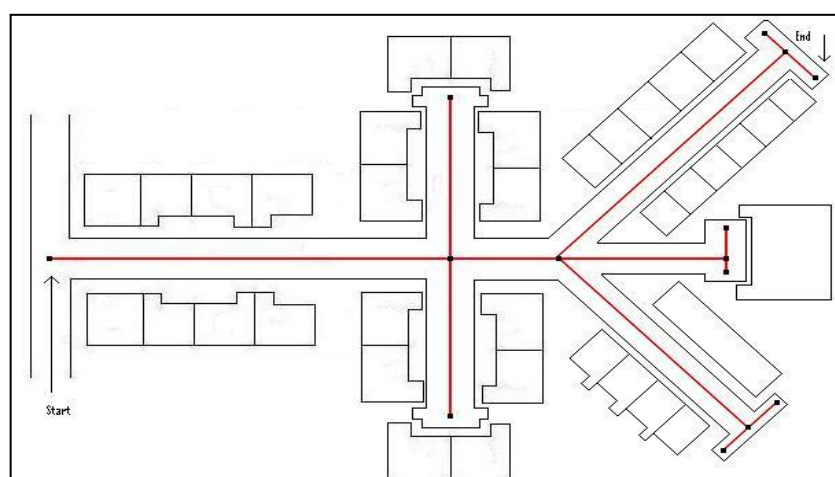


Figure 12 - A Street with multiple end points at level 3

- 6.3.4.3 Where a hammer or turning head exists at the end of a Street it should only be recorded when it is at least 10 metres in length.

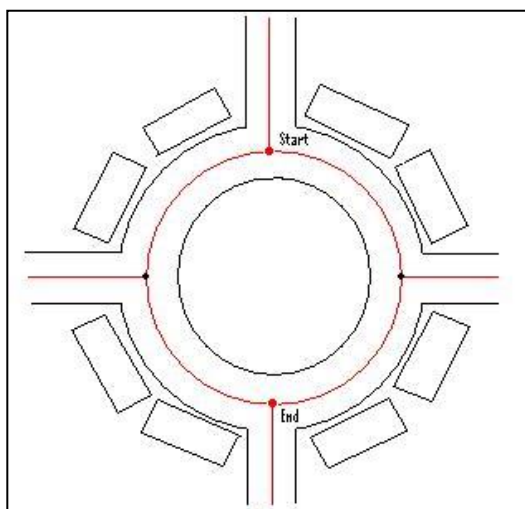


Figure 13 - A circular Street start and end points at level 3 (1)

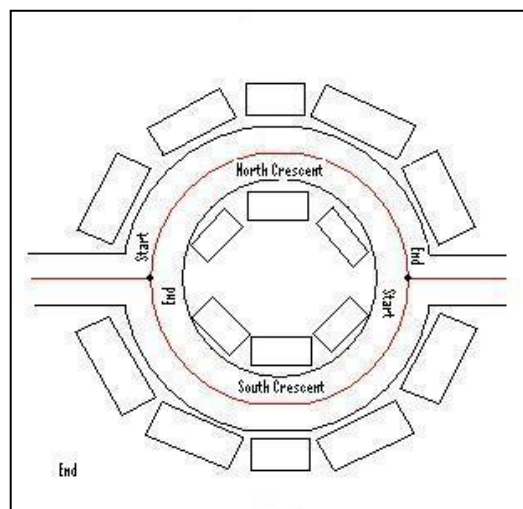


Figure 14 - A circular Street start and end points at level 3 (2)

6.3.5 Street Geometry Types – Conventions - Mixed Gazetteers

6.3.5.1 LSGs must be created and maintained to level 3. All DCA Street Update transfer files to GeoPlace shall be at level 3. However, because of the latency of survey of base mapping material, a level 3 gazetteer has some level 1 or 2 Streets. In this case the Authority Street Custodian should do one of the following things:

6.3.5.2 Leave the Street at level 1 or 2 until such time a base mapping is available.

6.3.5.3 Digitise the approximate location of the Street in the real world using reference material, for example developer's plans.

6.3.6 Street Geometry Types – Conventions - Extremity Points

6.3.6.1 For the definition of extremity points, see **Section 6.3.1**.

6.3.6.2 For guidance on where the extremity points of a Street should be placed, see BS 7666:2006 Part 1 page 11.

6.3.6.3 For guidance on how to set the extremity points if a Street crosses an SNN Authority boundary, see **Section 10.3 - Local Highway Authority Boundaries**.

6.3.6.4 The SNN Officer is responsible for supplying initial extremity points for a new type 1 Street. Those coordinates should be set with a tolerance of the width of the carriageway. This is sufficient for Level 1 LSG data.

6.3.6.5 The Authority Street Custodian is responsible for supplying initial extremity points for a new type 2 Street and a new type 4 Street.

- 6.3.6.6 When the level 3 geometry of a type 1, 2 or 4 Street is defined, the Authority Street Custodian should pass any revision to those coordinates back to the Authority Address Custodian.
- 6.3.6.7 The Authority Street Custodian and the Authority Address Custodian must liaise to ensure consistency of the data with SNN.
- 6.3.6.8 The Authority Street Custodian is responsible for all data associated with a type 3 Street.
- 6.3.6.9 The tolerance Field is the radius of influence of the chosen coordinated point and its value encompasses all likely definitions of the end of the street.
- 6.3.6.10 The value of tolerance must take into account the quality of the recorded coordinates. The tolerance for each record is normally 1m. However, with high definition mapping and imagery the Authority Street Custodian should try to achieve a tolerance of 0 metres.
- 6.3.6.11 The tolerance Field has a maximum permitted value depending on the Street State Code. For full details, see **Table 6** . Closed Records do not have to be retrospectively corrected. Only new Records created after 1st October 2013 are subject to this rule.

Street State Code	Maximum Permitted Tolerance Value
1 - Under Construction	50m
2 - Open	10m or half the carriageway width whichever is the smaller.
4 – Permanently closed	10m if closed date is later than 1 October 2013.
5 – Street for addressing purposes only	10m

Table 6 - Maximum Permitted Tolerance Value

6.3.7 Street Geometry Types - Best Practice

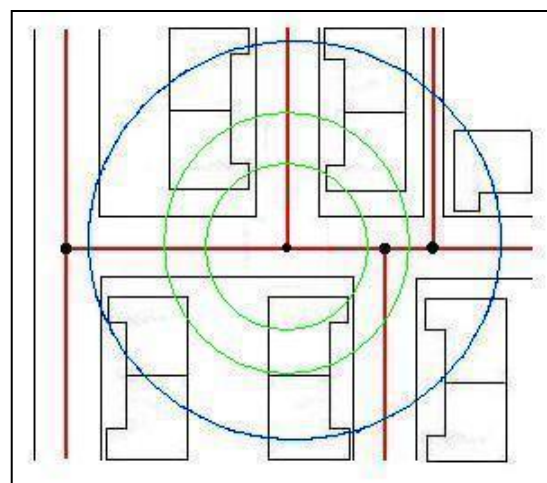
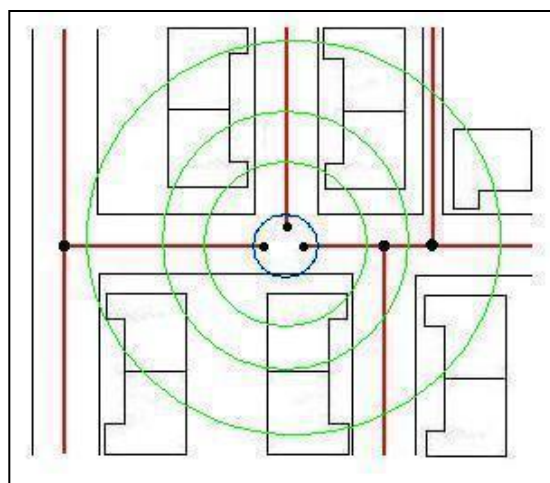


Figure 15 - Good use of tolerance (1metre def) **Figure 16 - Bad use of tolerance (50 metre def)**

6.3.7.1 **Figure 15** and **Figure 16** show two scenarios when using the tolerance Field.

6.3.7.2 The radius of influence is set to 1 metre, therefore any other point within a 1 metre radius of the point is considered to be in the same position in the real world. **Figure 15** shows the appropriate use of tolerance.

6.3.7.3 The radius of influence is set to 50 metres, therefore any other point within a 50-metre radius of the point is considered to be the same position in the real world. **Figure 16** shows an incorrect use of the tolerance Field.

6.3.7.4 Two other street start points are covered by the 50-metre radius of influence leading to poor quality in network topology.

7. Streets - Motorways

7.1 Motorways - Definition and background

7.1.1 A complete and consistently maintained coverage of Motorway Records is a vital part of the national highway infrastructure for England and Wales.

7.1.2 **Section 3.1** defines the scope of the NSG, and lists all the types of Street that must be included in the NSG, it includes Motorways and in these cases the information must be included, regardless of whether or not the Street is maintained by the Local Highway Authority.

7.1.3 The NRSWA Code of Practice states:

'...It is a local highways authorities responsibility to create and maintain street gazetteer data for all streets within its geographical area, whether or not it is the street authority for a particular street...'

7.1.4 This section describes:

- The creation of type 11 Street Records, type 15 Street Records and the associated level 3 ESU geometry information.
- The data entry and naming conventions for all types of Motorway Records.
- The definition of Streets associated with Motorways includes classified numbered Roads with Motorway restrictions, for example the A1(M).

7.1.5 The types of Street associated with Motorways are:

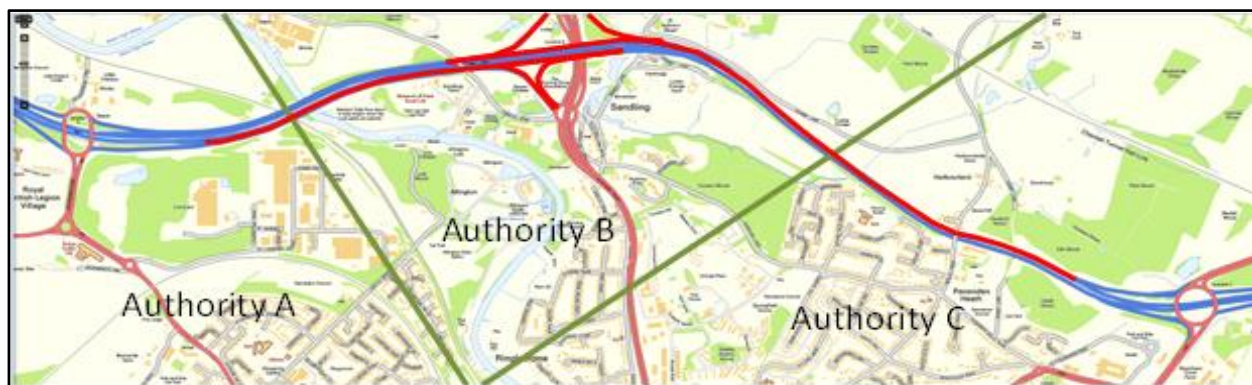
- Junction to junction (type 2 Streets).
- Through junctions (type 2 Streets).
- Slip Roads.
- Motorway service station access only slip Roads.
- Emergency services or works unit access only slip Roads.
- Link Roads (type 2 Streets).
- Roundabouts and junctions (type 2 Streets).
- Type 3 Streets.

7.2 Motorways - Policy

7.2.1 It is the responsibility of the Local Highway Authority to allocate USRNs, from the Local Highway Authority range, to all these types of Street; in two-tier authorities, the USRN must not be taken from the range allocated to the District Council.

7.2.2 For information about how ASD for Motorways should be created, see **Section 7.3.14 - Motorways - Conventions - ASD for Motorways**.

7.2.3 If Motorway sections extend across Local Highway Authority boundaries, then each Local Highway Authority should include in its LSG those sections of the Motorway that have their start points within the Local Highway Authority area and end in the adjacent Local Highway Authority area at the start of the next slip road exit, for an example see **Figure 17** . Please note, where a Motorway passes through a LHA area with no junctions then that LHA must not record any ESUs for this Motorway because this section of Motorway will be recorded by adjacent LHAs.



© Crown copyright and database rights 2018 Ordnance Survey 100050727

Figure 17 - Authority B is expected to cover the area shown red

- 7.2.4 The field 'LOCALITY_NAME' should not be completed for any Motorway Records.
- 7.2.5 The field 'TOWN_NAME' must be completed with the name of the SNN Authority in which the Motorway section or slip Road originates.
- 7.2.6 Associated Motorway Records must not be split at Local Highway Authority or SNN Authority Boundaries.
- 7.2.7 Motorway Records previously recorded in LSGs using SNN Authority range USRN must be closed when a type 2 Street Record for a Motorway is created using a USRN from the County Council range.
- 7.2.8 If a Street with an existing USRN is upgraded to a Motorway, the existing USRN must be kept.
- 7.2.9 Abbreviations must not be used, for example junction must not be abbreviated to jcn. The use of "(M)" for Motorway is acceptable if this is part of the designated Motorway classification.
- 7.2.10 Start and end points of each USRN must be coincident. This is to ensure a contiguous relationship between each section of Street.
- 7.2.11 Start and end points of each ESU must be coincident. This is to ensure a contiguous relationship between each sub section of Street.
- 7.2.12 County Councils must use their USRN allocation only for:
- Type 3 Streets, slip Roads, link Roads and Motorway sections.
 - Type 2 Streets as listed in **Section 5.3 - Types of Street - Conventions**.
- 7.2.13 Sign posts indicate where Motorway restrictions are in force.

7.3 Motorways - Conventions

7.3.1 The data entry conventions described in this section apply to all types of Motorway Records. This includes the following:

- Junction to Junction.
- Through junctions.
- Slip Roads.
- Slip Roads only for Motorway service stations.
- Slip or access Roads only for emergency services or works units.
- Link Roads.
- Roundabout.
- Junctions where slip Roads for junctions overlap.

7.3.2 Motorways - Conventions - Types of Street Record

7.3.2.1 One type 2 Street Record must be created for each junction to junction section and through section of a Motorway in each direction of travel.

7.3.2.2 Each type 2 Street Record created for a section of Motorway, must be cross referenced to the appropriate type 3 Street Record. This includes junction to junction sections, through junction sections and slip Roads.

7.3.2.3 A type 3 Street Record must be created for each Motorway. This Record should encompass the full extremities of the type 2 Street submitted by the LHA.

7.3.2.4 Only one type 3 Street must be recorded in the LSG for each Motorway.

7.3.2.5 Associated Motorway Records (Street data, slip Roads and link Roads) must be cross referenced to the appropriate type 3 Street.

7.3.2.6 Both carriageways, for example northbound and southbound, must be cross referenced to the same type 3 Street.

7.3.3 Motorways - Conventions - Source of USRN

7.3.3.1 One USRN must be entered for each on or off slip Road.

7.3.3.2 One USRN must be entered for each link Road for each direction of travel.

7.3.3.3 USRNs for slip Roads must be taken from the LHA USRN range.

7.3.3.4 Motorway interchange junctions, primarily roundabouts, should be included as ESUs of the main carriageway which they serve. In most cases this is a main 'A' Road or Trunk Road. Special cases exist where a roundabout must be included as an entity of the main carriageway.

7.3.3.5 If a roundabout serving a Motorway is officially named, this section of the Highway must be entered as a USRN in its own right.

7.3.4 Motorways - Conventions - Junction to Junction and Through Junctions

- 7.3.4.1 A junction to junction section of Motorway starts at the on-slip Road of the Motorway and ends at the off-slip Road of the Motorway. For a through junction the section starts at the off-slip of the Motorway and ends at the on-slip of the Motorway.
- 7.3.4.2 If a Local Highway Authority boundary crosses a junction to junction, or a through section of Motorway, then the Local Highway Authority where the Motorway originates must enter a Record into its LSG using its range of USRN, for further information, see **Section 5.3 - Types of Street - Conventions**.
- 7.3.4.3 In a two-tier authority arrangement the USRN must be from the County Council range.
- 7.3.4.4 If there is a service station on the Motorway and this does not coincide with network access to or from the Motorway this is not considered a junction. Only one USRN should be used for the complete junction to junction section.
- 7.3.4.5 A junction is any place where a Street splits or merges with another Street.
- 7.3.4.6 One ESU must be used for each junction to junction section, except where service slip Roads join the main Motorway section. In these cases, the ESUs must be split where the slip Road and the Motorway carriageway meet.

7.3.5 Motorways - Conventions - Slip Roads and Link Roads

- 7.3.5.1 Off-slip and link Roads start at the point where the slip Road leaves the centre line of the main carriageway.
- 7.3.5.2 Off-slip and link Roads end at the point where the slip Road meets the centre line of the non-Motorway carriageway.
- 7.3.5.3 On-slip and link Roads start at the point where the slip Road leaves the centre line of the non-Motorway carriageway.
- 7.3.5.4 On-slip and link Roads end at the point where the slip Road meets the centre line of the Motorway carriageway. For examples of good and bad practice, see **Section 7.4 - Motorways - Best Practice**. The same rules apply to off-slip and link Roads.
- 7.3.5.5 If a Street Works Authority boundary intersects or crosses a slip Road or Motorway link Road, the Street Works Authority where the slip Road or link originates must enter a Record into its LSG using its range of USRNs. In a two-tier authority arrangement, the USRN must be from the County Council range.

7.3.5.6 If a slip Road is maintained by the LHA then the same naming conventions as for other slip Roads must be used. Data relating to the LHA is required in the ASD type 61 Interest and type 62 Construction Records.

7.3.5.7 For guidance on entering slip Roads to Motorway service stations, see **Section 7.3.7, 7.3.12 and 7.3.14**. The same rules apply to slip or access Roads only to emergency services or works units.

7.3.6 Motorways - Conventions - Roundabouts

7.3.6.1 If a Motorway intersection is a roundabout, **Figure 18** and the intersection only serves the Motorway, then the roundabout should be entered into the LSG as a type 2 Street Record. The Record should contain ESUs for the roundabout only, excluding the entry and exit slips, e.g.

- “M25 JUNCTION 4”.
- “M62 JUNCTION 29”.



© Crown copyright and database rights 2018 Ordnance Survey 100050727

Figure 18 - Motorway intersection is a roundabout

7.3.7 Motorways - Conventions - Motorway Service Stations

7.3.7.1 If a service station is not accessed directly from a Motorway, for example if it accessed from a Roundabout at a junction which is not subject to Motorway regulations, then Motorway conventions do not apply to the slip road leading to the service station. For example, Tamworth Services at junction 10 of the M42.

7.3.7.2 If a service station is accessed directly from a Motorway, separate USRNs must be created for the slip Roads leading to and from the service station. These are known as the on and off-slip Roads.

7.3.7.3 The off-slip Road is that which leaves the Motorway and enters the service station.

7.3.7.4 The on-slip Road is that which leaves the service station and joins the Motorway.

7.3.7.5 The type 3 Street for the Motorway must include only the parts of slip Roads which are subject to Motorway regulations.

- 7.3.7.6 If the on-slip Road and the off-slip Road connect, forming a through route and the service area is accessed from that through route, then the off-slip Road may be extended to meet the on-slip Road to form a continuous route. For example, Leigh Delamere services between junctions 17 and 18 on the M4 (westbound). Enter part Road ASD for the section not subject to Motorway regulations.
- 7.3.7.7 If an LHA has an internal business need to create a type 2 Street for the main Road through a service station then this may be created. The type 2 Street is not a Highway and the following rules apply:
- The type 2 Street should be linked to the off-slip Road at the point where Motorway regulations stop.
 - The type 2 Street should be linked to the on-slip Road at the point where Motorway regulations start.
 - The type 2 Street must have Private Street ASD type 61 Interest and type 62 Construction Records.
- 7.3.7.8 The following are not within the scope of the NSG:
- Minor Roads within service stations.
 - Car parks within service stations.
 - Paths within service stations.
- 7.3.7.9 Service station Streets are not Highways. For the rules, which apply to service stations, see **Section 7.3.12 - Motorways - Conventions - Naming Slip Roads (services only)**.
- 7.3.7.10 If a service station is within two LHA Authorities or if a service station is within a different LHA from the Motorway which it serves, then contact GeoPlace for advice before entering data.

7.3.8 Motorways - Conventions - Naming Junction to Junction Sections

- 7.3.8.1 Junction to junction sections of Motorway should be named in the following way:
- Motorway number, junction number to junction number, for example:
 - “M6 JUNCTION 2 TO JUNCTION 3”.
 - “M4 JUNCTION 4 TO JUNCTION 5”.
 - “M25 JUNCTION 10 TO JUNCTION 11”.
 - “M60 JUNCTION 7 TO JUNCTION 6”.
 - Direction of travel is inferred from the naming convention, for example:
 - “M6 JUNCTION 2 TO JUNCTION 3” represents the north bound carriageway.
 - “M60 JUNCTION 1 TO JUNCTION 2” represents clockwise travel.

- If junction to junction sections are not numbered, the name of the section should be derived from the name of the adjoining Road with the highest classification, for example:

- “A1 (M) JUNCTION 65 TO JUNCTION WITH A194”

7.3.9 Motorways - Conventions - Naming Through Sections

7.3.9.1 A through junction section of Motorway should be named in the following way, see **Figure 19** .



© Crown copyright and database rights 2018 Ordnance Survey 100050727

Figure 19 - Through junction of Motorway

7.3.9.2 Motorway number, through junction number, from junction number, for example:

- “M6 THROUGH JUNCTION 2 FROM JUNCTION 3”.
- “M4 THROUGH JUNCTION 4 FROM JUNCTION 5”.
- “M25 THROUGH JUNCTION 10 FROM JUNCTION 11”.
- “M60 THROUGH JUNCTION 7 FROM JUNCTION 6”.

7.3.9.3 Direction of travel is inferred from the naming convention, for example:

- “M6 THROUGH JUNCTION 2 FROM JUNCTION 1” represents the north bound carriageway.
- “M6 THROUGH JUNCTION 2 FROM JUNCTION 3” represents the south bound carriageway.
- “M60 THROUGH JUNCTION 1 FROM JUNCTION 2” represents anticlockwise travel.
- “M60 THROUGH 1 JUNCTION FROM JUNCTION 27” represents clockwise travel.

7.3.9.4 If through junctions are not numbered, the name of the section should be derived from the name of the adjoining Road with the highest classification, for example:

- “A1 (M) THROUGH JUNCTION 65 FROM JUNCTION WITH A194”.
- “A1 (M) THROUGH JUNCTION WITH A194 FROM JUNCTION 65”.

7.3.10 Motorways - Conventions - Naming Complex Junctions

7.3.10.1 If slip Roads for junctions overlap, they should be described as through junctions but be given additional attribution, for example:

- “M25 THROUGH JUNCTION 18, FROM JUNCTION 17 TO OFF SLIP JUNCTION 19”.

- “M25 THROUGH JUNCTION 18 FROM OFF SLIP JUNCTION 19 TO ON SLIP. JUNCTION 18”.
- “M25 THROUGH JUNCTION 19 FROM ON SLIP JUNCTION 18”.

7.3.11 Motorways - Conventions - Naming Slip & Link Roads

7.3.11.1 Motorway number, junction number, direction of travel, on/off slip Road, for example:

- “M6 JUNCTION 2 FROM JUNCTION 3 OFF SLIP”.
- “M6 JUNCTION 2 TO JUNCTION 3 ON SLIP”.
- “M4 JUNCTION 4 FROM JUNCTION 3 OFF SLIP”.
- “M4 JUNCTION 4 TO JUNCTION 5”.

7.3.12 Motorways - Conventions - Naming Slip Roads (services only)

7.3.12.1 Service slip Roads should be named in the following way:

- Motorway number, service station name, direction of travel, on or off, slip Road, for example:
 - “M62 BIRCH SERVICES BETWEEN JUNCTION 19 AND JUNCTION 18 OFF SLIP”.
 - “M62 BIRCH SERVICES BETWEEN JUNCTION 18 AND JUNCTION 19 ON SLIP”.

7.3.13 Motorways - Conventions - Naming Link Roads

7.3.13.1 Motorway link Roads should be named in the following way:

- Leaving motorway, entering motorway link Road, for example:
 - “M1 TO M25 LINK ROAD”.
 - “M6 TO M1 LINK ROAD”.

7.3.14 Motorways - Conventions - ASD for Motorways

7.3.14.1 Each Street should have a type 61 Interest Record Street maintenance responsibility, STREET_STATUS = 4 – Maintenance responsibility is to another Highway Authority.

7.3.14.2 A request for an interest Record should be submitted to the Highways England Custodian for adding to the TRSG. The following information must be provided:

- Section of Street to which the Interest Record applies.
- LAID code of the Local Highway Authority submitting the Interest Record.
- The District code in the OD file of the Local Highway Authority submitting the Record.

7.3.14.3 The Local Highway Authority in which the Motorway exits must not enter the following information for Motorways or Trunk Roads.

- Reinstatement Information.

- Special Designations.

This is because the ASD for Motorways is provided by Highways England in the TRSG.

7.3.14.4 Streets within Motorway service stations which are not subject to Motorway regulations must be entered as a Private Street. For further information, see **Section 7.3.7 - Motorways - Conventions - Motorway Service Stations** .

7.4 Motorways - Best Practice

7.4.1 Position of on and off slip centreline

7.4.1.1 The following example, **Figure 20** , shows the position of where the on-slip centreline must join the Motorway carriageway.

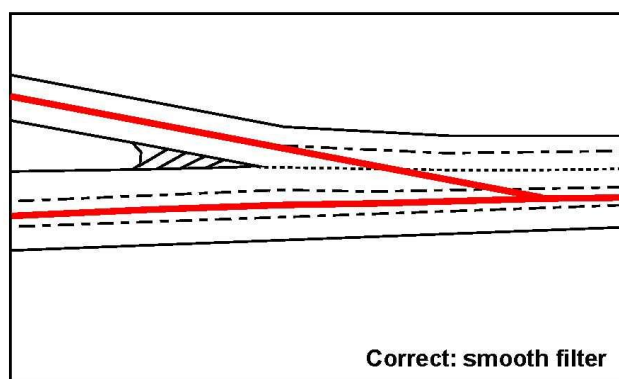


Figure 20 – Position of the on-slip centreline joining Motorway carriageway

7.4.1.2 The following examples, **Figure 21** , show the position of where the on-slip centreline must not join the Motorway carriageway.

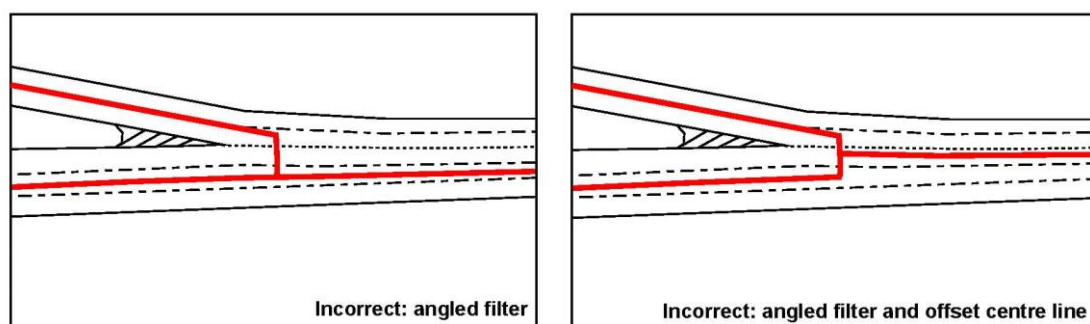


Figure 21 – Position of the on-slip centreline which must not join the Motorway carriageway

8. Streets - Public Rights of Way (PRoWs)

8.1 Public Rights of Way (PRoWs) - Definition and Background

8.1.1 Public Rights of Way (PRoW) are Highways, therefore are Streets as defined by the New Roads and Street Works Act 1991. This is true whether or not the PRoW has any physical representation in the real world. An LSG must include all PRoWs because all Streets must be in the NSG.

8.1.2 Currently there are three different sets of legislation covering the recording of Highways. These are:

- The List of Streets under Section 36 of the Highways Act 1980.
- The National Street Gazetteer under the codes of practice for the New Roads and Street Works Act 1991.
- The Definitive Map and Definitive Statement of Public Rights of Way under Section 48 of the Countryside and Rights of Way (CROW) Act 2000 and Section 53 of the Wildlife and Countryside Act 1981.
- The requirement to produce a Public Rights of Way Definitive Map exists for all of England and Wales because of the Wildlife and Countryside Act 1981, except for the 12 Inner London boroughs as defined in the London Government Act 1963 and the City of London Corporation.

The long-term aspiration is to move to a single electronic recording method for this information, preferably by an evolutionary process. The NSG is ideally placed to be that method, and it is expected that this guidance will develop to reflect that process.

8.1.3 Under current legislation, certain types of Highway, such as Cycle Tracks, All Vehicles and Motorways, cannot be recorded as PRoWs. Therefore, in this Reference Manual the term PRoW is defined in the same way as it is in Section 66 of the Wildlife and Countryside Act 1981, as four types recordable on the Definitive Map:

- A Public Footpath.
- A Public Bridleway.
- A Byway open to all traffic (BOAT).
- A Restricted Byway.

8.1.4 The CROW Act 2000 introduced a cut-off date of 1st January 2026, in order to bring some certainty to users of the countryside and landowners about what rights actually exist. After this date, it will not be possible to apply for Footpaths, Bridleways or higher rights to be included on the Definitive Map purely based upon historical documentary evidence (historical is classed as pre-1949). Thus, after this date it will only be possible to claim rights based on user evidence.

8.1.5 Section 54 of CROW Act 2000 prescribes that the Secretary of State shall make regulations (under the Deregulation Act 2015) as to which Highways are exempted from the cut-off date of 1st January 2026 that will extinguish Footpaths and Bridleways not recorded on the Definitive Map. Following the recommendation of the 2010 Stakeholder Working Group (report NECR035), it is anticipated that LSGs will form one of the data sets used to protect Highways from extinguishment.

8.1.6 The Natural Environment and Rural Communities (NERC) Act 2006 extinguished every Public Right of Way for mechanically propelled vehicles unless that Way:

- was already shown on a Definitive Map and Statement as a Byway Open to All Traffic (BOAT) or
- was subject to one of a number of exemptions contained in Sections 67(2) or 67(3). These include:
 - the right to use motorised vehicles had come into existence prior to 1930,
 - that the way was on the List of Streets on the qualifying day, and
 - if the main use in the period of 5 years before 11th May 2006 was by motorised vehicles.

The uncertainty caused by these criteria for exception is one of the reasons that the NSG has been recommended for future legislation.

8.1.7 Although the NSG must contain a representation of all PRoW types it does not override or replace the paper Definitive Map and Definitive Statement which Surveying Authorities are required to maintain under Section 53 of the Wildlife and Countryside Act 1981.

8.2 Public Rights of Way (PRoWs) - Policy

8.2.1 Under the New Roads and Street Works Act 1991 all LHAs must record and maintain all PRoWs in their LSG and manage any street works via the NSG that occur on them in the same way as any other Highway.

8.2.2 LHAs can also use this data for internal business processes, for example asset management or to allow other users to have an electronic copy of the information about the Definitive Map and Definitive Statement.

8.2.3 PRoW information in an LSG can provide additional information for NSG Users to help with decision making and can help raise awareness of where a PRoW is.

8.2.4 Other types of Way with public rights of access, which are not shown on the Definitive Map, but which are known to exist, should also be included as Highways. Permissive Paths, which have no public rights, may also be included.

- 8.2.5 When a PRoW is created, diverted or stopped up the LSG should be updated immediately without waiting for the Definitive Map to be updated through the formal processes. This allows the Street network to be a more up-to-date reflection of the true rights on the ground rather than the Definitive Map.
- 8.2.6 Including PRoW in the NSG provides a level of protection from street works activities and ensures they are properly noticed.

8.3 Public Rights of Way (PRoWs) - Conventions - General

8.3.1 The Highway Dedication Record PRoW indicator must be set to “1”.

8.3.2 All PRoW routes must be captured and be based upon a centreline network meaning they must extend to the existing centreline. This, in some cases, is not an exact representation of the PRoW Definitive Map network but provides a realisation of it linked directly to the existing Street network.

8.3.3 An example is, stopping at the edge of another Highway, but connected to the centreline of the Street. If an exact representation of the Definitive Map network is required then the type 66 PRoW Record and type 67 ASD Coordinates must be recorded, as defined in **Figure 22** below.

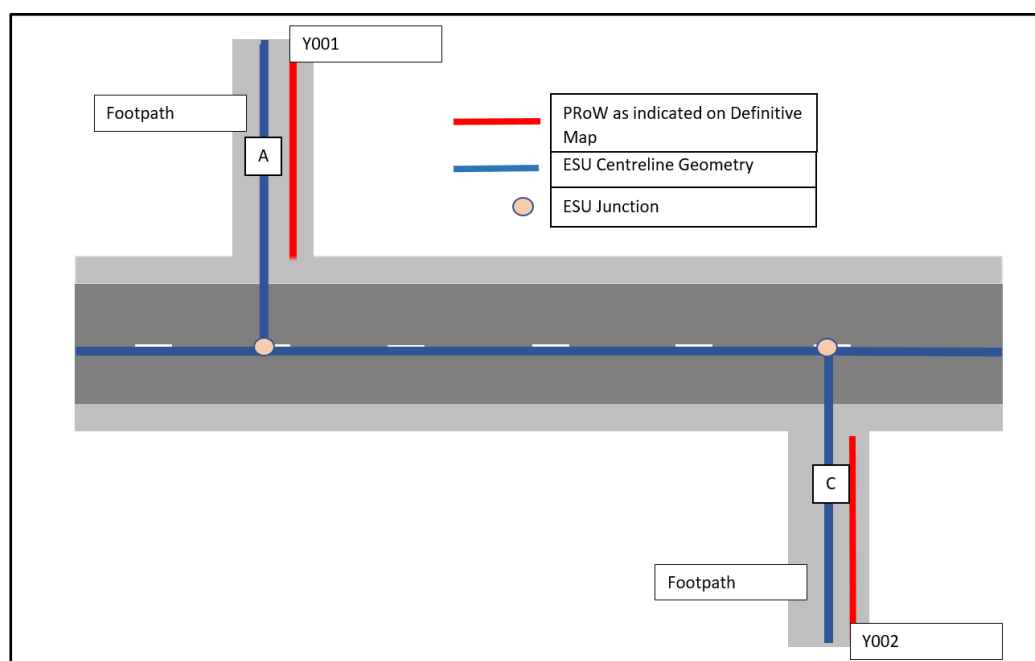


Figure 22 – Relationship of ESU network to PRoW routes

8.3.4 **Figure 23** below represents a common scenario where the PRoW on a Highway – open to all vehicles, as defined on the Definitive Map, has yet to be removed, in this instance both the ESU network and PRoW (Definitive Map) are identified on the footpath and footways of a Street. ESU geometry

- The ESU geometry created must be captured and be based upon a centreline network. All networks must join the ESU network and be an extension of it. Therefore, ESUs A, B and C would be the representation of the PRoW.

Type 3 network

- In this instance, the type 3 network that can be created for the PRoW (Y Prefix). The ESUs A, B and C should be cross referenced to the type 3 USRN created.

Definitive PRoW

- For LHAs wishing to record PRoW as per the Definitive Map and statement the red PRoW in this example can be recorded via the type 66 PRoW record and type 67 ASD Coordinate Record.

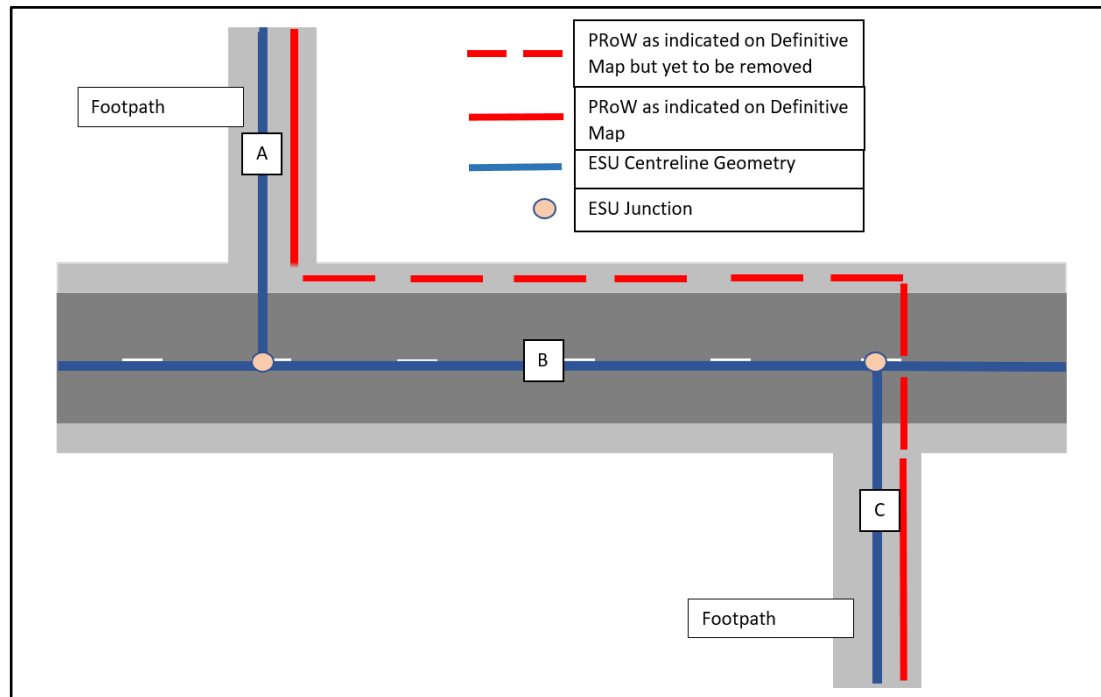


Figure 23 – Relationship of ESU network to PRoW route (yet to be removed from Definitive Map)

- 8.3.5 All PRoW routes are a continuous route connecting to the Highway. The centrelines of all PRoWs must join the ESU centreline network and be an extension of it.
- 8.3.6 A PRoW does not necessarily follow the Definitive Map by stopping at the edge of another highway, but connects to the centreline. An example would be to stop at the edge of another Highway, but be connected to the centreline of the Street. If an exact representation of the Definitive Map network is required, then the type 66 PRoW Record and type 67 ASD Coordinates must be recorded. See **Section 18 - Public Rights of Way (PRoWs) – ASD** .
- 8.3.7 All PRoWs must be defined as a type 1 or type 2 Streets which defines the base network of all Streets in the NSG.
- 8.3.8 All ESUs that are a PRoW must be flagged as such in the type 17 Highway Dedication Record. A type 66 PRoW Record may also be added.
- 8.3.9 The type 3 Street description must be used to provide the official reference number of the PRoW. Every type 3 Street for a PRoW in the NSG must be cross referenced to a type 1 or type 2 Street by means of the ESU.

8.3.10 If an existing PRoW runs through a building or Physical Obstruction that does not grant access, the Highway must still be captured, and an indication of a Physical Obstruction can be added to the Highway Dedication Record. If another Footpath goes around the building and appears to be a diversion, then both the PRoW route and alternative Highway route must be recorded. Both Highways should normally have the same USRN but will be separate ESUs. Note: Only the PRoW route must be recorded as PRoW. See **Section 18 - Public Rights of Way (PRoWs) – ASD** .

8.4 Public Rights of Way (PRoWs) - Conventions - Naming

8.4.1 If the existing Street is a type 1 Street, the Street Name takes priority over any description. Any alternate numbering reference for the PRoW must only be recorded as a type 3 Street description. Any additional descriptions should be referenced in the type 66 PRoW Record.

8.4.2 Type 4 Streets may be used when an unofficial but widely used name is known, for example – The Cotswold Way.

8.4.3 If the existing Street is a type 2 Street, then the NSG description should be used except in rural areas where a PRoW description may be used if it can be identified on the ground, for example with signage. Either way, the official reference of the PRoW must be shown by the type 3 Street description.

8.4.4 If the PRoW only covers part of the Street, the ESUs must be split appropriately. Each section of PRoW must comprise of complete ESUs.

8.4.5 If a continuous PRoW is formed of two official PRoWs which have different descriptions, enter these as separate type 3 Streets.

8.4.6 If two PRoWs meet, the ESUs must be split where a PRoW meets the other PRoW or meets a Street.

8.4.7 If a PRoW is non-continuous, for example it is split into two parts, it should be entered as a single type 3 Street.

8.4.8 The Street naming conventions for the type 1 Street sections of a PRoW are:

- The official Street Name takes precedence over any other description and there is no need to duplicate the Records.

8.4.9 The Street naming conventions for the type 2 Street sections of a PRoW are:

- The description used in Type 2 Streets should allow users to know their location when in the real world.
- If an official PRoW name can be identified on the ground, use the naming format area, PRoW type, PRoW number as follows:
 - Area:
 - The parish or Welsh community in which the PRoW resides.

- If the PRoW is an un-parished area, replace parish with the most meaningful locality type such as the ward or town name.
 - Combined parish names are acceptable, for example, “Broomfield and Kingswood”.
 - The area name must correspond to the area code in the path number allocated by the Surveying Authority.
 - Type:
 - Footpath
 - Bridleway
 - Byway
 - Restricted Byway
 - Number:
 - The PRoW number allocated by the Surveying Authority.
- 8.4.10 Examples of naming the four types of PRoW are:
- “Ashprington Footpath 4”.
 - “Beaford Bridleway 18”.
 - “Ashford Byway 12”.
 - “Ashford Restricted Byway 1”.
- 8.4.11 If an official PRoW name cannot be identified on the ground or if it is necessary to use more than one USRN for a Footpath, then use the naming format, type place, number from to, as follows:
- Footpath Anytown 2 From X to Y.
 - Bridleway North Stoke 11 from Manor Farm Stable to Footbridge.
- 8.4.12 The numbering conventions for a type 3 Street for a PRoW are:
- All PRoWs must have a type 3 Street Classification.
 - A local PRoW numbering scheme should be adopted.
 - All type 3 Street PRoW Classifications must be prefixed with a “Y”.
- 8.4.13 An example of a local numbering scheme is, “Y202BY12”. This number is generated as follows:
- “Y” is the PRoW identifier in the same way as “M” denotes a Motorway.
 - “202” is the locally used identifying number such as parish number.
 - “BY” denotes a Byway.
 - “12” is the PRoW number, for example Byway 12.
- 8.4.14 Each numbering scheme may vary according to each Surveying Authority and other types of scheme that may exist.
- 8.4.15 If the Surveying Authority official numbering scheme starts with a “Y”, when entered into the NSG it should be prefixed by another “Y”, for example “YY1234”.

8.5 Public Rights of Way (PRoWs) - Best Practice

8.5.1 Determine the extent of the PRoW that needs to be entered into the LSG.

8.5.2 Ensure each section of the PRoW is represented by either a type 1 Street or a type 2 Street.

8.5.3 If the PRoW requires a new section, for example along a Footpath or across a field, then create this as a type 2 Street with an appropriate description and a new ESU for this section.

8.5.4 If a new type 2 Street is included for a PRoW, it may be necessary to split the ESUs along the Highway to ensure the new PRoW coincides with the type 2 Street at each ESU for the PRoW. Also:

- Create a type 3 Street for the PRoW.
- Cross reference each type 3 Street to the ESUs of the type 1 and type 2 Streets.

8.5.5 If the PRoW follows junction to junction sections of the Highway already in the NSG, for example surfaced urban paths, attach the type 3 Street to the appropriate ESUs of the type 1 and type 2 Streets.

8.5.6 *Worked Example.*

In **Figure 24**, a PRoW passes along a main Street, down an access way, then further extends across a field before re-joining a Highway. In this case undertake the following things:

- Identify Streets that are currently in the NSG which are coincident with a PRoW. See diagram 1.
- Create new Streets for the sections of the PRoW not currently represented. See diagram 2.
- Create a type 3 Street for the PRoW. See diagram 3.
- Split ESUs where necessary and cross reference the type 3 Street to the appropriate ESUs of the type 1 Street or type 2 Street. See diagram 4.
- Indicate PRoW as set to “1” in the Highway Dedication Record. See diagram 5.

Streets – Public Rights of Way (PRoWs)

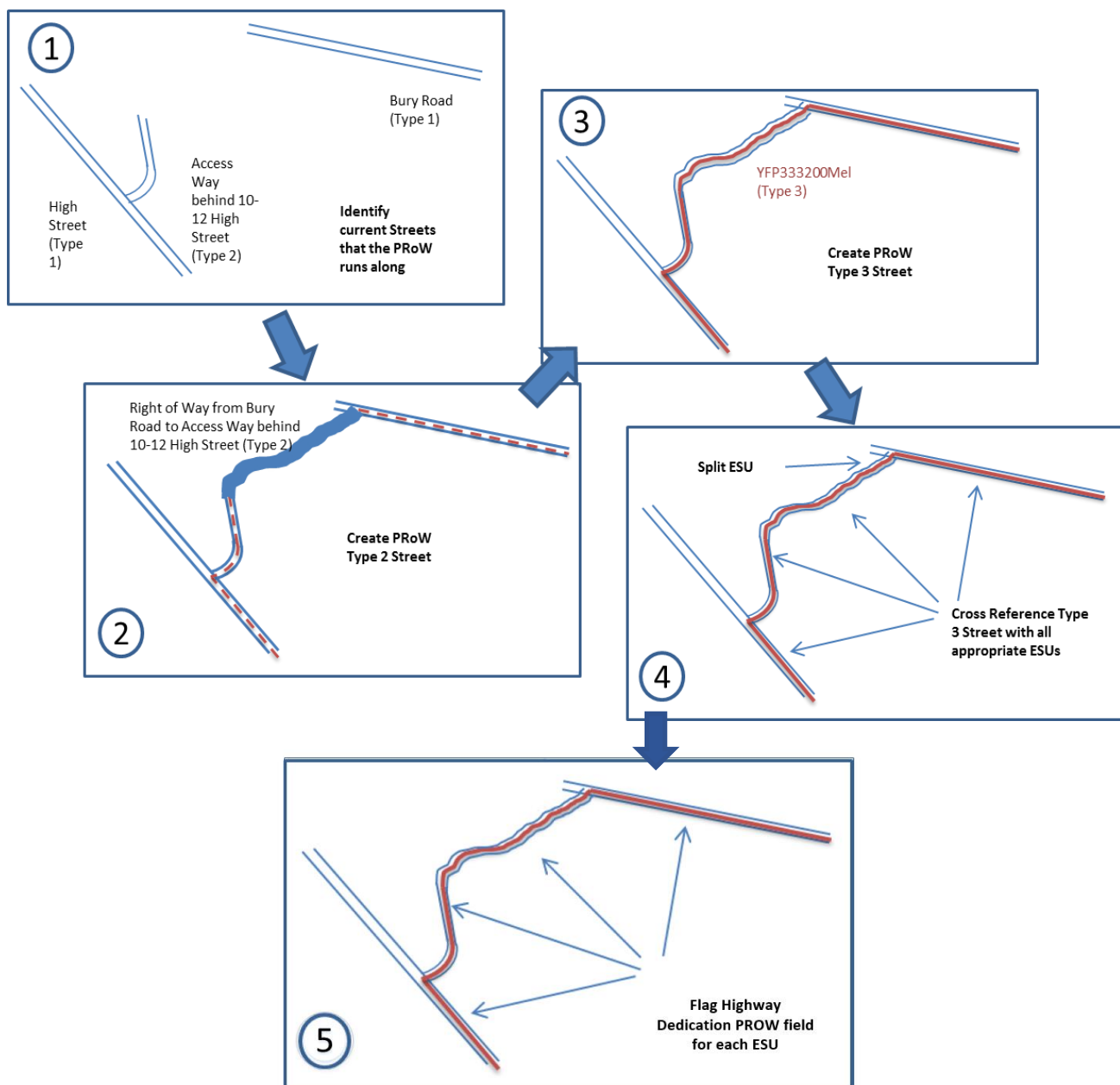


Figure 24 - Example PRoW

If a PRoW is part of a larger route such as a national path, then create a type 4 Street and cross reference the type 4 Street ESUs to the ESUs that identify the type 1 or type 2 Street. These type 4 Streets shall be continuous until the end of the route, stopping only at LHA boundaries. An example of this is a Coastal Path which consists of several PRoWs.

9. Street state, surface and Highway Dedication

9.1 Definition and Background

9.1.1 This section provides background, data entry conventions and guidance as to how the Street state and surface for each Street and Highway Dedication Record should be maintained in the LSG to comply with the implementation of this Reference Manual. There is a certain degree of interaction between the LSG and the LLPG which is described in the Street state and surface **Sections 9.2.3** and **9.3.3** below.

9.1.2 Following the release of DTF8.1 a new Highway Dedication Record (type 17) was introduced. This replaced the link to a USRN with a link to each ESU for that particular section of Highway.

9.1.3 The code and definitions listed in this section contain more codes than the BS7666-1:2006 classifications for Street STATE, STREET_SURFACE and HIGHWAY_DEDICATION_CODE. The extra codes are required to accommodate legislation and inconsistencies with real world objects and scenarios.

9.2 Street state

9.2.1 Street state - Definition and Background

9.2.1.1 The Street STATE codes in **Table 7** show the life cycle of a Street, both in the planning and construction process, through its life into the regeneration or demolition process. See **Appendix D**, Section 1, Street life cycle scenarios and Section 2, Street life cycle decisions.

9.2.2 Street state - Policy

9.2.2.1 There must be a Street STATE code change for each stage of a Street's lifecycle from STATE = 1 - Under construction to STATE = 4 - Permanently closed. See, **Appendix D**.

9.2.2.2 Street STATE = 3 - Temporarily stopped up is not used because the code provided by BS7666-1:2006 table C.2 is not compatible with the Highways Act 1980.

9.2.2.3 Street STATE = 5 - Street for addressing purposes only, must not be present in the NSG for Streets which do not yet exist either:

- as not been designated as a Highway by legal order, or
- on the ground in the real world,

but can be present in the NSG for type 1 Streets which have no Street maintenance responsibilities and are therefore outside the scope of EToN. See **Appendix D**, Section 1, Scenarios 1-6.

9.2.3 Street state - Conventions

9.2.3.1 The following table indicates STATE codes, their description, and the maximum permitted tolerance value.

Street state Codes		
Code	STATE	Maximum Permitted Tolerance Value
1	Under construction	50m
2	Open	10m or half the carriageway width which is the smaller
4	Permanently closed	10m if closed date is later than 1st October 2013
5	Street for addressing purposes only	10m

Table 7 - Street State Codes

9.2.3.2 Street STATE = 1 must only be used when either:

- a) construction has started, and the Street meets the definition described in Section 48 (1)(c) of the New Roads and Street Works Act 1991. This definition is 'any land laid out as a way whether it is for the time being formed as a way or not...'. See **Appendix D**, Section 1, Scenario 7.

or

- b) there has been dedication of Highway, for example through a Section 38 agreement process under the Highways Act 1980 or through a legal order. In this case, there does not have to be any visible manifestation of the Street. See **Appendix D**, Section 1, Scenario 8 and 10.

9.2.3.3 Street STATE = 1 – Under construction, must not be used for Streets which exist on paper only as part of the planning process. Streets that are neither dedicated as Highways nor 'laid out as a Way whether it is for the time being formed as a Way or not' cannot be present in the NSG.

9.2.3.4 The Authority Street Custodian must inform the Authority Address Custodian if changes are made to Street STATE codes.

9.2.3.5 Open Streets are lengths of Street that are open to the free flow of the traffic allowed in the Street HIGHWAY_DEDICATION_CODE. It does not refer to the Section 38 agreement, Highways Act 1980 adoption date, which can be a year or more later. The rules are therefore the same for prospectively adoptable Highway and Private Streets. See **Appendix D**, Section 1, Scenario 12.

9.2.3.6 If a Street has more than one Street STATE along its length then apply the following rules:

- If any part of the Street is open then Street STATE = 2 – Open, must be present in the NSG.
 - If no part of the Street is open then Street STATE = 1 – Under construction, must be present in the NSG.
- 9.2.3.7 If a Street is closed it must be closed with a Street STATE = 4 – Permanently closed. See **Appendix D**, Section 1, Scenario 22. This must only be used if both of the following conditions apply:
- The Street no longer exists in the real world.
 - All the Highway rights have been removed by legal order.
- 9.2.3.8 If a Street is still a Highway, then it is still an open Street for the purposes of Section 48 of NRSWA, regardless of whether it is usable by traffic or whether it has any properties on it. A Street that is a Highway can only be closed when all the Highway rights have been stopped up, for example under Section 116, Highways Act 1980 or Section 247, Town and Country Planning Act 1992.
- 9.2.3.9 A Record with Street STATE = 4 - Permanently closed must have a corresponding entry in the STATE_DATE Field. The STATE_DATE in this case must be the same as the STREET_END_DATE.
- 9.2.3.10 If a Street is entered in error, this Street must be closed and present in the NSG for at least 3 months before being permanently deleted from the LSG.
- 9.2.3.11 If Street data is reopened because it was closed by mistake or the Street reopens, the STREET_END_DATE must be deleted and the Street STATE code and STATE_DATE set to the correct value. A new USRN must not be created.
- 9.2.3.12 If a legacy Record in the LLPG has a type 1 Street Name entered which does not represent a length of Highway, then Street STATE = 5 - Street for addressing purposes only, must be used. This ensures that the Record can be entered into the LSG to maintain synchronicity between the two datasets, and users of the data are aware that the Street is not a Highway. See **Appendix D**, Section 1, Scenario 23.
- 9.2.3.13 Dates entered in the STATE_DATE and STREET_START_DATE Fields should be the point at which the ground is broken, and construction commences. If this date is unknown, a default of 1st June 2015, must be used.

9.2.4 Street state – Best Practice

- 9.2.4.1 When a Street has pegs in the ground or work started it must have Street STATE = 1 - Under construction.
- 9.2.4.2 When a Street is in use or buildings occupied it is classified as open and must have Street STATE = 2 - Open.
- 9.2.4.3 When a Street is permanently closed, no longer has highway rights, no longer exists on the ground and has been physically removed it must have a Street STATE = 4 - Permanently closed.
- 9.2.4.4 Where a terrace exists alongside an officially named Street, and the terrace is also an officially named Street, then a type 1 Street must be created by the Authority Address Custodian for the terrace with Street STATE = 5 – Street for addressing purposes only.

9.3 Street Surface

9.3.1 Street Surface - Definition and Background

- 9.3.1.1 Street surfaces along lengths of Highway are usually uniform. For example, main Roads are often Metalled and maintained to a high standard whereas Bridleways are usually Un-metalled. However, sometimes the surface type changes along a length of Highway.

9.3.2 Street Surface - Policy

- 9.3.2.1 Authority Street Custodians are encouraged to develop internal processes for the complete capture of all Street surface types for the benefit of all NSG users.

9.3.3 Street Surface - Conventions

- 9.3.3.1 **Table 8** contains the STREET_SURFACE codes and descriptions.

Street surface codes	
Code	STREET_SURFACE
1	Metalled
2	Un-metalled
3	Mixed

Table 8 - Street Surface Codes

- 9.3.3.2 The Authority Street Custodian must inform the Authority Address Custodian if changes are made to STREET_SURFACE codes.

9.3.4 Street Surface - Best Practice

- 9.3.4.1 It is important for Authority Street Custodians to consider 'mixed' surfaces, particularly in rural areas and on Private Streets. When entering a Street surface code in **Table 8** it is important to consider and enter the most appropriate or corresponding Street surface code.

9.4 Highway Dedication

9.4.1 Highway Dedication - Definition and Background

9.4.1.1 The release of DTF8.1 introduced a new Highway Dedication Record (type 17). This replaced 'street classification' with Highway Dedication, linking it to each individual ESU, rather than the USRN. Each ESU link also provides the Highway Dedication definition of which type of Highway user has access to that particular section of the Highway.

9.4.1.2 The list of Highway Dedication types in **Table 9** groups all Highways into one of 8 types:

Highway Dedication type	
Code	HIGHWAY_DEDICATION_CODE
2	Byway Open to All Traffic (BOAT)
4	Pedestrian way or footpath
6	Cycle Track or Cycle Way
8	All Vehicles
9	Restricted byway
10	Bridleway
11	Motorway
12	Neither 2, 4, 6, 8, 9, 10 nor 11

Table 9 – Highway Dedication Codes

9.4.1.3 The Highway Dedication code descriptions conform to the legal categories of a Highway as defined in the Highways Act 1980 and the Countryside and Rights of Way Act 2000.

9.4.1.4 The following specific indicators in the Highway Dedication Record identify whether or not for an ESU there is a valid:

- PRow – HD_PROW
- NCR – HD_NCR
- Quiet Route – HD_QUIET_ROUTE
- Physical Obstruction – HD_OBSTRUCTION
- Planning Order – HD_PLANNING_ORDER
- Vehicular traffic prohibited by a Traffic Regulation Order / Traffic Management Order (Greater London only) – HD_WORKS_PROHIBITED

Note: This Field does not prohibit works. The Field name will be changed to HD_VEHICLES_PROHIBITED in a future version of DTF8.1.

9.4.1.5 Quiet Route is a general term, used in various ways by different Local Highway Authorities. It includes Quiet Lanes (a legal designation to preserve the rural character of a lane, under Section 268, Transport Act

2000) and various types of low traffic routes informally designated by the LHA, for example, for cycling purposes.

9.4.2 Highway Dedication - Policy

9.4.2.1 All open ESUs must have at least one Highway Dedication Record.

9.4.2.2 All applicable types of Highway Dedication must be present in the NSG. See **Appendix D**, Section 2, Street life cycle decisions.

9.4.2.3 Highway Dedication types are not affected by Traffic Regulation Orders or other revocable orders.

9.4.2.4 The Authority Street Custodian must inform the Authority Address Custodian if changes to a HIGHWAY_DEDICATION_CODE have been undertaken.

9.4.3 Highway Dedication - Conventions – ESUs, state codes and periodicity

9.4.3.1 The list of Highway Dedication types in **Table 9** groups all Highways into one of 8 types, applied to each ESU.

- Each type defines the Highway Dedication changes over the length of an ESU.
- A Highway Dedication code cannot be present for part of an ESU.

9.4.3.2 If the Highway Dedication type splits along a section of Highway, then the ESUs must be split or divided at the point where the Highway Dedication type changes. For example, the Highway Dedication changes from a HIGHWAY_DEDICATION_CODE = 10 - Bridleway to a HIGHWAY_DEDICATION_CODE = 8 - All Vehicles, then a split in the ESU must occur.

9.4.3.3 Where a Highway has a differing HD_START_DATE due to the completion of construction and subsequent Highway Dedications at differing dates, the ESUs associated with each length of Highway must be recorded as split ESUs, for further information, see **Section 11**. This will ensure that official Highway Dedication dates are present and recorded.

9.4.3.4 There can only be one Highway Dedication type applied to the ESU at any given date or time. DTF8.1 provides for the situation where time, dates, seasonal changes or events require a different Highway Dedication type. These must be present as new Highway Dedication Records.

9.4.3.5 It is recognised that such cases are exceptionally unusual, and will require investigation of the legal basis to check that it is valid. In most situations, the limitation will be created by a Traffic Regulation/Management Order and therefore should not be present in the NSG as a separate Highway Dedication Record.

For example, if a Street with STATE = 2 – Open, was dedicated to vehicular traffic in the winter but only pedestrians in the summer, then it would have a HIGHWAY_DEDICATION_CODE = 8 - All vehicles, during the winter and HIGHWAY_DEDICATION_CODE = 4 - Pedestrian way or footpath, during the summer.

The types of Periodicity are:

- HD_SEASONAL_START_DATE
- HD_SEASONAL_END_DATE
- HD_START_TIME and
- HD_END_TIME.

When using these Fields, the dates and times must not overlap, but they should abut so that there is no time or date that is not covered. For example, two records could be 00:00 to 12:00 and 12:00 to 00:00 but not 00:00 to 11:59 and 12:00 to 23:59, since the latter leaves two one-minute gaps.

9.4.4 Highway Dedication - Conventions – Highway Dedication and state codes

9.4.4.1 If more than one Highway Dedication type applies to a section of Highway then the types should have the highest priority level of Highway Dedication type. The priority order is:

- Motorway*
- All Vehicles
- Byway Open to All Traffic
- Restricted byway
- Bridleway
- Cycle Track* or Cycle way
- Pedestrian Way or footpath
- Neither 2, 4, 6, 8, 9, 10 nor 11

*Motorways and Cycle Tracks (not Cycle Ways) impose restrictions on all other Highway users.

9.4.4.2 HIGHWAY_DEDICATION_CODE = 4 - Pedestrian way or footpath must only be used for a Path that has its own right as a Highway. This includes Walkways as defined by Section 35 of the Highways Act 1980. This code must not be present for a Footway alongside a carriageway.

9.4.4.3 HIGHWAY_DEDICATION_CODE = 11 – Motorway must be used for all Motorways. Where this code is present the ESU must also be cross referenced to the type 3 Street USRN with a prefix of “M” or with a suffix of “(M)”.

- 9.4.4.4 HIGHWAY_DEDICATION_CODE = 12 - Neither 2, 4, 6, 8, 9, 10 nor 11 must only be used for ESUs with no known public rights of access over them. This will either be for Streets that have:
- A Highway Dedication type that is currently unknown and is still under investigation, or
 - Been proven to have no public rights of access.
- HIGHWAY_DEDICATION_CODE = 12 must not be used in any other circumstances.
- 9.4.4.5 Not all combinations of STATE, HIGHWAY_DEDICATION_CODE, STREET_STATUS and PROW_RIGHTS are possible. **Appendix D**, Section 1, shows the combinations allowed for different scenarios, including all the Street STATE, Highway Dedication and ASD Records that may be used.
- 9.4.4.6 HD_START_DATE should be the date when the Highway Dedication type legally starts. If the date is unknown, it should be defaulted to 1st June 2015.
- 9.4.4.7 For Streets under construction, the date should refer to the point at which the ground is broken up and construction commences and HIGHWAY_DEDICATION_CODE = 12 should be used until the Street becomes a dedicated Highway. See **Appendix D**, Section 1, Scenario 7.
- 9.4.4.8 When a Section 38, Highways Act 1980 agreement process has been approved by the LHA for a Street, then the HIGHWAY_DEDICATION_CODE should be set to the correct value for the rights dedicated in the agreement. This must be done even in cases where construction has not yet started. This is because a Section 38 agreement process creates the Highway status for the Street, and therefore the Street becomes within the scope of NRSWA. In this case, the date of Highway Dedication is the date that the Section 38 agreement process was approved by the LHA. See **Appendix D**, Section 1, Scenario 8.
- 9.4.4.9 HIGHWAY_DEDICATION_CODE = 2 can only be used when a street is entered as a Byway Open to All Traffic on the Definitive Map. See **Appendix D**, Section 1, Scenario 13 and 14. It is not possible to create a BOAT by dedication – such a street would be a normal highway for all traffic with HIGHWAY_DEDICATION_CODE = 8.
- 9.4.4.10 For an open Street, the date should refer to the date at which the Street is a STATE = 2 – Open using the specified Highway Dedication.
- 9.4.4.11 If the Highway Dedication type legally ends, by the stopping up of Highway for example, under Section 116 of the Highways Act 1980, the Highway Dedication HD_END_DATE and RECORD_END_DATE must be present.

9.4.4.12 If all the ESUs are stopped up, the Highway has been set to permanently closed using Street STATE = 4 – Permanently closed. A permanently closed Street is one that no longer exists in the real world. However, if the Highway Dedication type remains as HIGHWAY_DEDICATION_CODE = 12, the HD_END_DATE used must be the stopping up date. For various scenarios, refer to **Appendix D**, Section 1, Scenario 22.

9.4.5 Highway Dedication - Conventions – Indicator Fields

9.4.5.1 If the ESU has a Traffic Regulation Order which prohibits vehicles on the Highway the indicator Field - HD_WORKS_PROHIBITED must be set to “1”.

Note: This Field does not prohibit works. The Field name will be changed to HD_VEHICLES_PROHIBITED in a future version of DTF8.1.

9.4.5.2 If there is a Planning Order extinguishing the right to use vehicles on the Highway the indicator Field - HD_PLANNING_ORDER must be set to “1”. The splitting of existing ESUs may be required. Where a Planning Order is specified a HIGHWAY_DEDICATION_CODE = 4 - Pedestrian way or footpath must be used.

9.4.5.3 If the ESU is cross referenced to a type 3 Street USRN with a prefix of “Y” and / or is subject to a PRoW as per the Definitive Map, the indicator Field - HD_PROW must be set to “1”. This action will assist in defining the PRoW network.

9.4.5.4 If the ESU is cross-referenced to a type 3 Street USRN with a prefix of “NCR” and / or is subject to a National Cycle Route, the indicator Field - HD_NCR must be set to “1”. This action will assist in defining the National Cycle Route network.

9.4.5.5 Where an ESU is also linked to a PRoW Record (type 66), the Highway Dedication type and PRoW dedication must match as per **Table 10** :

Highway Dedication type		PRoW dedication	
Code	HIGHWAY_DEDICATION_CODE	Code	PROW_RIGHTS
2	Byway Open to All Traffic (BOAT)	4	Byway Open to All Traffic (BOAT)
4	Pedestrian way or footpath	1	Footpath
6	Cycle Track or Cycle Way	N/A	Not recordable on Definitive Map
9	Restricted byway	3	Restricted byway
10	Bridleway	2	Bridleway

Table 10 – Relationship between Highway Dedication type and PRoW dedication

9.4.6 Highway Dedication - Best Practice – Indicator Fields

9.4.6.1 The Physical Obstruction indicator Field - HD_OBSTRUCTION, should be set to “1” when something physically obstructs a Street user from travelling along the Street from one end to the other. Some examples are; bollards (raising or fixed), gates, plant pots, raised bridge etc. Please note the

Highway Dedication may or may not change at this obstruction point. Obstructions may also be natural such as coastal erosion or landslips.

- 9.4.6.2 Physical Obstructions can occur on any ESU or at the junction with another ESU (In this scenario the indicator Field - HD_OBSTRUCTION would need to be present for both ESUs). ESUs must not be split at points where the Physical Obstruction is temporary or moveable (e.g. rising bollards).
- 9.4.6.3 Where the Highway is considered a Quiet Route, for shared use by walkers, cyclists, horse riders and other vehicles, the indicator Field - HD_QUIET_ROUTE should be set to "1". Quiet Routes are usually identifiable by specific entry and exit signs.
- 9.4.6.4 Where the indicator Field - HD_PROW is set to "1" as the ESU is identified as being subject to a PRow, the ESU should be cross referenced to the relevant type 3 Street USRN with a prefix of "Y" to specify its classification reference. A PRow Record (type 66) should be present.
- 9.4.6.5 Where the indicator Field - HD_NCR is set to "1" as the ESU is identified as being subject to a National Cycle Route, the ESU should be cross referenced to the relevant type 3 Street USRN with a prefix of "NCR" to specify its classification reference. A PRow Record (type 66) should be present where they are applicable to a PRow.

10. Location and Boundaries

10.1 Location

10.1.1 Location - Definition and Background

- 10.1.1.1 The policy and conventions set out in **Section 10.1.2** and **Section 10.1.3** is for information only because the determination of town and locality associated with the naming of a Street is the responsibility of the District or Unitary Council as an SNN Authority. For a data flow diagram, see **Appendix E**. SNN Authorities have the statutory responsibility for Street Naming and Numbering (SNN) and therefore identifying the geographical location of that Street.
- 10.1.1.2 When creating, cleansing and maintaining an LSG it is important to consider the geographic location of the Street. In most cases, Streets have a definitive start and end point and have Street name plates. Streets of this nature usually start and end at junctions.
- 10.1.1.3 In other cases, stretches of Highway continue for several miles with no break points or junctions. Streets of this nature can cross more than one parish or ward boundary.
- 10.1.1.4 The concept of the LSG is to provide an unambiguous register of all Streets within a Local Highway Authority administrative area and accurately define the Streets with an appropriate geographic identifier.
- 10.1.1.5 Therefore, if a Street passes from one town into another, Street Data should be entered in the LSG for each town that the Street passes through.
- 10.1.1.6 If a Street does not have a unique Street Descriptor without a value for Locality, a value must be entered in the Locality Field. In all other cases the Locality Field should be left blank.
- 10.1.1.7 A Locality should be a local geographical name sufficient to make the Street unique (see **Section 10.1.3**). However, some gazetteers include the use of the locality Field for other reasons to support local service provision and local identity.
- 10.1.1.8 Where a Street crosses the boundary of one town or locality into another, it is necessary to split the Street to attach the appropriate town/locality name to each section of the Street.
- 10.1.1.9 This information allows the Authority Address Custodian to update their gazetteer with the appropriate address details.
- 10.1.1.10 Authority Street Custodians must liaise with the appropriate SNN Officer and / or Authority Address Custodian regarding these issues.

10.1.2 Location - Policy

- 10.1.2.1 The Field name TOWN_NAME is misleading as the TOWN_NAME can be a village, city, town or recognised settlement name. It is the geographic name of the town rather than the post town name. It is sometimes appropriate to populate the TOWN_NAME with the settlement name.
- 10.1.2.2 It is often very difficult to define boundaries between adjacent towns, particularly in rural areas and at times Streets appear 'between' towns. For information about Streets which pass from one town to another, see **Section 10.1.3**.

10.1.3 Location - Conventions

- 10.1.3.1 Streets (other than type 2 Streets for Motorways) must be split at the external boundary of the Local Highway Authority administrative area. For further information about recording Motorways, see **Section 7 - Streets - Motorways**.
- 10.1.3.2 Streets within a Local Highway Authority must not be split at internal administrative boundaries, except at District Council administrative boundaries in a two-tier government structure. Streets must not be split at parish, wards or other internal administrative boundaries – these should be regarded as "soft" boundaries.
- 10.1.3.3 If a Street passes from one TOWN_NAME to another there should be separate Street Data for each TOWN_NAME. The separation should be at a point approximate to the boundary.
- 10.1.3.4 Typically this means splitting the Street at a junction close to the boundary. The TOWN_NAME is normally that in which the major length of the Street is.
- 10.1.3.5 A location is described as a TOWN_NAME or as a combination of TOWN_NAME and LOCALITY. LOCALITY should be used only if it is necessary to distinguish between two Streets of the same name within the same town. Acceptable exceptions to this rule are identified below.
- 10.1.3.6 Punctuation must only be included within the TOWN_NAME and LOCALITY if the punctuation is part of the official TOWN_NAME and LOCALITY, for example "Stoke-on-Trent". Ampersands must only be used as a replacement for the word "and" if it appears in the official version of the name of a town, locality or Street. Full stops or commas must not be used as part of any TOWN_NAME and LOCALITY.
- 10.1.3.7 The Attribute name TOWN_NAME can be misleading particularly in sparsely populated areas. It must be populated with one of the following geographical identifiers, where continuity of the TOWN_NAME can be achieved for the Street Name or Street Description:
- The name of a city.

- The name of a town.
- The name of a village.
- The name of a hamlet.
- The name of a parish.
- A recognised settlement name.
- A geographical identifier.

10.1.3.8 The TOWN_NAME therefore represents one of the above and not the post town allocated by Royal Mail, although they are often the same name.

10.1.3.9 A TOWN_NAME must always be entered for a type 1 and a type 2 Street and may be entered for a type 3 and a type 4 Street.

10.1.3.10 LOCALITY defines an area or geographical identifier within a town, village or hamlet that must be a recognised geographical name.

10.1.3.11 LOCALITY must only be used for Streets in the following scenarios:

- If there is more than one Street of the same name in the same town.
- If the inclusion of a locality is necessary in addition to TOWN_NAME to avoid ambiguity in the identification of that Street and there is evidence of a recognised geographical identifier.
- If a settlement, with its own settlement name in common use, is in the same parish as another settlement but is distinctly separate, particularly in sparsely populated areas.
- If, a site contains named Streets and the site name is included in the Postal Address, for example airports, out of town shopping centres, industrial estates. This allows for Postal Addresses to be constructed which are meaningful to users.
- If the Street falls within a London Borough, apply the following rules. For a map of the London Boroughs, see **Appendix C**.
 - For all Streets within Inner London Boroughs the TOWN_NAME must be recorded as 'London' and an appropriate locality must be added to each Street. This applies to:
 - Camden.
 - City of London.
 - Hackney.
 - Haringey.
 - Hammersmith & Fulham.
 - Islington.
 - Kensington & Chelsea.

- Lambeth.
- Lewisham.
- Southwark.
- Tower Hamlets.
- Wandsworth.
- City of Westminster.
- For all Streets within Outer London Boroughs the appropriate local description for the town should be used, for example Wimbledon, Enfield, Harrow etc. and the Locality only used to avoid ambiguity within that 'Town'.
- Outer London Boroughs must reach agreement as to how this Field is populated consistently across London Boroughs to avoid duplication. This applies to:
 - Barking and Dagenham
 - Barnet.
 - Bexley.
 - Brent.
 - Bromley.
 - Croydon.
 - Ealing.
 - Enfield.
 - Greenwich.
 - Harrow.
 - Havering.
 - Hillingdon.
 - Hounslow.
 - Kingston upon Thames.
 - Merton.
 - Newham.
 - Redbridge.
 - Richmond upon Thames.
 - Sutton.
 - Waltham Forest.

10.1.3.12 Apply the following rules when creating localities:

- If LOCALITY is used, it should be a meaningful geographic identifier.
- LOCALITY should be a local area name.
- If LOCALITY and TOWN_NAME are the same then only the town name should be recorded.
- Post towns or postcodes or parts of postcodes must not be entered in LOCALITY.
- LOCALITY must be agreed between the Authority Street Custodian and the Authority Address Custodian.
- The LOCALITY AND TOWN_NAME contained in the ASG must not be based on Postal Address locations and post towns as defined by the Royal Mail Address Management Unit (AMU). They are geographical identifiers which help identify a BLPU and an LPI through the commonly known description of the location.
- If Streets pass through a number of different identified geographic locations, each Street section, to avoid ambiguity, must be recorded as a separate Street with the appropriate geographic location.
- If there are no properties associated with Streets passing through a number of different locations that are recorded as single Streets, these shall not be split until a change is required.
- Splits to such Streets shall occur at clearly marked boundaries or landmarks to facilitate identification of different Street start and end points on the ground.
- Type 1 Streets and type 2 Streets must be split only if one of the following changes occurs along the length of the Street:
 - The SNN Authority.
 - The LOCALITY Field if is used to identify a local geographic boundary.
 - The Street Name.
 - The town name or locality name.
- Type 1 Streets must not be split to show change of maintenance responsibility.
- Type 2 Streets must be split only at a recognisable physical marker.
- Type 2 Streets must not be split at a geographic boundary.

10.1.3.13 In **Figure 25**, a Street passes from Town A, through a locality and into another locality. Possibly, the LHA or the SNN Authority needs this Street to be split into as many as 3 USRNs. The Authority Street Custodian must consult with the Authority Address Custodian in the SNN Authority before a Street like this is split.

10.1.3.14 Splits must not be based solely on ward or parish boundaries. Local boundaries such as ward or parish boundaries change frequently over time, basing a network on these soft boundaries requires considerable amount of network maintenance work.

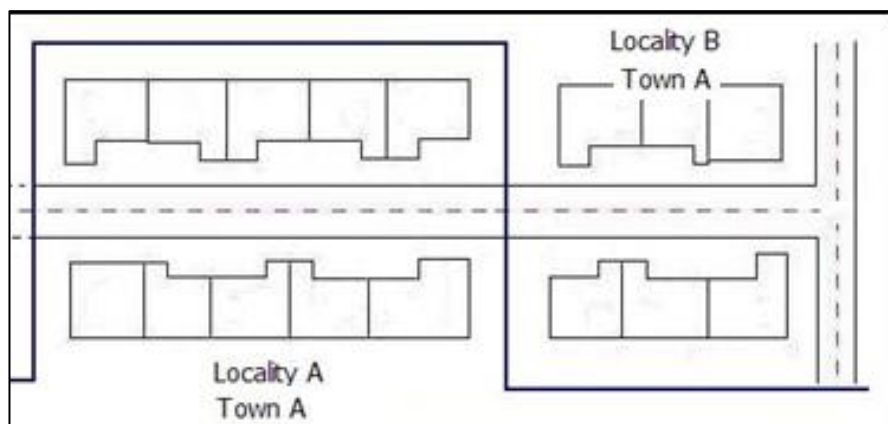


Figure 25 - Crossing locality and town boundaries

10.1.3.15 When a Street is split, possibly the boundary of the town or village is not represented in any mapping material or clearly visible on the ground. Also, the split often occurs between junctions. Therefore, be careful to split ESUs at appropriate places where the Street meets or passes an identifiable geographic feature in the real world. Some examples are:

- Rivers.
- Public houses.
- Bridges.
- Junctions.
- Footpaths with a PRow designation or other Footpaths.

10.1.3.16 All Streets must split USRN's at town and locality boundaries.

10.1.3.17 All USRN's will inherit the town or locality the USRN resides in.

10.1.3.18 LOCALITY should not be used as standard and should instead only be used when fitting the criteria described in **Section 10.1.3.5**.

10.1.3.19 It is not a requirement to split a Street where no addresses are affected, or where the addition of a locality provides no further clarity on the location of the USRN.

10.1.3.20 When new Records are created, the SNN Officer should work closely with the Authority Street Custodian through the Authority Address Custodian to ensure all parties agree town and locality descriptions.

10.1.3.21 ADMINISTRATIVE_AREA_NAME is mandatory. It must be the official current name of the LHA, excluding such words as: 'Council', 'Borough', 'District'. Permitted values include the following:

- Unitary Council name.
- English Shire County name.
- London Borough name.
- Metropolitan Borough name.
- Welsh Unitary Council name.

10.1.3.22 For a list of Local Highway Authorities, see **Appendix B**.

10.1.3.23 If TOWN_NAME is used, sometimes it is the same as ADMINISTRATIVE_AREA_NAME, for example, TOWN_NAME: Gateshead, ADMINISTRATIVE_AREA_NAME: Gateshead

10.1.3.24 The following must not be entered in ADMINISTRATIVE_AREA_NAME:

- Highways England.
- Transport for London.
- Postal County Name (if different from ADMINISTRATIVE_AREA_NAME).
- Historical County Name.

10.1.4 Location - Best Practice - Examples of correct usage of punctuation

Town Names

- Stoke-on-Trent
- Westward Ho!
- Ruyton XI Towns [Roman numeral correct]
- St Hilary ["St" allowed and no full stop for abbreviation]
- Redmarley d'Abitot [Lower case "d" and apostrophe both correct]
- Capel-le-Ferne [Hyphens and lower case "le" both correct]
- Besses o' th' Barn [Lower case and apostrophes all correct]
- Pen-y-Bont [lower case and hyphens all correct]

10.1.5 Location - Best Practice - Streets crossing from one town to another

10.1.5.1 Where the Local Land and Property Gazetteer identifies a change in town or locality via addressing, streets should be split to the criteria shown in **Section 10.1.3.15**.

10.1.5.2 Where additional properties are created on the edges of a town or locality, mainly because of extensions to the Street numbering scheme for properties, it is important to check that the LSG is not affected, if a town boundary moves then any split Streets should be adjusted to reflect the new boundary.

10.2 Non-continuous Streets

10.2.1 Non-continuous Streets - Definition and Background

10.2.1.1 Sometimes a Street is not a single continuous object, but consists of two or more non-continuous sections.

10.2.2 Non-continuous Streets - Policy

10.2.2.1 For a type 1 Street, this happens if a single named Street is interrupted by another Street of a different name. Some causes of a break are:

- A section which belongs to another local authority which has its own USRN for that section (see **Section 10.3.3**).
- A section which has a different official Street Name (for example if a Street opens out into a square for part of its length).
- A bridge which is officially named.
- A roundabout which is officially named.
- A junction which is staggered.

10.2.3 Non-continuous Streets - Conventions

10.2.3.1 If a type 1 Street is not continuous, to decide whether one USRN or two are required, consider the following things:

- If the two parts of the Street share the same town and locality, then enter the two sections as a Street, with one USRN, with a break in the middle.
- If the Street would have been a single USRN without the break, then enter a single USRN with ESUs either side of the break.
- If the Street would have been two USRNs without the break, then enter two USRNs, one each side of the break.

10.2.3.2 Type 2 Streets should be continuous. If a type 2 Street is split, the Streets should have two or more USRNs with a description for each section. However, if the descriptions are confusing, for example because of a lack of obvious landmarks, it is more practical to have a single USRN. For an example, see **Figure 26**.

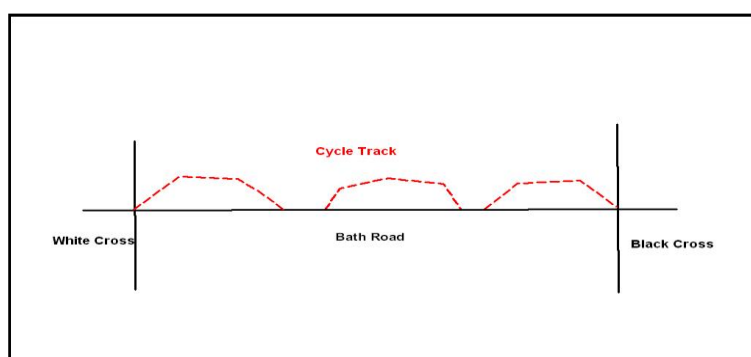


Figure 26 – Non-continuous Streets

10.2.3.3 In **Figure 26**, this can be three Streets:

- “Cycle Track from White Cross to Bath Road.”
- “Cycle Track from Bath Road to Bath Road.”
- “Cycle Track from Bath Road to Black Cross.”

10.2.3.4 In **Figure 26**, the lack of landmarks to mark the start and end of each section of the Cycle Track leads to a confusing repetition of “Bath Road”. It is better to have a single Street called “Cycle Track from White Cross to Black Cross” because this is less confusing.

10.2.3.5 A type 3 Street can be non-continuous as A and B road numbering can be interrupted by a Street of higher priority number. However, it should not be used to refer to an area of streets and should remain continuous wherever possible.

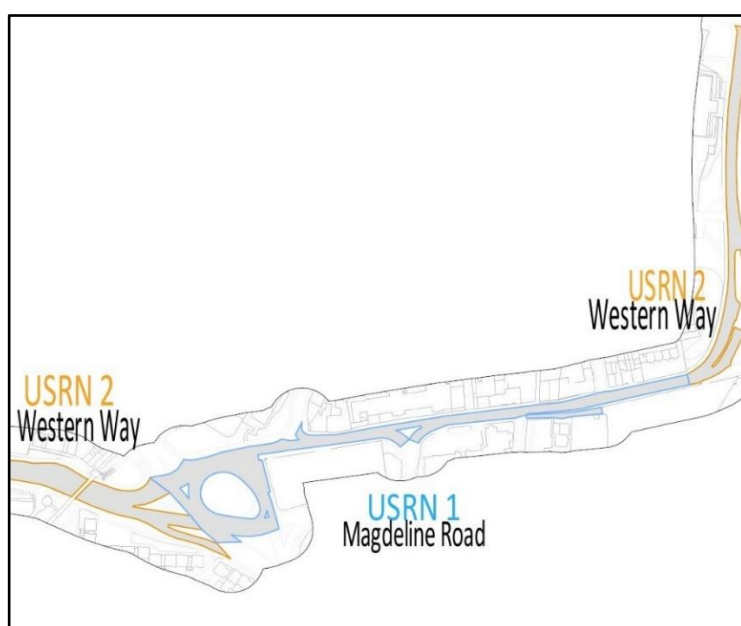
10.2.3.6 A type 4 Street can be non-continuous, for example if there are gaps in a long-distance trail.

10.2.4 Non-continuous Streets - Best Practice

10.2.4.1 A non-continuous street will be covered by the ESUs of at least two USRNs, though this can be more. It is essential to check that regardless of the number of USRNs involved, the combined ESUs cover the full extent of the Street, with no gaps over the entire length of the Street.

If the Street crosses an LHA administrative boundary, ensure that the end coordinates of the area are equal to the start coordinates of the joining LHA administrative boundary.

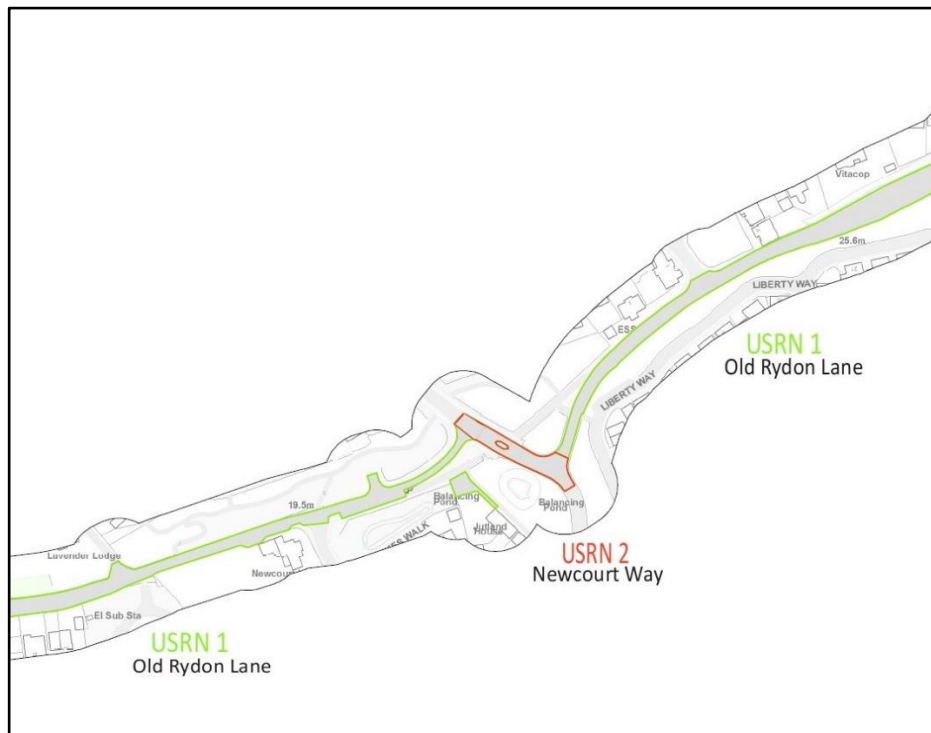
10.2.4.2 **Figure 27** illustrates a scenario where a Street name is interrupted by another Street name for part of its length.



© Crown copyright and database rights 2018 Ordnance Survey 100050727

Figure 27 - Street name is interrupted by another Street name

10.2.4.3 **Figure 28** illustrates a scenario depicting a staggered junction.



© Crown copyright and database rights 2018 Ordnance Survey 100050727

Figure 28 - Staggered junction

10.3 Local Highway Authority Boundaries

10.3.1 Local Highway Authority Boundaries - Definition and Background

- 10.3.1.1 Each Local Highway Authority is responsible for entering all the Streets within their administrative area into their LSG. Except for Motorways, for which a separate procedure applies (see **Section 7 - Streets - Motorways**), an LSG can only contain Streets within the administrative area of the Local Highway Authority creating it.
- 10.3.1.2 Local Highway Authority administrative boundaries dictate the limit of the Local Highway Authority submitted Street geometry in the NSG. To avoid duplication or gaps in the network, Street's that cross administrative boundaries must end at the Local Highway Authority administrative boundary, with the neighbouring Local Highway Authority using their own USRN range and details for the Street. This means both Local Highway Authority's must use the same coordinates to define where the Street intersects at the Local Highway Authority administrative boundary.

10.3.2 Local Highway Authority Boundaries - Policy

- 10.3.2.1 Administrative boundaries should be captured using the latest version of Ordnance Survey MasterMap® Topography Layer mapping data, although other mapping products, including paper maps can be used as reference or investigation material.
- 10.3.2.2 To achieve consistency of Street geometry between Local Highway Authorities, Streets that cross Local Highway Authority administrative boundaries must align at the boundary. This will require Authority Street Custodians from both adjacent authorities to work closely with each other to ensure that:
- ESUs crossing administrative boundaries are coincident and match across the boundary.
 - Interest Records are submitted on each other's Streets.
 - ASD coordinate Records are coincident and match across the boundary.

10.3.3 Local Highway Authority Boundaries - Conventions

- 10.3.3.1 If a Street crosses a Local Highway Authority administrative boundary a new Street must be created for each section of Street in each Local Highway Authority.

10.3.3.2 If a Street crosses a Local Highway Authority administrative boundary and then re-enters the Local Highway Authority at another point, non-continuous Streets can exist. Each Authority Street Custodian must decide whether to create a new USRN for each section within their Local Highway Authority, or if the Street can exist in a non-continuous fashion.

Scenario 1 – Boundary perpendicular to a Street

10.3.3.3 For an example see **Figure 29** and **Figure 30** . In each case a new USRN from the SNN Authority’s range shall be allocated to the Street and the start and end points agreed between both of the Local Highway Authority.

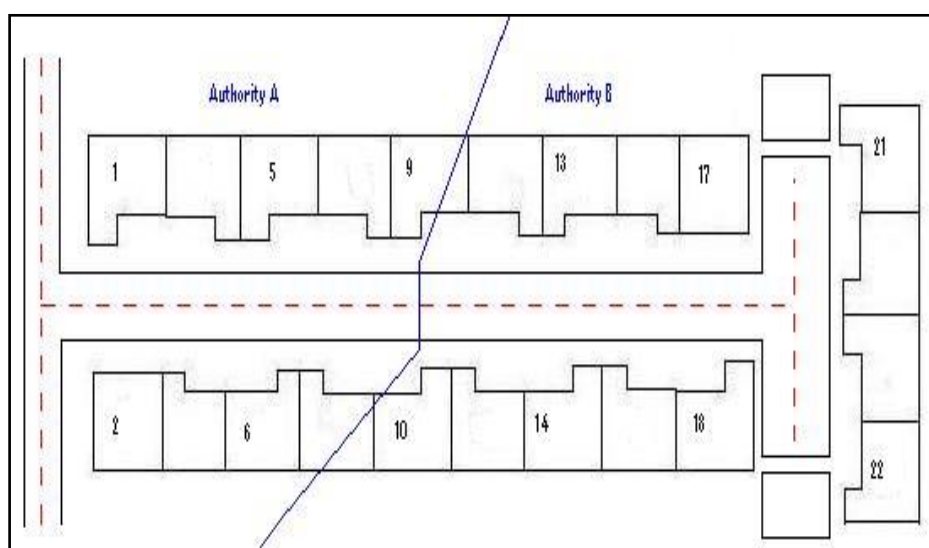


Figure 29-Street crossing Local Highway Authority administrative boundary example 1

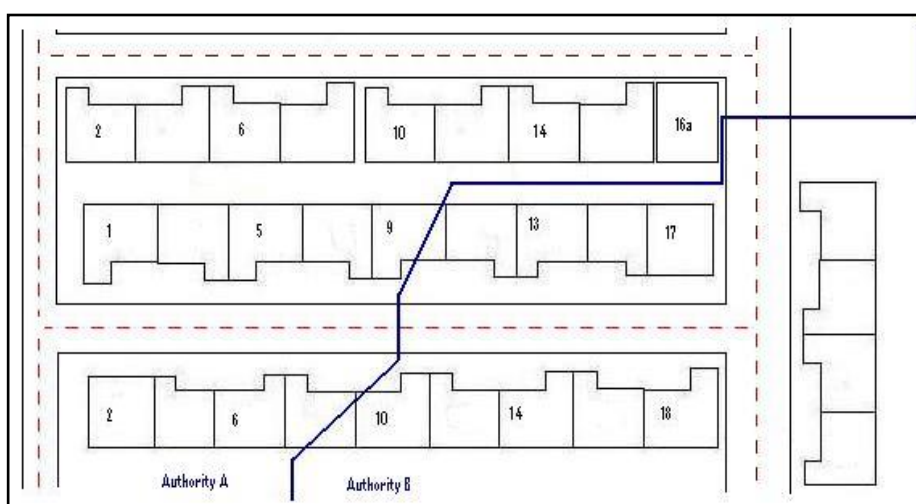


Figure 30 -Street crossing Local Highway Authority administrative boundary example 2

Scenario 2 – LHA boundary along the centreline of a Street

- 10.3.3.4 If a Local Highway Authority administrative boundary runs down the centre of a Street, each Local Highway Authority shall enter the Street into the LSG with a USRN from the respective SNN Authority's either a District Council or a Unitary Council range. For an example see **Figure 31**.
- 10.3.3.5 The ESU start and end points must be agreed by both SNN Authorities either a District Council or a Unitary Council. The same ESU ID must be used in both gazetteers, to ensure that the centreline geometry is not duplicated. Both LHAs must do the following:
- Enter an interest Record of part road.
 - Indicate in the ADDITIONAL_STREET_LOCATION_TEXT which part of the Street the LHA is responsible for.
 - Indicate in the ADDITIONAL_STREET_LOCATION_TEXT which part of the Street the LHA wishes to receive copy notices for. This depends on local maintenance arrangements. For more details, see **Section 13.3.2**.

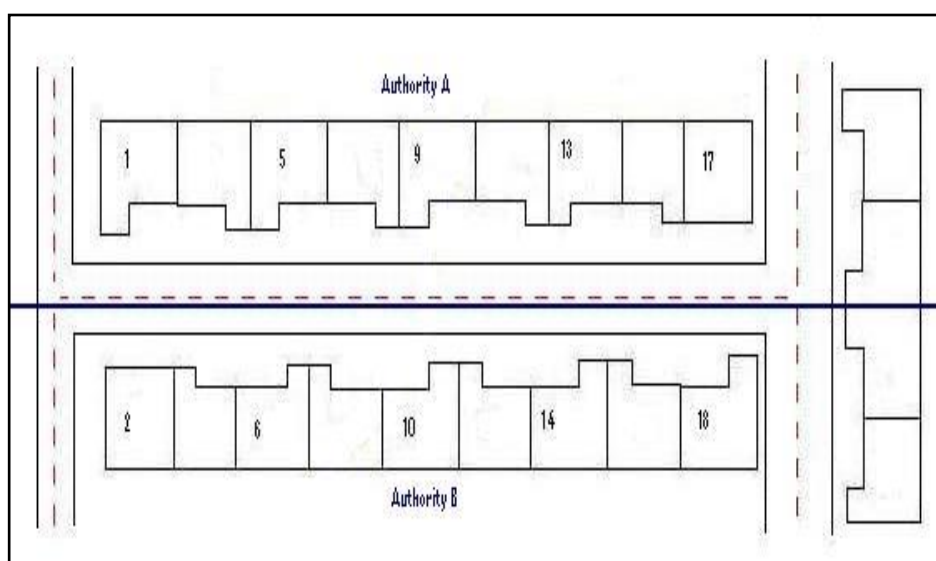


Figure 31 - Boundary along Street centre line

Scenario 3 – District boundary along the centreline of a Street

- 10.3.3.6 If an SNN Authority (either a District Council or a Unitary Council) administrative boundary runs down the centre of a Street and the adjoining SNN Authority is within the same LHA, only one USRN for that Street shall exist within the NSG. The SNN Authorities must agree between themselves which Authority's USRN is used.
- 10.3.3.7 The SNN Authority whose USRN is used must do the following:
- Ensure the LHA knows that the USRN will be present at GeoPlace.

- Record that a notice is required.
- Record that the Street is a Highway Maintainable at Public Expense (if it is).
- Record which LHA is responsible for the maintenance.

10.3.3.8 The SNN Authority whose USRN is not used must keep the Record locally, using the adjacent SNN Authority's USRN. The LHA may submit a type 61 Record indicating that copy notices are required.

Scenario 4 – LHA boundary along the side of a Street

10.3.3.9 If an SNN Authority (either a District Council or a Unitary Council) administrative boundary runs along a Street but follows the kerb or frontage of properties, only one LSG must contain a Record for that Street, see **Figure 32** . The SNN Authority with the majority share of the Street must enter the Street into the LSG with a USRN from the SNN Authority's range.

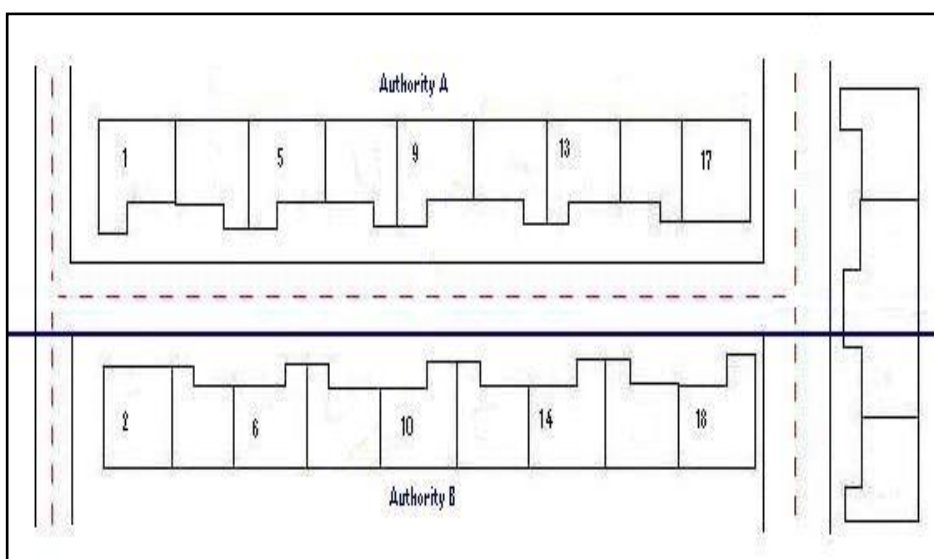


Figure 32 - Boundary along one side of Street.

10.3.3.10 If a Local Highway Authority administrative boundary is on the junction of two Streets, then the Authority Street Custodians in both Authorities must work together to ensure that the Street Records remain continuous.

10.3.3.11 If a parish boundary runs down the centre of a Street, and if both parishes are in the same LHA, then only one USRN for that Street must be entered into the LSG.

Scenario 5 – LHA boundary crossing at multiple points along a Street

10.3.3.12 An LSG must contain ESU and Street Data only for lengths of highway within the Local Highway Authority administrative boundary.

- 10.3.3.13 If Streets beyond the Local Highway Authority administrative boundary are entered, this creates duplicates when amalgamated into the NSG.
- 10.3.3.14 If a Street passes from one Local Highway Authority administrative boundary into another and then back into the first Local Highway Authority, do one of the following things:
- Record two Streets (with different USRNs), one non-contiguous Record for the first Local Highway Authority and one Record for the second.
 - If local requirements need the Street to be split into 3, the LHA entering 2 Streets must agree different localities with the SNN Authority to provide a unique entry in the LSG.
- 10.3.3.15 In such cases, the SNN Authorities will also need to agree the start and end point for each ESU to ensure that they tie together and effectively provide a contiguous network across administrative boundaries, see **Figure 33**.

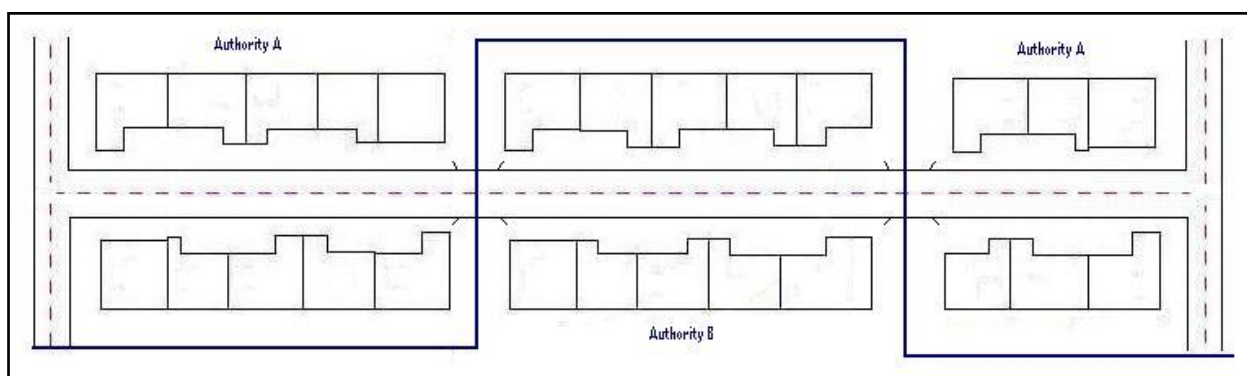


Figure 33 - Multiple crossing points

- 10.3.3.16 If the administrative boundary of an LHA cuts down across or through a Street, as demonstrated in **Figure 30**, **Figure 31**, **Figure 32** and **Figure 33** each LHA should register an interest in their neighbour's Street to ensure that each organisation receives notices of pending works for coordination purposes. The Interest Record is transferred within the data transfer file as a type 61 Record. For further details see the DTF current version. For details of the current version see Related Documents.

10.3.4 Local Highway Authority Boundaries - Best Practice

- 10.3.4.1 When splitting a Street at an administrative boundary, take a copy of the coordinates and pass them onto the bordering LHA.
- 10.3.4.2 When receiving coordinate information on Streets crossing an administrative boundary, check the Street exists in your gazetteer and

check that the coordinates provided coincide with the administrative boundary in the same location.

- 10.3.4.3 Download a copy of the neighbouring LHA's data to edge match and check there are no coordinate differences where the Streets should match. This should be undertaken in conjunction with the neighbouring LHA Authority Street Custodian.
- 10.3.4.4 Try to ensure the neighbouring LHA uses the same version of the administrative boundary data, see **Section 10.3.2 - Local Highway Authority Boundaries - Policy**.
- 10.3.4.5 If a Street crosses an administrative boundary more than once along its length, ensure that all the crossing point coordinates are sent to the adjoining LHA, as each point must correspond in each LSG.
- 10.3.4.6 Authority administrative boundaries often weave across a Street several times as opposed to falling either side of a Street. This results in a Street crossing into a neighbouring authority in several places. To avoid creating large quantities of USRN's for the same Street, a non-continuous street, is created by each LHA involved, holding only ESU's for the sections of Street that reside within their own LHA.
- 10.3.4.7 Where administrative boundaries cross a Street at multiple points, create a single USRN with ESU's that cover only the sections of Street which reside within the LHA. This will result in a series of ESU's that do not appear to be linked up in the LSG. These will, however, form a complete Street in the NSG when combined with the neighbouring LHAs geometry.
- 10.3.4.8 Where a boundary runs along the centreline of a classified unnumbered Road ("C" Road) the two neighbouring authorities need to consult with each other concerning which number to use.

11 Elementary Street Unit (ESU), Direction and One-Way Streets

11.1 Definition and Background

- 11.1.1 Elementary street units (ESUs) are subsets of Streets forming a continuous length. Primarily, they are recorded to relate the Street reference to a physical extent.
- 11.1.2 ESUs also enable the construction of Street network topology. They are primarily junction to junction (or end), but sometimes they end at other points.
- 11.1.3 Other topological features are the direction of the lines and the nodal connections.
- 11.1.4 These other topological features must be included in the LSG to construct a rigorous topology suitable for using the network for purposes such as routing.
- 11.1.5 Therefore, unlike the ASD Records, topology One-way Exemption Records are attributes of the ESU and not of the Street.
- 11.1.6 In some LSGs, Streets are split into very short units, to tie in with other information systems. This leads to problems of inconsistency when LSGs are amalgamated at the national level.
- 11.1.7 In BS7666-1:2006 an ESU is defined as a continuous length of Street between adjacent junctions, from junction to Street end or between other defined criteria, see **Section 11.3**.
- 11.1.8 Level 2 and Level 3 Street gazetteers include ESU Records, as defined in **Section 6 - Streets - Geometry Types**. ESU Records are the core element of the LSG. To conform with basic data capture principles these core elements should be collected once.
- 11.1.9 As many ESU coordinates should be used as is necessary to define the true shape of a Street centreline.
- 11.1.10 ESU coordinates are transferred within the data transfer file as a type 14 Record. Each ESU coordinate Record is numbered, with the first as number 2, the second as number 3 and so on, to enable the points to be plotted as a polyline and form the centreline of a Street section.
- 11.1.11 Attribution for ESU records is transferred within the DCA Street Update transfer file as a type 13 Record. For further details of the transfer format, see the DTF current version. For details of the current version, see Related Documents.
- 11.1.12 Street coordinates are transferred within the DCA Street Update transfer file as a type 14 coordinates Record, as defined in the DTF current version. For details of the current version, see Related Documents.

11.2 Policy

- 11.2.1 An ESU ID must be nationally unique, and persistent (that is, it does not change with changes in the information recorded about the ESU).
- 11.2.2 Where possible ASD Coordinate Records should be captured using the latest version of Ordnance Survey MasterMap® Topography Layer mapping data, although other mapping products, including paper maps can be used as reference or investigation material. It should be noted that in low population rural areas the specification of mapping data may not always accurately reflect the layout of the carriageway and verges in these areas.
- 11.2.3 ESU Records must be digitised consistently in the same direction for the entire length of the Street. This should usually be undertaken in the direction of property numbering scheme for the Street.

11.3 Conventions

11.3.1 Conventions - ESUs

- 11.3.1.1 ESUs should be drawn along the centre of the part of the Street which carries the highest public rights.
- 11.3.1.2 An ESU starts or ends in one of the following places:
- The start or end of a Street.
 - A Street junction (same or different Street, including at named roundabouts).
 - The end of the publicly maintainable highway.
 - At the limits of Network Rail's responsibility at a Level Crossing.
 - A change in the characteristics of the Street, for example:
 - Access restriction (for example no-entry, gate access).
 - Change from single to dual carriageway.
 - Change of HIGHWAY_DEDICATION_CODE. (See **Section 9.4 - Highway Dedication**).
- 11.3.1.3 In rural areas it can be appropriate to split ESUs at the edge of settlement (that is, the urban/rural split) if it is clearly delineated for example, by a speed limit change. This does not mean it is always necessary to split at a change of speed limit.
- 11.3.1.4 The following must be separate ESUs:
- Separate carriageways of dual carriageways.
 - Link and slip roads, for example at complex junctions.
 - Links in a named roundabout.

- 11.3.1.5 ESUs must end at features that exist in the real world, for example a junction. If it is necessary to break a long Street in a remote rural area, this can be one of the following:
- A stream.
 - A bridge.
 - A boundary marker.
- 11.3.1.6 For Private Streets, ESUs should not be split at changes between two or more private owners, except where other criteria requiring splitting also apply.
- 11.3.1.7 The ESU ID must also be cross referenced to the USRN for which it was originally created (unless it is moved to new Street), even if the geometry of the USRN or ESU changes. If an ESU is currently not referenced by a live USRN it must be closed.
- 11.3.1.8 For details of the special conditions for the creation and maintenance of Motorway ESUs, see **Section 7 - Streets - Motorways**.
- 11.3.1.9 ESU IDs must be constructed from the easting and northing at the mid-point of the ESU. These coordinates must be left padded with zeroes to 7 characters before they are combined. The leading zeroes of the easting disappears when the ESU ID is converted to an integer, for example, an ESU with a centre of 123456, 234567 has an ESU ID of 1234560234567. Ensure that a cross-over point is not used as an ESU ID if Streets cross without meeting, for example, a bridge, an underpass or a multi-level walkway.
- 11.3.1.10 The ESU ID must not change, even if the geometry of the ESU is changed at a later date.
- 11.3.1.11 Sometimes, ESU IDs are the same in more than one LSG. When many LSGs are combined into the NSG, the ESU ID must be considered with the SWA_ORG_REF_NAMING code (LAID) of the SNN Authority to ensure a nationally unique and persistent identifier is used.
- 11.3.1.12 Apply the following rules to the date Fields within the type 13 ESU Record:
- RECORD_ENTRY_DATE
 - The date that the Record is entered into the LSG. This does not have to be the same as the ESU_START_DATE because of latency in record entry that is, when the ESU is entered it doesn't always already exist in the real world.
 - LAST_UPDATE_DATE
 - The date on which any attribute of the Record was changed. This must be date that any alteration was made to the type 13 Record. Sometimes, more than one alteration is made between submission periods. The date of DCA Street Update transfer file to GeoPlace must be the date of the last change.

- ESU_START_DATE
 - The date on which the ESU starts to exist in the real world. This can be a date before the RECORD_ENTRY_DATE, because of latency in data entry. This can also be after the RECORD_ENTRY_DATE because sometimes Street Data is required for operational use before the Street exists on the ground.
- ESU_END_DATE
 - The date on which the ESU ceases to exist in the real world or was replaced by one or more new ESUs. This is also the Record's end date.

11.3.2 Conventions - Direction

- 11.3.2.1 If a Street has two classifications, it shall be recorded as one type 1 Street Record for its entire length, and two type 3 Streets for the length of the two classifications.
- 11.3.2.2 These classifications must be cross referenced at the ESU level. For an example see **Figure 34** . This example includes the type 11, 12, 13 and 15 Records (not all data is shown, this is an example for this purpose only).
- 11.3.2.3 If a Street changes classification at a point other than a junction, split the ESUs at that point so that type 3 Street Data is correctly assigned.

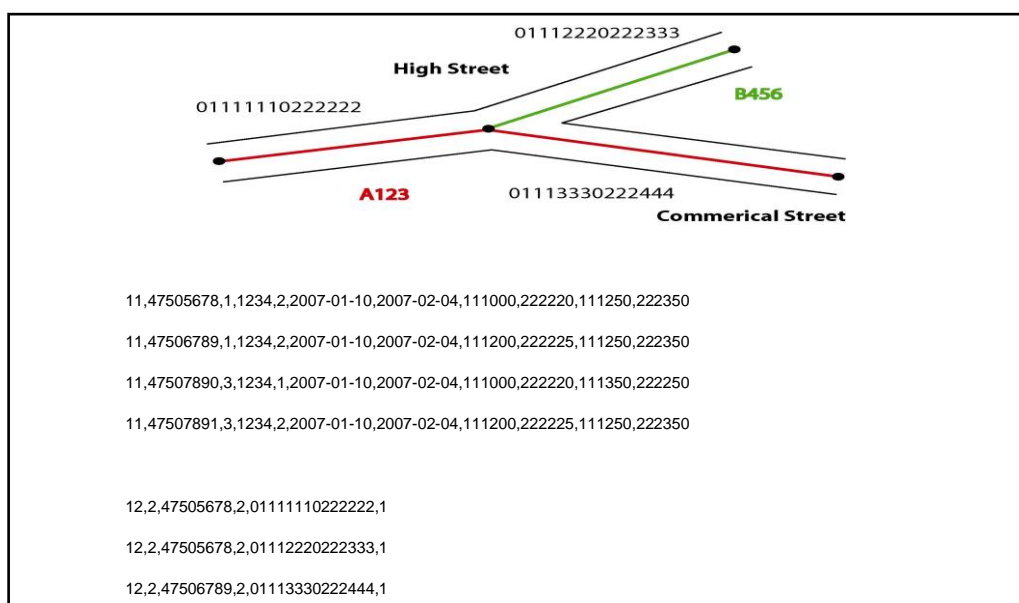


Figure 34 - Dual classified Streets

- 11.3.2.4 **Figures 35, 36, 37, 38, 39** and **40** shows where node linkages should be in the carriageway, particularly at T junctions, cross roads and roundabouts.

11.3.2.5 **Figures 35, 36, 37 and 38** show ESU node connectivity at a variety of junctions and Street ends. The ESU extremity points must be as close to the centre of the road as possible. All ESU extremity points must snap to the adjacent ESU.

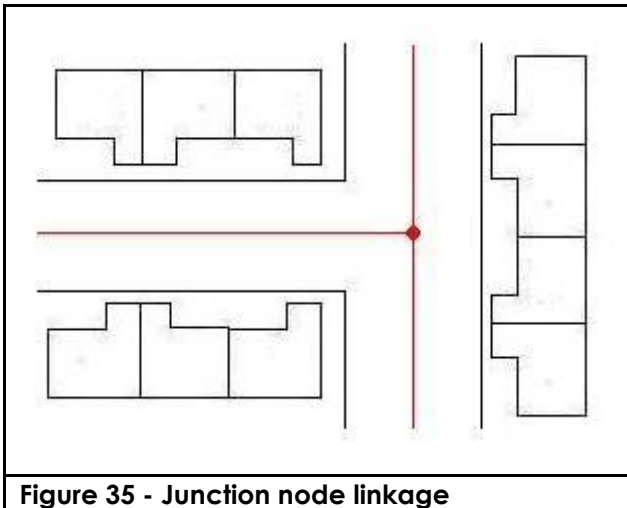


Figure 35 - Junction node linkage

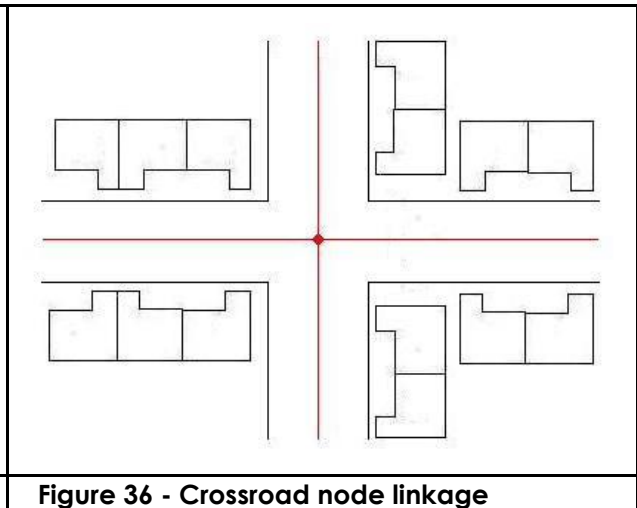


Figure 36 - Crossroad node linkage

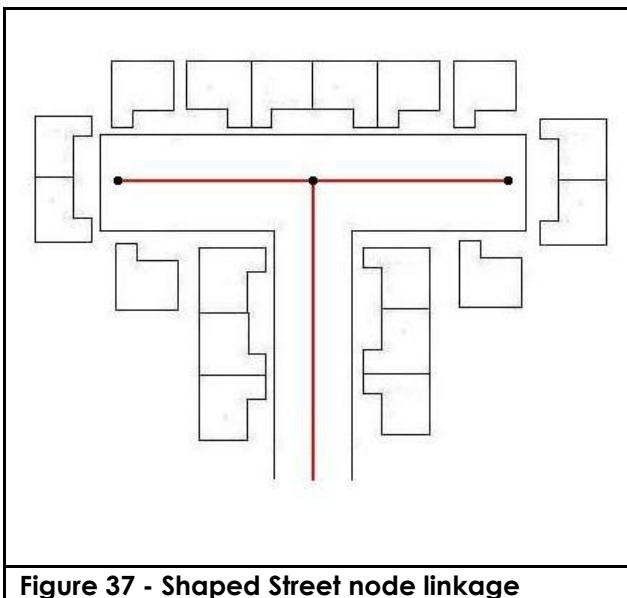


Figure 37 - Shaped Street node linkage

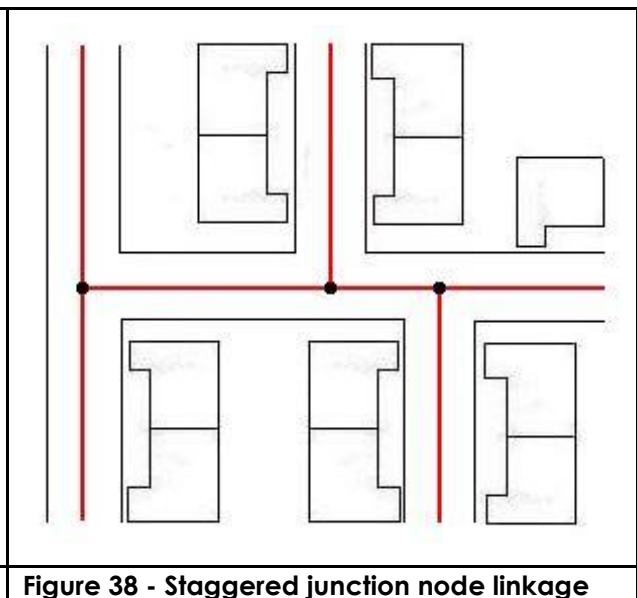
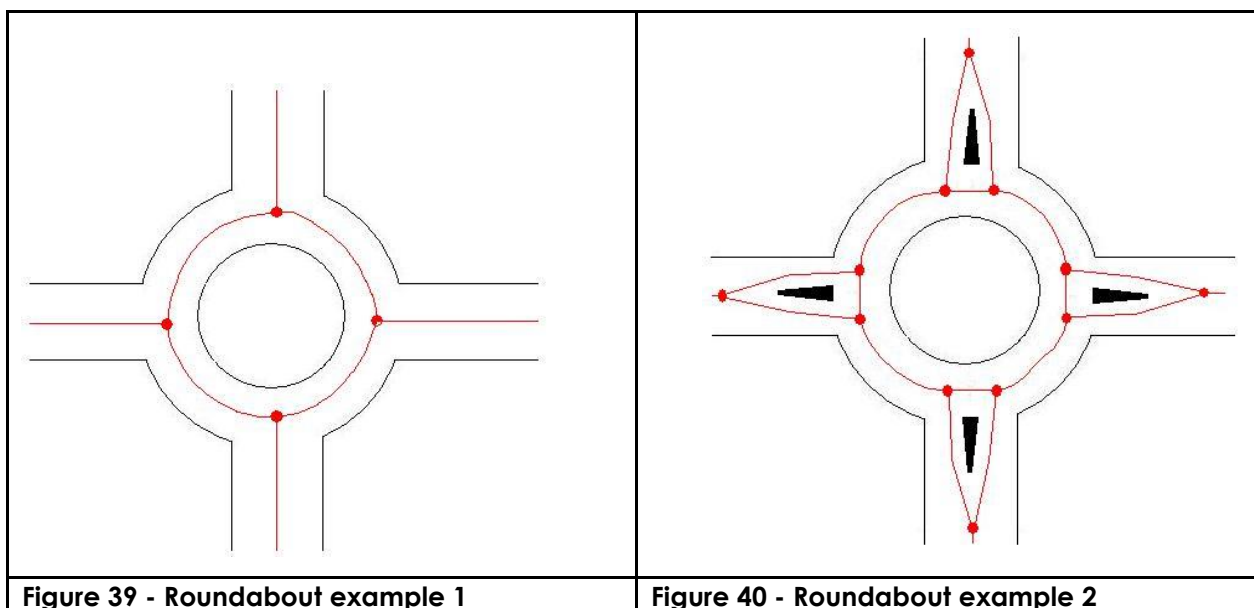


Figure 38 - Staggered junction node linkage



11.3.2.6 Named roundabouts should be entered into an LSG as type 1 Streets. Each exit to exit section of a roundabout must be recorded as a separate ESU cross referenced to the appropriate USRN. For an example, see **Figure 39** and **Figure 40**.

11.3.2.7 If a roundabout is not officially named, the ESUs should be attached to the appropriate type 1 or 2 Street, from or to the roundabout. The ESUs for the roundabout are usually attached to the primary Street (that is the Street with the highest classification or the main Street).

11.3.2.8 If there is no main Street, then the ESUs may be divided between all or some of the Streets serving the roundabout. In ambiguous cases such as this, a methodical and consistent approach should be taken that meets the operational needs of the DCA Participating Authority.

11.3.2.9 Mini Roundabouts must not be recorded as separate Streets.

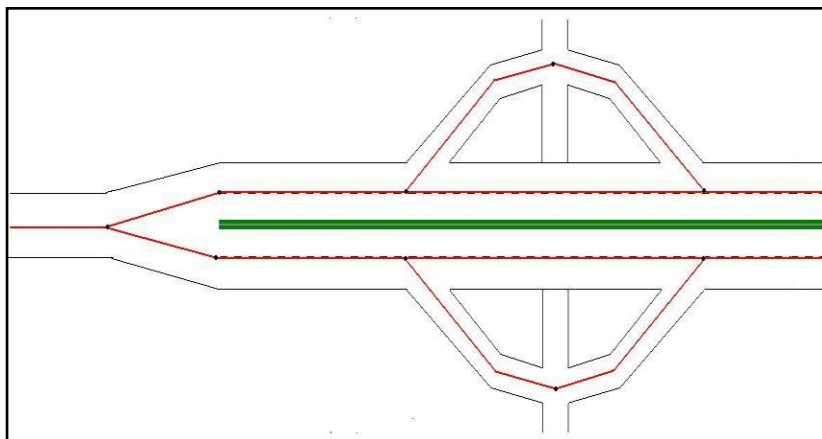
11.3.2.10 If a Mini Roundabout forms the junction between Streets, then the ESUs must meet in the centre of the Mini Roundabout.

11.3.2.11 A separate set of ESUs shall be entered for each direction of travel of a dual carriageway. Each officially named (type 1) Street or officially described (type 2) Street section of carriageway must be entered into the LSG.

11.3.2.12 If a section of dual carriageway has one official name, all ESUs for both directions of travel must be cross-referenced to the USRN for the type 1 Street.

11.3.2.13 If a section of dual carriageway is not officially named, it must be described. One type 2 Street must be recorded for the section of dual carriageway.

- 11.3.2.14 The Street description is not dependent on direction of travel and only one description must be created for each unnamed section of carriageway.
- 11.3.2.15 The description of a dual carriageway does not take into account the numbering of properties on the Street. **Figure 41** represents a typical section of dual carriageway and entry / exit slips.



Note: The green line represents the central reservation.

Figure 41 - Dual carriageway entry and exit

- 11.3.2.16 Where a Level Crossing is the responsibility of Network Rail, the section of Highway for which they are responsible must be a separate ESU. Network Rail will submit the necessary Special Designation record for the Level Crossing. See **Appendix G**.
- 11.3.2.17 Where a Level Crossing is the responsibility of an operator that does not have any Highways responsibilities, so that the crossing is publicly maintainable highway, then it is not necessary to create a separate ESU. This is likely to be the case for most preserved railways.

11.3.3 Conventions - One-Way Streets

- 11.3.3.1 If an ESU is one-way to normal traffic, the ESU_DIRECTION must be used. The ESU_DIRECTION indicates whether the allowable direction of traffic is from the start to the end of the ESU or vice-versa.
- 11.3.3.2 If the Street allows travel in both directions for all road users an ESU_DIRECTION = 1 should be used which means two-way traffic.
- 11.3.3.3 If there is a change between one-way and two-way in the middle of the ESU, then the ESU must be split at the change point.
- 11.3.3.4 If the one-way status of a Street is not known, then the one-way ESU_DIRECTION = 2 or 3 must not be used.
- 11.3.3.5 The one-way exemptions Record must be used to list types of vehicles and periodicity that are exempt from one-way restrictions.
- 11.3.3.6 One-way exemption Records must only be used if ESU_DIRECTION = 2 or 3.

11.3.3.7 ESU direction codes are transferred to GeoPlace within the data transfer file as a type 13 ESU Record. For further details, see Section 5.3.1 in the DTF current version. For details of the current version, see Related Documents.

11.3.4 Conventions - One-way Exemptions

11.3.4.1 The one-way exemption Record applies to any one-way ESU. An exemption can be used to record contra-flow lanes where one type of traffic is allowed to travel in the opposite direction from the one-way restriction, for example buses.

11.3.4.2 For the purposes of this Record, a one-way Street includes each carriageway of a dual carriageway or Motorway, a roundabout, and a slip road at a junction.

11.3.4.3 There must be a separate Record for each exemption on the one-way ESU, and the Records must cover a whole ESU.

One-way street exemption types	
Code	ONE_WAY_EXEMPTION_TYPE
1	Buses
2	Cycles
3	Taxis
4	Emergency vehicles
5	HGVs and Vans

Table 11 - One-Way Street Exemption Types

11.4 Best Practice

11.4.1 Best Practice - Life Cycle of ESUs

11.4.1.1 Formerly, Streets were versioned when a change was made to Street Data. Now this is replaced by the creation of a new instance of Street. A new instance is identified by updating the last update date Field.

11.4.1.2 Some events that mean a change is made to an existing ESU are:

- Re-alignment of a start or end coordinate.
- Alteration of an ESU coordinate (turn point node), if the start and end points remain the same.
- Split of an ESU.
- Permanent closure of an existing ESU.
- Merge of two or more ESUs.

11.4.1.3 New ESUs must be cross referenced to the corresponding Street. Some events that mean a new ESU is created are:

- Development or highway structure change.
- Splitting of an ESU.
- Merging of ESUs.

11.4.1.4 If a section of Highway no longer exists in the real world then the ESU Record must be closed. An ESU Record must not be deleted from the LSG unless created in error. See **Table 12** for versioning of ESUs.

Change type and versioning of ESUs	
Change type	Result
Creation of a new ESU	New ESU
Re-alignment of a start or end coordinate	ESU instance
Alteration of an ESU coordinate (turn point)	ESU instance
Splitting of an ESU	More than one new ESU
Permanent closure of an existing ESU	ESU instance
Merging of two or more ESUs.	New ESU

Table 12 - Versioning of ESUs

12 Cross reference records (XREFs)

12.1 Definition and Background

12.1.1 BS7666-1-2006 stipulates two types of cross reference, however, only one type is used in the NSG, to relate Streets to ESUs. This type is known in BS7666-1-2006 as a 'type 2 cross reference', but in this Reference Manual, DEC-Streets, it is simply referred to as a 'cross-reference' to avoid confusion.

12.2 Policy

12.2.1 There must be a cross-reference for every relationship between an ESU and a USRN in order to link them together. In general, most gazetteer systems will automatically generate cross references.

12.3 Conventions

12.3.1 Cross reference information is used in level 3 LSGs. All ESUs on a type 3 or type 4 Street must have a cross reference to a type 1 or a type 2 Street.

12.3.1 Only the cross references to the latest version of Streets or ESUs (open or closed) shall be present in the DCA Street Update. ESUs must not be cross referenced to more than one type 1 or type 2 Street.

12.3.2 A type 1 or type 2 Street must not be cross referenced to another type 1 or type 2 Street, except where a Street is STATE = 5 – Street for addressing purposes only.

12.3.4 Street cross reference data is transferred to GeoPlace within the data transfer file as a type 12 cross reference Record, as defined in the DTF current version. For details of the current version see, Related Documents.

12.4 Best Practice

12.4.1 Where the gazetteer system automatically generates the cross-reference number no further action is required.

12.4.2 Where manual intervention is required this should generate a cross-reference number between each USRN and each ESU for type 1 and 2 Streets. All type 3 or 4 Streets will be referenced to each ESU describing the length Street.

13. Additional Street Data (ASD)

13.1 Definition and Background

13.1.1 ASD provides additional information about a Street. ASD Updates must only be supplied for a type 1 or a type 2 Street.

13.1.2 If a Street is closed and replaced by a new Street, and if the ASD remains valid, any ASD related to that Street must be transferred to the new Street.

13.1.3 The seven types of ASD Record are:

- type 61 Interested Organisations Records.
- type 62 Construction Records.
- type 63 Special Designation Records.
- type 64 Height, Weight and Width Designation Records.
- type 66 PRow Records.
- type 67 ASD Coordinate Records.
- type 69 Metadata Records.

13.1.4 ASD Records are supported by Operational District data (OD) files which provide organisation information about the Record. The OD file is a list of contacts points and provides information such as organisation name, address, FTP details. For more information about OD files, see **Section 20 - LSG, ASD, Header, Footer, Metadata, Quality Statement and OD File**.

13.2 Policy

13.2.1 ASD is maintained and submitted by all organisations listed at **Section 3.3**. For the requirements of each Record type, see **Table 13** .

ASD Updates

Organisation	Example	Interest Type (type 61 Record)	Construction (type 62 Record)	Special Designations (Statutory) Own Streets (Type 63 Record)	Special Designations (Information) Own Streets (type 63 Record)	Special Designations (Statutory) Another Authorities Streets	Special Designations (Information) Another Authorities Streets	Height, Width and Weight Designation (type 64 Record)	PRoW (type 66 Record)	ASD Coordinate (type 67 Record)	ASD Metadata (type 69 Record)
Local Highway Authority	e.g. Unitary or County Council	✓	✓	✓	✓			✓	✓	✓	✓
Bridge Authority		✓				✓		✓		✓	✓
Private Street Manager		✓	✓	✓	✓					✓	✓
Transport Authority	e.g. Network Rail	✓				✓		✓		✓	✓
Sewer Authority		✓				✓				✓	✓
Street Authority	e.g. Transport for London and Welsh Assembly Government	✓	✓	✓	✓	✓	✓	✓		✓	✓
Other asset owner	e.g. Utility Companies	✓					✓			✓	✓
Highways Authority	e.g. Highways England	✓	✓	✓	✓			✓		✓	✓

Table 13 – ASD Updates

- 13.2.2 The two types of Special Designations are statutory and non-statutory. For the distinction between statutory and non-statutory, see **Appendix G**.
- 13.2.3 The values held in the ASD Records will change with the life cycle of the Street, see **Table 14**.

Additional Street Data (ASD)

Condition of Street	Date	State	17	61	62	63	64	66
Outside scope of NSG - Addressing Only - SNN	Undefined	5	null	5	9	Null	Null	Null
Under construction - Private street	Pegs in ground	1	12	3	9	Opt	Null	Null
Under construction - Private Street - Section 38	Legal	1	2 to 10	2	9	Opt	Opt	Opt
Under construction - Publicly Built	Pegs in ground	1	2 to 11	1	1 to 8	Man	Opt	Opt
Open - Private street	Undefined	2	2 to 12	3	9	Opt	Null	Opt
Open - Private street - Section 38	Undefined	2	2 to 11	2	9	Opt	Opt	Opt
Open - Adopted	Legal	2	2 to 10	1	1 to 8	Man	Opt	Opt
Open – Maintained by National/Regional highway Authority (e.g. Highways England, TfL)	Legal	2	2 to 11	4	11	Man	Opt	Opt

Table 14 – Values of Street state, adoption status (17) and ASDs through the lifecycle of a Street

13.3 Conventions

13.3.1 Conventions - Use of Whole Road Indicator and Associated Fields

- 13.3.1.1 Many ASD Records do not apply to the whole length or the whole width of the Street. Some ASD Records only apply to the carriageway and not the footway and vice versa. The WHOLE_ROAD indicator and associated Fields provide details of which section of the Street the ASD Record applies to.
- 13.3.1.2 If WHOLE_ROAD = 0 (not WHOLE_ROAD) on an ASD Record, accurate coordinates and a description must be provided detailing the position that the Record applies to within the Street.
- 13.3.1.3 The WHOLE_ROAD indicator identifies whether the Record applies to the whole of the Street or only part of it. Some examples of when the WHOLE_ROAD indicator is used to do this are:
- In the case of ASD type 61 Records, (Interest Records) typically the LHA or the HA is interested in the WHOLE_ROAD but a Bridge Authority is interested only in that part of the Street which contains their bridge.
 - In the case of Special Designations, it is unlikely that special engineering difficulties, structures, special surfaces etc. will apply to the WHOLE_ROAD.
 - In London, TfL and the London Boroughs have shared responsibilities for several Streets and the use of the WHOLE_ROAD indicator is more common.

- Sometimes, administrative boundaries run down the centre of the Street (see **Figure 31**) and the maintenance responsibility for the Street is split between two LHAs. For example, Authority A maintains the eastern footway only and Authority B maintains the carriageway and western footway. This is recorded independently against the separate USRN in each LSG using the WHOLE_ROAD indicator.
- If reinstatement categories change along the length of the Street, the WHOLE_ROAD indicator provides details of which categories applied to which lengths of the carriageway or footway.

13.3.2 Conventions - Additional Street Location Text

- 13.3.2.1 This Field must be completed if WHOLE_ROAD = 0 is present in the transfer file indicating that the Record is for only part of the Street.
- 13.3.2.2 This Field provides a description of the extent of the Street affected by the Record if that extent is only part of the Street. The following sections describe good practice on the completion of this Field.
- 13.3.2.3 The text must be in plain English and avoid the use of jargon and ambiguous abbreviations.
- 13.3.2.4 The content must be set out in a structured way.

13.3.3 Conventions - Start and End Coordinates

- 13.3.3.1 These coordinates must be provided only if WHOLE_ROAD = 0. The purpose of the coordinates is to identify the start and end point of the extent of interest or asset.
- 13.3.3.2 Apply the following rules to start and end coordinates:
- Coordinates shall be entered with eight numerical figures including 2 decimal places (leading zeros are required in certain parts of south west England).

13.3.4 Conventions - Use of personal information

- 13.3.4.1 Under existing and new legislation, GeoPlace must comply with the 'Data Controller' obligations under the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).
- 13.3.4.2 This means that personal information must not be present in any location or description Fields to ensure the protection of individuals.
- 13.3.4.3 If personal information is required, proof of consent should be recorded – even if this relates to contact details for an officer in a public body or connected to street works administration. The potential risk of sharing personal information without the consent of the individual is very serious.
- 13.3.4.4 The types of personal information that must not be present unless proof of consent is recorded include:

Additional Street Data (ASD)

- Names of individuals.
- An individual's contact details (Email, phone number, Address).

13.3.4.5 The types of contact information that can and are encouraged to be present include:

- Local Highways Authority, Highways England, Transport for London or Welsh Assembly Government departments/service functions contact details (Email, phone number, Address).

13.5 Best Practice

13.5.1 The following criteria should be used for Additional Street Location Text:

- From a visible landmark to a visible landmark, for example:
 - "From High Street to Low Street."
 - "From the George and Dragon Public House to the Post Office."
- From a landmark a measured distance in a particular direction.
 - "From the junction with High Street south for 100 metres."
 - "From Queen Victoria Monument southeast for 50 metres."
- If there are no landmarks except the asset being designated the location can be described in relation to the asset, for example:
 - "From 20 metres west of railway bridge over road to 10 metres east of the same bridge."
- If administrative boundaries run longitudinal down a Street, for example:
 - "Eastern side of carriageway and eastern footway only."

14. Interested Organisations Record (Type 61)

14.1 Background and Definition

14.1.1 The principal purpose of the type 61 Interest Record is to identify the type of interest an organisation has in a Street. To declare such an interest is to indicate that it is an organisation to whom:

- All EToN Notices must be submitted.
- Copies of all EToN Notices must be submitted.
- Copies of all restriction information and Street Works licenses must be submitted.

14.1.2 The type 61 Interest Record identifies whether the Street is a Highway Maintainable at Public Expense. For further information about identifying a Highway Maintainable at Public Expense, see **Section 14.3.2**.

14.1.3 The Interest Record identifies who is responsible for maintaining the Street where this is not the Local Highway Authority, for example, Transport for London, Highways England or Welsh Assembly Government.

14.2 Policy

14.2.1 The whole of the Street must be covered by a single, or set of, Interest Records. There must be one Interest Record for each section of Street subject to the adoption status.

14.2.2 Interest Records must not be present in ASD Update transfer files for Closed Streets.

14.2.3 Each District defined within this Record must correspond to a District in the OD file.

14.2.4 Interest Record data is transferred to GeoPlace within the ASD Update data transfer file as an Interest Record. For further information see the DTF current version. For details of the current version, see Related Documents.

14.3 Conventions

14.3.1 Conventions - Interest Record Field Descriptions

- 14.3.1.1 Some of the Fields contained in an Interest Record are explained in this section.
- 14.3.1.2 Record Identifier - Mandatory Field
- The RECORD_IDENTIFIER identifies the Record type. In the Interest Record the RECORD_IDENTIFIER = 61.
- 14.3.1.3 USRN - Mandatory Field
- USRN - Unique Street Reference Number for the Street.
- 14.3.1.4 Additional Street Sequence Number - Mandatory Field
- The ADDITIONAL_STREET_SEQUENCE_NUM Field indicates that there can be more than one Interest Record present for any Street. It is therefore necessary to differentiate between them and this is achieved by ensuring an ADDITIONAL_STREET_SEQUENCE_NUM is present in the NSG. For example, if part of a Street is a Highway Maintainable at Public Expense and part of a Street is not a Highway Maintainable at Public Expense.
- 14.3.1.5 SWA Org Ref Authority - Mandatory Field
- The SWA_ORG_REF_AUTHORITY Field should be completed with the four-digit LAID code of the organisation which has an interest in the Street. For a Private Street, this is the LHA whose area covers the Private Street. For details of how to obtain an LAID code, see **Appendix F**.
- 14.3.1.6 District Reference Authority - Mandatory Field
- The DISTRICT_REF_AUTHORITY Field should be completed with the four-digit LAID code of the District within the LHA that has an interest in the Street. Highways Authorities must define separate Districts for the Primary Notice Authority and highway works functions within their organisation.
 - LHAs should also define one or more separate Districts for Private Streets within their area.
- 14.3.1.7 Street Works Organisation Maintaining Data - Conditional Field
- The SWA_ORG_REF_MAINTAINING Field should be completed with the four-digit LAID code of the organisation responsible for maintaining the Street.
 - If the Street is maintainable by an organisation such as Transport for London, Welsh Assembly Government or Highways England, the LAID code should reflect the appropriate SWA_ORG_REF.

14.3.1.8 District Maintaining Data - Mandatory Field

- The DISTRICT_REF_AUTHORITY Field is the specified District within the Authority responsible for maintaining the Street. Typically, this is a Highways maintenance function or agent. The code must correspond to one specified in the OD file.

14.3.1.9 Districts in the ASD Records are groups of Streets for which similar types of notices should be sent and which have similar liabilities for maintenance.

14.3.1.10 The Local Highway Authority may define as many Districts as are required for its operation of Street Works noticing, and should include a District for Streets with STREET_STATUS = 3 - Neither 1, 2, 4 nor 5.

14.3.1.11 Each District defined within this Record must correspond to one in the OD file.

14.3.1.12 The Local Highway Authority which defines the District is referred to in this Record as the DISTRICT_REF_AUTHORITY.

14.3.2 Conventions - Street Maintenance Responsibility

14.3.2.1 The Street maintenance responsibility Field identifies whether the Street is a Highway Maintainable at Public Expense, as defined by Section 36(6), Highways Act 1980 or prospectively maintainable at public expense as defined by Section 87, New Roads and Street Works Act 1991.

14.3.2.2 Five options in **Table 15** cover different maintenance responsibilities. Four of these are:

- Highway Maintainable at Public Expense
- Prospectively maintainable at public expense.
- Neither of these.
- Street is maintainable by another Highway Authority.

The fifth option indicates that the Street exists for addressing purposes only and is outside the scope of ETON and NRSWA.

Street Maintenance Responsibility		
Code	STREET_STATUS	Description
1	Maintainable at Public Expense	A Street that has been adopted and the maintenance of which is the responsibility of the Local Highway Authority.
2	Prospectively Maintainable at Public Expense	A Street under an agreement for adoption that has been registered as a local land charge.
3	Neither 1, 2, 4 nor 5	A Street for which the maintenance responsibility is neither 1, 2, 4 nor 5.
4	Maintenance responsibility is to another Highway Authority	A Highway Authority is responsible for maintaining this Street.
5	Street outside scope of EToN	A Street which exists for addressing purposes only and is not capable of being noticed.

Table 15 - Street Maintenance Responsibility Codes

14.3.2.3 STREET_STATUS = 1, 2 or 3 must only be supplied with Records that are identified as the INTEREST_TYPE = 1 - Primary Notice Authority.

14.3.2.4 Examples of Streets that are neither publicly maintainable nor prospectively maintainable, therefore require to be STREET_STATUS = 3 are:

- Private Streets.
- Toll roads.
- Toll bridges.
- Toll tunnels.

14.3.2.5 STREET_STATUS = 4 must only be present in the transfer file to indicate that the Street is maintainable by a Highway Authority. This only applies to Streets maintainable by Highways England, Transport for London and the Welsh Assembly Government.

14.3.2.6 STREET_STATUS = 4 must not be used to state that the Street is subject to a local area or service level agreement with another Local Highway Authority.

14.3.2.7 If STREET_STATUS = 5 is used, then INTEREST_TYPE = 1 - Primary Notice Authority must be entered. For more information about organisation interest types, see **Table 15**.

14.3.2.8 The Street maintenance responsibility may be used to help determine the List of Streets as defined by S. 36(6), Highways Act 1980. For further information, see **Appendix H**.

14.3.2.9 The Street maintenance responsibility must always be present in the transfer file. STREET_STATUS = 5 covers type 1 Streets which exist for addressing purposes only and are not subject to noticing under the ETON specification. The four cases of this are:

- Type 1 Street named terraces on another type 1 Street. STREET_STATUS = 5 and type 11 Interest Record STATE = 5 – Street for addressing purposes only, must be present in the transfer file. A Street with STATE = 5 must not be present in the transfer file with any other Street maintenance responsibility code.
- Overlapping Streets. If two Streets overlap, one of the two Streets must be chosen by the Authority Street Custodian to be the Street to be noticed for Street Works and for the purposes of the List of Streets. This Street will have STREET_STATUS = 1 (or 2, 3 or 4 as appropriate) for its entire length of the Interest Record. The other Street will have two type 61 Records with different Street maintenance responsibility codes:
 - STREET_STATUS = 5 for the section that is in the overlap.
 - STREET_STATUS = 1, 2, 3 or 4 (as appropriate) for the rest of the Street.
- Permissive Paths. For further information about Permissive Paths, see **Section 5.3.26**.
- Streets must not be added for planning purposes which are not yet under construction. (See **Appendix D**). These Streets do not meet the definition of a Street in the New Roads and Street Works Act 1991.

14.3.3 Conventions - Organisation Interest Type

14.3.3.1 For the three types of organisation interest an organisation can create under the ETON specification, see **Table 16** .

Organisation Interest Type		
Code	INTEREST_TYPE	Description
1	Primary Notice Authority	The Street or Permit Authority for the Street or the Local Highway Authority acting on behalf of a Private Street Manager.
8	All notices	Used when an organisation has an interest in a Street or part Street and is not the Highway Authority but wishes to receive all NRSWA notices.
9	Restrictions or licences	Used when an organisation has an interest in a Street or part Street and only wishes to receive details of restriction notices or proposed Street works licences.

Table 16 – Organisation Interest Types

- 14.3.3.2 The Primary Notice Authority is the Street or Permit Authority responsible for the coordination of Street Works on the specified Street or part Street. In the case of Private Streets this is the Local Highway Authority whose area covers the Private Street.
- 14.3.3.3 Any other interested party receives copies of notices.
- 14.3.3.4 It is possible to have multiple type 61 Interest Records related to a Street, one referring to the Primary Notice Authority and additional Records relating to other organisations with an interest in the Street, or if a Street has split responsibilities. Examples of these are:
- A typical example of the first instance is a Street carried over a railway by a bridge owned by the railway company.
 - The LHA has an organisation interest in the Street and needs to receive all notices for co-ordination purposes.
 - The railway company has an organisation interest in a Street as a Bridge Authority because its bridge may be affected by works.
 - The railway company's organisation interest however is limited to the part of the Street which is carried by the bridge, whereas the LHA is interested in the whole Street.
 - A typical example of the second instance is if a Street has shared Highway Authority responsibilities.
 - This is particularly common in London where TfL and London Boroughs share responsibilities.
 - In this scenario, LHAs should agree the extents of the Street for which they each have Highway Authority responsibilities and agree common start or end coordinates where the responsibility passes from one Highway Authority to the other.
 - Each Highway Authority then must ensure the appropriate organisation interest Records are present in the NSG in order to receive INTEREST_TYPE = 1 - Primary Notice Authority and copies of INTEREST_TYPE = 8 - All Notices.
- 14.3.3.5 If a Local Highway Authority would like to receive copies of notices on another Local Highway Authority's Street, the Local Highway Authority should create a type 61 Interest Record using the neighbouring Local Highway Authority's USRN and ensure it is present in the NSG. The rules for this are:
- If copy notices are requested on a Street, then Street maintenance responsibility information must not be present for that Street.
 - SWA_ORG_REF_MAINTAINING and DISTRICT_REF_MAINTAINING Fields must show the Local Highway Authority responsible for maintaining the Street.

- If a Local Highway Authority expresses an organisation interest as a copy notice recipient, GeoPlace will transfer all type 61 Interest Records for copy notices recipients to the appropriate Local Highway Authority dataset in NSG.

14.3.3.6 Under NRSWA, the Local Highway Authority is responsible for all Streets within the Local Highway Authority administrative area. If there is a local area or service level agreement between two Highway Authorities for the maintenance of a Street, then refer to **Section 14.3.6** for the procedure to use.

14.3.4 Conventions - Private Streets

14.3.4.1 Private Streets are Streets which are not a Highway Maintainable at Public Expense. If an agreement exists to adopt the Street in the future and if that agreement is registered as a Local Land Charge, then STREET_STATUS = 2 – Prospectively Maintainable at Public Expense must be used. In all other cases STREET_STATUS = 3 – Neither 1, 2, 4 nor 5 must be used.

14.3.4.2 Any notice received by the Local Highway Authority on the Private Street does not convey any obligation on the Local Highway Authority to manage the works on the Street.

14.3.4.3 Utility companies or Works Promoters must still liaise directly with the residents of that Street before undertaking any works.

14.3.4.4 If the Private Street Manager has an independent EToN system, details should be added to the Local Highway Authority street works system under a DISTRICT_REF_MAINTAINING code.

14.3.4.5 This code should be agreed with the Private Street Manager and it must be used to ensure that notices are directed appropriately via the Local Highway Authority OD file.

14.3.4.6 A process should be in place to ensure that changes to Operational District data held in any independent EToN system information are communicated to the Local Highway Authority and therefore be present in the NSG.

14.3.4.7 If the Private Street Manager is known to the Local Highway Authority and does not have an EToN system then the Local Highway Authority must be recorded as the INTEREST_TYPE = 1 - Primary Notice Authority.

- 14.3.4.8 A separate Operational District code in the Local Highway Authority OD file may be assigned to reflect this situation. The function of the Operational District in the OD file should be present in the NSG as Private Street Manager.
- 14.3.4.9 If the Private Street Manager is unknown to the Local Highway Authority, the Local Highway Authority must be present in the NSG as INTEREST_TYPE = 1 - Primary Notice Authority. DISTRICT_REF_AUTHORITY = 998 may be used for this purpose.
- 14.3.4.10 In these circumstances, a notice will be generated and sent to the appropriate Local Highway Authority. However, it remains the responsibility of the Works Promoter to contact the residents directly.
- 14.3.4.11 A corresponding type 62 Construction Record declaring that the Street is private must also be present in the NSG. For more information, see **Section 15**.

14.3.5 Conventions - Use of Whole Road Flag and Associated Fields

- 14.3.5.1 For more details, see **Section 13.3.1**.

14.3.6 Conventions - Streets with Local Maintenance Agreements

- 14.3.6.1 Some Local Highway Authorities have agreements with a neighbouring Local Highway Authority that the neighbour will maintain certain Streets in their administrative area. This must be present in the NSG in the following manner:
- OD File - For each neighbouring Local Highway Authority that maintains a Street within the administrative area, a separate Operational District must be present in the OD file. This Operational District will nominate the neighbouring Local Highway Authority's street works system as the INTEREST_TYPE = 1 - Primary Notice Authority.
 - Type 61 Interest Record - For each Street maintained under such an agreement there must be two type 61 Interest Records, one to refer the INTEREST_TYPE = 1 - Primary Notice Authority to the maintaining recipient and the other to generate a copy to the owning Local Highway Authority's street works system.
 - The following rules must be applied to the first type 61 Interest Record:
 - STREET_STATUS = 1 – Highway Maintainable at Public Expense must be present in NSG.
 - STREET_STATUS = 4 – Maintenance responsibility is to another Highway Authority must not be present in NSG. This code is reserved for Streets maintained by a National/Regional Highway Authority.

- INTEREST_TYPE = 1 – Primary Notice Authority must be present in NSG. The owning authority is still the primary notice authority which creates the OD file.
- The Operational District number present in the OD file for the neighbouring Local Highway Authority must be present in the DISTRICT_REF_AUTHORITY Field in NSG.
- The SWA_ORG_REF_MAINTAINING code for the owning Local Highway Authority, not the neighbouring Local Highway Authority maintaining the Street must be present in NSG.
- The following rules must be applied to the second Record:
 - STREET_STATUS = 1 – Highway Maintainable at Public Expense must be present in NSG.
 - INTEREST_TYPE = 8 – All notices. This generates the copy to the owning Local Highway Authority.
 - The Operational District number present in the OD file for the owning Local Highway Authority's street works system to receive a copy must be present in the DISTRICT_REF_AUTHORITY Field in NSG.
 - The SWA_ORG_REF_MAINTAINING code for the owning Local Highway Authority, not the neighbouring Local Highway Authority maintaining the Street must be present in NSG.
- The following rules must be applied to both the type 62 Construction and type 63 Special Designation Records:
 - Type 62 Construction Record – REINSTATEMENT_TYPE_CODE = 11 – Street maintained by another Highway Authority must not be present in NSG. This code is reserved for Streets maintained by a National/Regional Highway Authority.
 - Type 63 Special Designation Record – must not be present in NSG, as appropriate to each designation. If a designation crosses the border between the two Local Highway Authorities, it must be present in NSG for both Local Highway Authorities, for example a culvert under a Street.

14.4 Best Practice

14.4.1 The Street maintenance responsibility may be used to help determine the List of Streets as defined by Section 36(6), Highways Act 1980. For further information, see **Appendix H**.

14.4.2 A Local Highway Authority should identify all Streets that it has an interest in, including those outside its administrative boundary. This will enable the Local Highway Authority to receive street works notices which may affect their Street network responsibilities.

- 14.4.3 Authority Street Custodians should ensure that only allowable combinations of codes in the relevant Fields are entered. In some gazetteer software, the permitted combinations may be hard coded into the system. In others, invalid combinations will be identified by GeoPlace through the compliance checks or health checks. For further information see, **Appendix F**.

15. Construction Record (Type 62)

15.1 Background and Definition

15.1.1 The purpose of the Construction Record is:

- To identify the standard of construction that is used in the Street, as specified by the NRSWA Specification for the Reinstatement of Openings in Highways (SROH), 3rd Edition. This edition is not currently adopted in Wales.
- To identify any special surface or construction needs in the Street, as specified by the NRSWA Specification for the Reinstatement of Openings in Highways (SROH), 3rd Edition.
- To determine the level of NRSWA section 74 charges an LHA is allowed to charge a utility or Works Promoter when their works overrun.

15.1.2 If the standard varies along the length of the Street, it is possible to have multiple Construction Records that apply to each Street.

15.2 Policy

15.2.1 The whole of the Street must be covered by a single, or set of, Reinstatement Records. There must be one Reinstatement Record for each section of Street subject to the reinstatement category.

15.2.2 Construction Records must not be present in ASD Update transfer files for Closed Streets.

15.2.3 Each District defined within this Record must correspond to a District in the OD file.

15.2.4 Construction Record data is transferred to GeoPlace within the ASD Update data transfer file as a Construction Record. For further information see the DTF current version. For details of the current version see Related Documents.

15.3 Conventions

15.3.1 Conventions - Construction Record Field descriptions

15.3.1.1 The Fields contained in a type 62 Construction Record are explained in this Section.

15.3.1.2 Record Identifier - Mandatory Field

- The RECORD_IDENTIFIER identifies the Record Type. In the Construction Record the RECORD_IDENTIFIER = 62.

15.3.1.3 USRN - Mandatory Field

- USRN - Unique Street Reference Number.

15.3.1.4 Construction Type Sequence Number - Mandatory Field

- The CONSTRUCTION_TYPE_SEQ_NUM Field indicates that there can be more than one Construction Record present for any Street. It is therefore necessary to differentiate between them and this is achieved by ensuring a CONSTRUCTION_TYPE_SEQ_NUM is present in the NSG.

15.3.1.5 Construction Type - Mandatory Field

- CONSTRUCTION_TYPE differentiates between the 3 types of information that can be present in the ASD Update transfer file. For valid CONSTRUCTION_TYPE codes, see **Table 17**.
- As a minimum, CONSTRUCTION_TYPE = 1 – Street Reinstatement must be completed.

Construction type	
Code	CONSTRUCTION_TYPE
1	Street Reinstatement
2	Special Surface
3	Special Construction Needs

Table 17 - Construction Types

15.3.1.6 Aggregate Abrasion Value (AAV) - Optional Field

- The AGGREGATE_ABRASION_VALUE Field is the standard measure of an aggregate's resistance to abrasion.
- For valid AAV codes linked to the REINSTATEMENT_TYPE_CODE, see **Table 18**.

AGGREGATE_ABRASION_VALUE		
REINSTATEMENT_TYPE_CODE	All Pre-Coated Chippings	SMA, Material to PD6691 Surface Courses
5	10	12
1	12	14
2	12	14
3	14	16
4	14	16

Table 18 - Aggregate Abrasion Value (AAV)

15.3.1.7 Polished Stone Value (PSV) - Optional Field

- The POLISHED_STONE_VALUE Field is as a measure of the resistance of an aggregate to polishing (smoothing).
- PSV is classified into two site categories, according to the apparent degree of risk associated with the site location; Site A) Potentially High Risk, Site B) Average or Low Risk. This is to simplify the determination of the PSV requirements for aggregates in asphalt surface courses.
- For valid PSV codes linked to the REINSTATEMENT_TYPE_CODE, see **Table 19**.

POLISHED_STONE_VALUE		
REINSTATEMENT_TYPE_CODE	Site A Potentially High Risk	Site B Average or Low Risk
5	68	68
1	68	65
2	65	60
3	65	55
4	65	55

Table 19 - Polished Stone Value (PSV)

15.3.1.8 Frost Heave Susceptibility - Optional Field

- Where FROST_HEAVE_SUSCEPTIBILITY = 1 – Yes is present in the NSG it indicates that the existing depth of non-frost susceptible materials is greater than 450 mm below the Street surface and the Highways Authority requires such a depth of non-frost susceptible material to be maintained.

15.3.1.9 Stepped Joint - Optional Field

- Where STEPPED_JOINT = 1 – Yes is present in the NSG it indicates if it is the custom and practice of a Highway Authority to cut-back the surface or binder course to provide a stepped profile. STEPPED_JOINT = 1 should only be present in the NSG if REINSTATEMENT_TYPE_CODE = 5 or 1 is also present in the NSG.

15.3.1.10 SWA_ORG_REF_CONSULTANT - Optional Field

- This Field should be present in the NSG with the LAID code of the Highway Authority which must be contacted for any queries about the reinstatement, special surface or special construction need.

15.3.1.11 DISTRICT_REF_CONSULTANT - Optional Field

- This Field should be present in the NSG with the Operational District reference of the Highway Authority which must be contacted for any queries about the reinstatement, special surface or special construction need.

15.3.2 Conventions - Reinstatement Type Code - Conditional Field

- The whole of the Street must be covered by at least one Reinstatement type code. Therefore, if a Street has more than one Reinstatement type code along its length then there must be a minimum of two Construction Records present in the NSG.
- Normally a Street will have one Reinstatement designation which covers both carriageway and Footway. In some cases, however, the Footway may merit a separate Reinstatement Record. In such scenarios, there will be two-part Street Records for Reinstatement, but both will be for the full length of the Street. They should be distinguished using the ASD Coordinate Record to make this clear.

15.3.2.1 REINSTATEMENT_TYPE_CODE = 1, 2, 3, 4, 5 or 10 are derived from traffic flow. The traffic flow along a section of Highway is measured in Millions of Standard Axles (MSA). For details of the 12 Reinstatement type codes, see **Table 20** .

Reinstatement type codes	
Code	REINSTATEMENT_TYPE_CODE
1	Carriageway type 1 (10 to 30 MSA)
2	Carriageway type 2 (2.5 to 10 MSA)
3	Carriageway type 3 (0.5 to 2.5 MSA)
4	Carriageway type 4 (up to 0.5 MSA)
5	Carriageway type 0 (30 to 125 MSA)
6	High Duty Footway
7	High Amenity Footway
8	Other Footways
9	Private Street – No designation information held by Local Highway Authority
10	Carriageway type 6 (over 125 MSA)
11	Street maintained by another Highway Authority
12	Street outside scope of EToN

Table 20 - Reinstatement Type Codes

- 15.3.2.2 Footway Reinstatements are defined by the NRSWA Specification for the Reinstatement of Openings in Highways (SROH), 3rd Edition
- 15.3.2.3 For a definition of a High Duty Footway see **Appendix A**.
- If a High Amenity Footway is present in the NSG, special surface information must also be present. For further information about special surfaces, see **Section 15.3.3**.
 - Information concerning the details of the location of where specialist surface material can be obtained should be present within the NSG within the CONSTRUCTION_LOCATION_TEXT Field.
 - Other footways are those that are neither High Duty Footways nor High Amenity Footways.
 - If a footway is designated as both a High Amenity Footway and as a High Duty Footway, a Construction Record can be present in the NSG for each designation.
- 15.3.2.4 If a Street, or part of a Street, is Private then REINSTATEMENT_TYPE_CODE = 9 - Private Street – no designation information held, must be present in the NSG.
- 15.3.2.5 If a Street, or part of a Street, is maintainable by Highways England, Transport for London or the Welsh Assembly Government then REINSTATEMENT_TYPE_CODE = 11 - Street maintained by another Highway Authority, must be present in the NSG.

15.3.2.6 REINSTATEMENT_TYPE_CODE = 12 - Street outside scope of EToN must only be used on Streets of this type and be used in conjunction with type 61 STREET_STATUS = 5 - Street outside scope of EToN and type 11 STATE = 5 – Street for addressing purposes only Records.

15.3.3 Conventions - Special Surface

15.3.3.1 CONSTRUCTION_TYPE = 2 – Special Surface should be present in the NSG to indicate that there is a special surface on the Street.

15.3.3.2 This is a discretionary code that identifies areas of the Street where special surfacing materials have been used, for example:

- Porous Asphalt.
- High Friction Surfacing.
- Coloured Surfacing.
- Modular Surfacing.
- Other Asphalt Areas (Footways [including mastic asphalt]).
- Replacement Modules.

15.3.3.3 It can also be present in the NSG to indicate that the Highway Authority has a policy in place to reuse damaged modules.

15.3.3.4 If CONSTRUCTION_TYPE = 2 is present, text in the CONSTRUCTION_DESCRIPTION Field must also be present in the NSG in order to identify the nature of the special surface and if a specialist material is used, details of where this can be obtained.

15.3.3.5 Special surface information must not be present in the NSG for Streets that are not maintainable by the Local Highway Authority.

15.3.3.6 Special surface information may be present in the NSG for Private Streets.

15.3.4 Conventions - Special Construction Needs

15.3.4.1 CONSTRUCTION_TYPE = 3 – Special Construction Needs should be present in the NSG to indicate that the Street has special construction needs on the Street.

15.3.4.2 This is a discretionary code and is used by the Local Highway Authority to identify areas where the Street is subject to special construction methods or where they have been used, for example:

- Geosynthetic Materials.
- Geotextile Materials.
- Reinforcement Grids.
- Sulphate Resistant Concrete.
- Air Entrained Concrete.
- HD26 Design Standard.
- High Sulphate Areas.

- 15.3.4.3 If CONSTRUCTION_TYPE = 3 is present, text in the CONSTRUCTION_DESCRIPTION Field must also be present in the NSG in order to identify the nature of the special construction.
- 15.3.4.4 Special construction information must not be present in the NSG for Streets that are maintained by the Regional/National Highway Authority.
- 15.3.4.5 Special construction needs information must not be present in the NSG for Streets with a STREET_STATUS = 3 – Neither 1, 2, 4 nor 5.

15.3.5 Conventions - Use of Whole Road Flag and Associated Fields

- 15.3.5.1 For more details, see **Section 13.3.1**.

15.4 Best Practice

- 15.4.1 It is recommended that Reinstatement categories are reviewed periodically to ensure they meet the changing use of the Street.
- 15.4.2 Changes to existing Reinstatement categories should be undertaken with agreement from relevant stakeholders and should be subject to consultation.
- 15.4.3 Where a Street becomes publicly maintainable or prospectively publicly maintainable the Reinstatement category should be updated with the necessary category identified and agreed with the relevant stakeholders.
- 15.4.4 Any changes made to Reinstatement categories should be reflected in the Construction Record as soon as consultation and/or agreement has been completed.
- 15.4.5 Monthly Footway and Footpath safety inspections can identify where High Duty Footway may exist against USRNs.

16 Special Designation Record (Type 63)

16.1 Definition and Background

16.1.1 The purpose of the Special Designation Record is to identify any special attributes relating to the Street.

16.2 Policy

16.2.1 It is useful to add company details or contact information to enable the Works Promoter to contact the relevant parties direct. Consideration of any existing Local Highway Authority or National/Regional Highway Authority data protection policies must be adhered to before entering names, associated telephone numbers or personal details. For further information, see **Section 13.3.4**.

16.3 Conventions

16.3.1 Conventions - Statutory Special Designations

16.3.1.1 The four statutory Special Designations are:

- Protected Street.
- Traffic Sensitive Street.
- Special Engineering Difficulty.
- Lane Rental.

16.3.1.2 Special Designation Record data is transferred to GeoPlace within the ASD Update transfer file as a Special Designation Record. For further details see the DTF current version. For details of the current version, see Related Documents.

16.3.1.3 All mandatory Special Designations should only be changed following consultation and agreement with all necessary stakeholders.

16.3.1.4 For a list of the Special Designation codes, description, conventions, other requirements and examples, see **Appendix G**.

Special Designation Record (type 63)

16.3.2 Conventions - Periodicity

16.3.2.1 Special Designations do not always apply every day of the year, week or month and sometimes they only apply at specific times of the day. Some Special Designations apply to certain periods of time after work is completed. For a code list of Special Designation periodicity, see **Table 21**. The code list and associated descriptions are explicit and is not user definable.

Special Designation Periodicity		
Code	SPECIAL_DESIG_PERIODICITY_TEXT	Typical Use
1	Every day	If not accompanied by any dates means the designation applies every day. If accompanied by a start date, designation applies every day from that date. If accompanied by an end date only, designation ceases to have effect on that date. If accompanied by start and end dates the designation applies every day but only for the identified period.
2	Working Day/s only	If not accompanied by any dates means the designation applies every Monday to Friday. If accompanied by a start date, designation applies every Monday to Friday from that date. If accompanied by an end date only, designation ceases to have effect on that date. If accompanied by start and end dates the designation only applies every Monday to Friday for the identified period.
3	Weekends	If not accompanied by any dates, means the designation applies every weekend. If accompanied by a start date, designation applies every weekend from that date. If accompanied by an end date only, designation ceases to have effect on that date. If accompanied by start and end dates the designation only applies every weekend for the identified period.
4	Code no longer used	Any existing Records should be deleted.
5	Code no longer used	Any existing Records should be deleted.
6	Code no longer used	Any existing Records should be deleted.
7	Monday only	

Special Designation Record (type 63)

Special Designation Periodicity		
Code	SPECIAL_DESIG_PERIODICITY_TEXT	Typical Use
8	Tuesday only	If not accompanied by any dates means the designation applies every named day. If accompanied by a start date, designation applies every named day from that date. If accompanied by an end date only, designation ceases to have effect on that date. If accompanied by start and end dates the designation only applies every named for the identified period.
9	Wednesday only	
10	Thursday only	
11	Friday only	
12	Saturday only	
13	Sunday only	
14	Public and Bank Holidays	If not accompanied by any dates, means the designation applies every Public and Bank Holiday. If accompanied by a start date, designation applies every Public and Bank Holiday from that date. If accompanied by an end date only, designation ceases to have effect on that date. If accompanied by start and end dates the designation only applies every Public and Bank Holiday for the identified period.
15	Continuous	Where the restrictions run from the start date and time continuously until the end date and time.
16	Special Arrangements	Unique cases which are not described by any other code or combination of codes, for example 'the Tuesday after Easter'.

Table 21 - Special Designation Periodicity

16.3.3 Conventions - Start and End Times and Dates

- 16.3.3.1 Special designation time Fields must be present in the format HH:MM. For example, 15:30.
- 16.3.3.2 Special Designation dates must be present in the format YYYY-MM-DD. For example, 1996-01-07.
- 16.3.3.3 If the start date or start time is present, then the end date or end time must also be present with a date or time value later than the start date or time value.
- 16.3.3.4 Times only apply to a single day therefore if a designation period passes through midnight, two Special Designation Records must be present. For example:

- Designation to run from 10 pm on Monday to 7 am on Tuesday is recorded as shown in **Table 22** .

Periodicity example			
Record	Periodicity	Start Time	End Time
1	7	22:00	23:59
2	8	00:00	07:00

Table 22 - Periodicity Example

16.3.4 Conventions - Use of Whole Road Flag and Associated Fields

- 16.3.4.1 For more details, see **Section 13.3.4**.

16.4 Best Practice

- 16.4.1 It is recommended that all Special Designations are reviewed periodically to ensure they are fit for purpose and meet the changing use of the Street.
- 16.4.2 New or changes to existing non-mandatory Special Designations should be undertaken with agreement from relevant stakeholders.
- 16.4.3 It is good practice to provide the nature of the designation. This description describes in simple terms the asset or the justification for the designation. With this information, the NSG User can make decisions about the action that is appropriate. For examples of typical good practice descriptions, see **Appendix G**.

17. Height Width and Weight (HWW) Designation Record (type 64)

17.1 Definition and Background

- 17.1.1 The HWW Designation Record is outside the scope of the NRSWA codes of practice. It is designed for general usage and is not a specific street works dataset.
- 17.1.2 LHAs have the power to impose Traffic Regulation Orders (TROs) on lengths of Highway due to restrictive Highway conditions. These restrictions can restrict the flow of traffic because of height, weight or width restrictions.
- 17.1.3 This Record type is not restricted to TROs. Authority Street Custodians should consider entering a HWW Designation Record for a Street that is not suitable for heavy goods vehicles.
- 17.1.4 HWW Designation Record data is transferred to GeoPlace within the data transfer files as an HWW Designation Record. For further details see the DTF current version. For details of the current version, see Related Documents.

17.2 Policy

- 17.2.1 Authority Street Custodians should be conversant with various sources of information in their authority. These include TROs and street signage.

17.3 Conventions

17.3.1 Conventions – HWW Restriction Codes

- 17.3.1.1 The Fields contained in an HWW Designation Record are explained in this section:
 - 17.3.1.2 Record Identifier
 - The RECORD_IDENTIFIER identifies the Record Type. In the HWW Designation Record the RECORD_IDENTIFIER = 64.
 - 17.3.1.3 USRN
 - The Unique Street Reference Number.
 - 17.3.1.4 HWW Sequence Number
 - Field indicating that there is more than one HWW Designation Record present for any Street. It is therefore necessary to differentiate between them and this is achieved by ensuring a HWW_SEQUENCE_NUMBER is present in the NSG.
 - 17.3.1.5 HWW Restriction Codes
 - For valid codes per restriction type, see **Table 23**

Height, Width and Weight Restriction Codes	
Code	HWW_RESTRICTION_CODE
1	Height Restriction
2	Width Restriction
3	Weight Restriction

Table 23 -Height Width and Weight Restriction Codes

17.3.2 Convention - Value Metric

- 17.3.2.1 Specify in metres to one decimal place for height and width restrictions, tonnes (to one decimal place if necessary) for weight restrictions.
- 17.3.2.2 Automated conversions to calculate values should not be done.
- 17.3.2.3 The Value must be recorded in the same way as the restriction appears on the Traffic Regulation Order, which in most cases is the same as is displayed on the road sign.

17.3.3 Convention - TRO Text

- 17.3.3.1 The TRO_TEXT Field must only be used if a restriction is the subject of a Traffic Regulation Order (TRO). This text must include the exact description of the restriction as specified in the TRO, which can include imperial measurements.

17.3.4 Convention - Feature Description

- 17.3.4.1 The FEATURE_DESCRIPTION Field is used to provide additional attribution for the restriction. If the imperial units are not given in the TRO they must be included in FEATURE_DESCRIPTION. Specify in feet and inches for height and width restrictions, tons for weight restrictions.
- 17.3.4.2 Do not use automated conversions to calculate values.

17.3.5 Conventions - Use of Whole Road Flag and Associated Fields

- 17.3.5.1 For more details, see **Section 13.3.4**.

17.4 Best Practice

- 17.4.1 Any Height, Width or Weight Restriction that may impact the movement of vehicles used for works on the Highway are also entered regardless of whether it is formally recorded as a TRO.

18. Public Rights of Way (PRoWs) – ASD

18.1. Definition and Background

- 18.1.1 The type 66 PRoW and type 67 ASD Coordinate Records allow an accurate copy to be made of the information in the Definitive Map and Statement. In the previous version of the DEC-NSG v3.6 March 2014, Appendix E described two different methods which because of the introduction of DTF8.1 have been moved into a single method that is essentially the Definitive Map method.
- 18.1.2 The additional information that can now be included in the type 66 PRoW and type 67 ASD Coordinate Records using DTF8.1, if available in the users' system, is intended to help integrate it with the definitive statement. The only time that a line shown for a PRoW in the NSG will not follow the definitive map is when it is within the extent of another Highway – in this case the type 67 ASD Coordinate Record can show what the Definitive Map intended to indicate.

18.2 Policy

- 18.2.1 The benefits to an LHA of creating a full Definitive Map representation are:
- It provides the LHA with an electronic version of the Definitive Map.
 - To be prepared for the use of the NSG before the 1st January 2026 cut off regulations.

18.3 Conventions

18.3.1 Conventions - Basics

- 18.3.1.1 If the official representation of the Definitive Map is required and doesn't follow the centreline the PRoW and ASD Coordinate Records must be used.
- 18.3.1.2 A Street centreline geometry must have been captured in all cases and the type 66 PRoW and type 67 ASD Coordinate Records must only be used to provide additional precision.
- 18.3.1.3 A type 66 PRoW Record and corresponding type 67 ASD Coordinate Record does not have to join the rest of the LSG Streets. This is because the Definitive Map PROW may not follow the Streets' centrelines. Also see **Section 8 - Streets - Public Rights of Way (PRoWs)** .
- 18.3.1.4 An additional type 67 ASD Coordinate Record created must be a line geometry.
- 18.3.1.5 Every type 66 PRoW Record must define the PRoW_STATUS as follows:
- "O" - Open and approved.
 - "C" - Under consultation - where a statutory consultation is being undertaken and is within the public realm.

Public Rights of Way (PRoWs) (type 66)

- “A” - Under appeal - - going through a legal appeals process as defined in PROW legislation.
- “E” - Extinguished - only be used to provide historical representation of a whole PRoW classification. This may be extended to a Part Road PRoW for something that used to be a PROW.
- “D” - Temporary Diversion - any diversion for a limited period of time that a legal order has been created and must only be used. A separate ESU and type 3 Street Record must exist for this status to persist.

18.3.1.6 If Under Construction, Under Appeal or Temporary Diversion are recorded they must be going through a legal process.

18.3.1.7 Entering further information in relation to the identified PRoW_STATUS must be undertaken in agreement and internal consultation.

18.3.1.8 The type 66 PRoW Record is additional information on the type 3 USRN PRoW classification and can only be created where it is present.

18.3.1.9 The type 66 PRoW DEF_MAP_GEOMETRY_TYPE Field identifies whether the ESU centreline geometry is definitive or where additional geometry (type 67 ASD Coordinate Record) has been provided.

18.3.2 Conventions – Interest, Construction and Special Designation Records

18.3.2.1 Each type 1 and 2 Street with a PRoW in the NSG must have a type 61 Interest and a type 62 Construction Record present.

18.3.2.2 If a PRoW is maintainable at public expense, then STREET_STATUS = 1 must be used in the type 61 Interest Record.

18.3.2.3 If a PRoW is not maintainable at public expense, then STREET_STATUS = 3 must be used in the type 61 Interest Record.

18.3.2.4 The use of the type 62 Construction Record depends on the nature of the surface to be reinstated and the type of PRoW.

18.3.2.5 If the PRoW is solely a footpath or a bridleway with no private vehicular rights, then one of the footpath reinstatement type codes must be used.

18.3.2.6 If the PRoW is a public path along a private road or Street, then a type 62 Construction Record for the Private Street must be present. This is because the reinstatement type must reflect the highest usage rights (public or private) in order to ensure that works are reinstated to the appropriate standard.

18.3.2.7 Type 63 Special Designation Records may be included for PRoWs if appropriate. For example, STREET_SPECIAL_DESIG_CODE = 9 - Environmentally Sensitive Area or STREET_SPECIAL_DESIG_CODE = 10 Structure, not SED.

18.4 Best Practice

18.4.1 PRoWs crossing the Highway at an angle.

- Where a PRoW (green line) crosses another Highway at an angle, as in **Figure 42**, then the centre lines are drawn for both and they intersect in the centre of the other Highway, as shown.

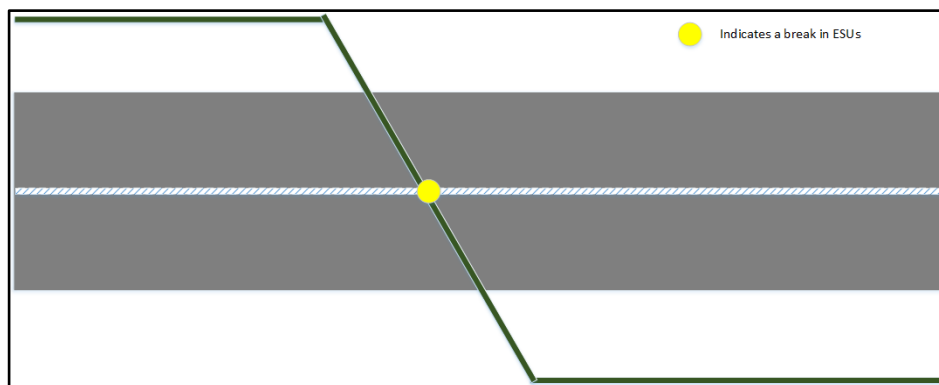
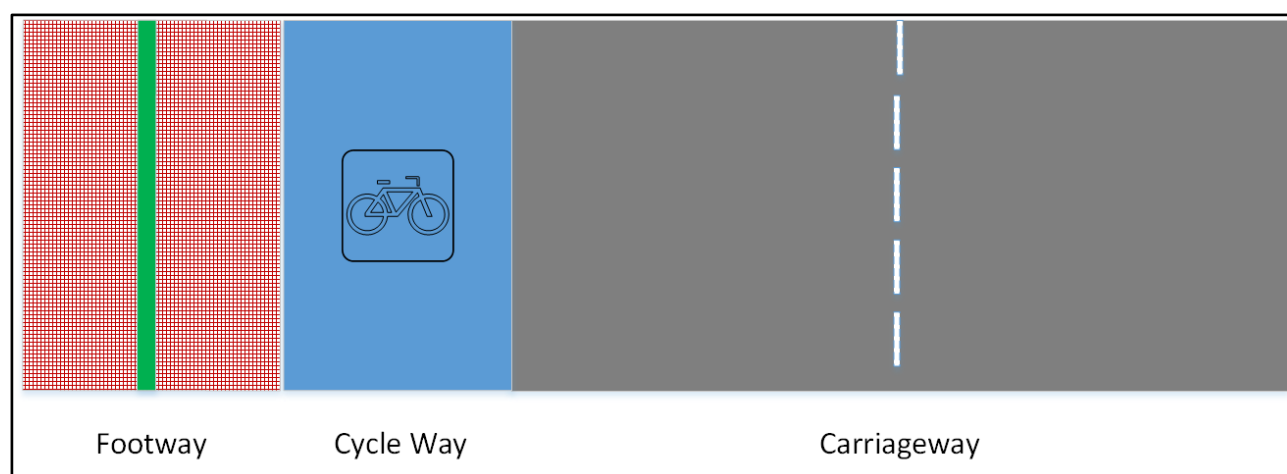


Figure 42 - PRoW crossing another Highway at an angle.

18.4.2 PRoW is in the margins of a Highway.

- Where a PRoW is in the margins of a Highway of which it is part, for example in the verge, Footway or Cycle Way, then a separate centre line for the PRoW should not be created. In theory, such a PRoW should not be on the Definitive Map, but in practice there may not have been a legal order to remove it from the Definitive Map, or it may have been diverted into the margin of the Highway rather than deleted. The type 67 ASD Coordinate Record should reflect the true position of the PRoW. **Figure 43** shows examples of this below.



Public Rights of Way (PRoWs) (type 66)

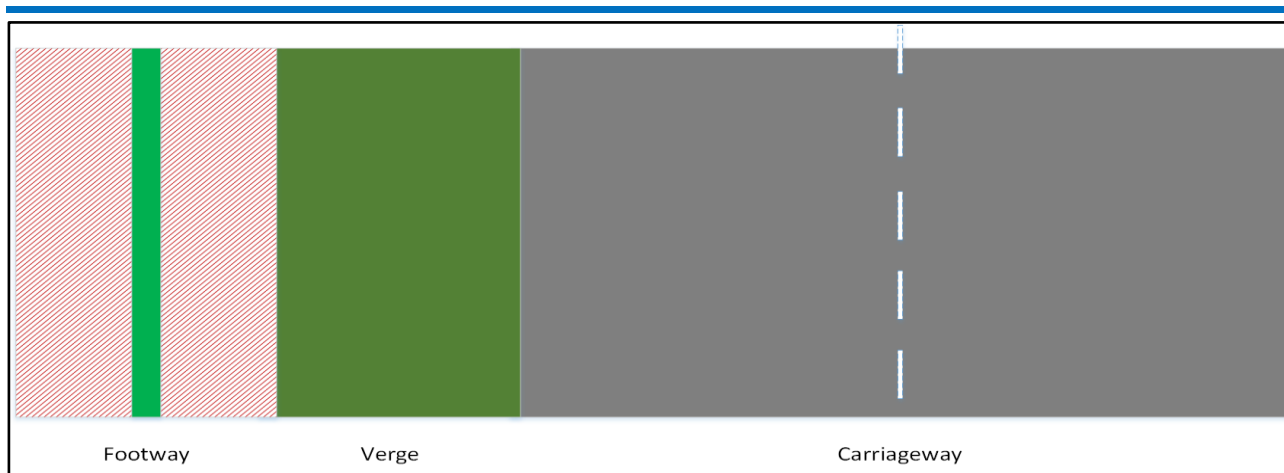


Figure 43 - Two examples of a PRoW (green line) on a Footway within the margins of a Highway
Top: PRoW in Footway separated by Cycle Way.
Bottom: PRoW in Footway separated by verge.

These are recorded as follows:

Field / Record	Main Highway	PRoW
Centreline ESUs	Yes	No
Street STATE code	2	N/A
HIGHWAY_DEDICATION_CODE	8	As recorded on Definitive Map either 2, 4, 9 or 10
HD_PROW	Yes	N/A
PRoW Record	No	Yes
ASD Coordinate Record	No	Yes
Type 3 Street	If a Classified Road	Yes mandatory

18.4.3 PRoW running parallel to another Highway

- However, where a PRoW runs parallel to another Highway but is separated from it by an impassable or physical barrier (other than a safety barrier) then it should be recorded with a separate ESU. See **Figure 44**.

Public Rights of Way (PRoWs) (type 66)

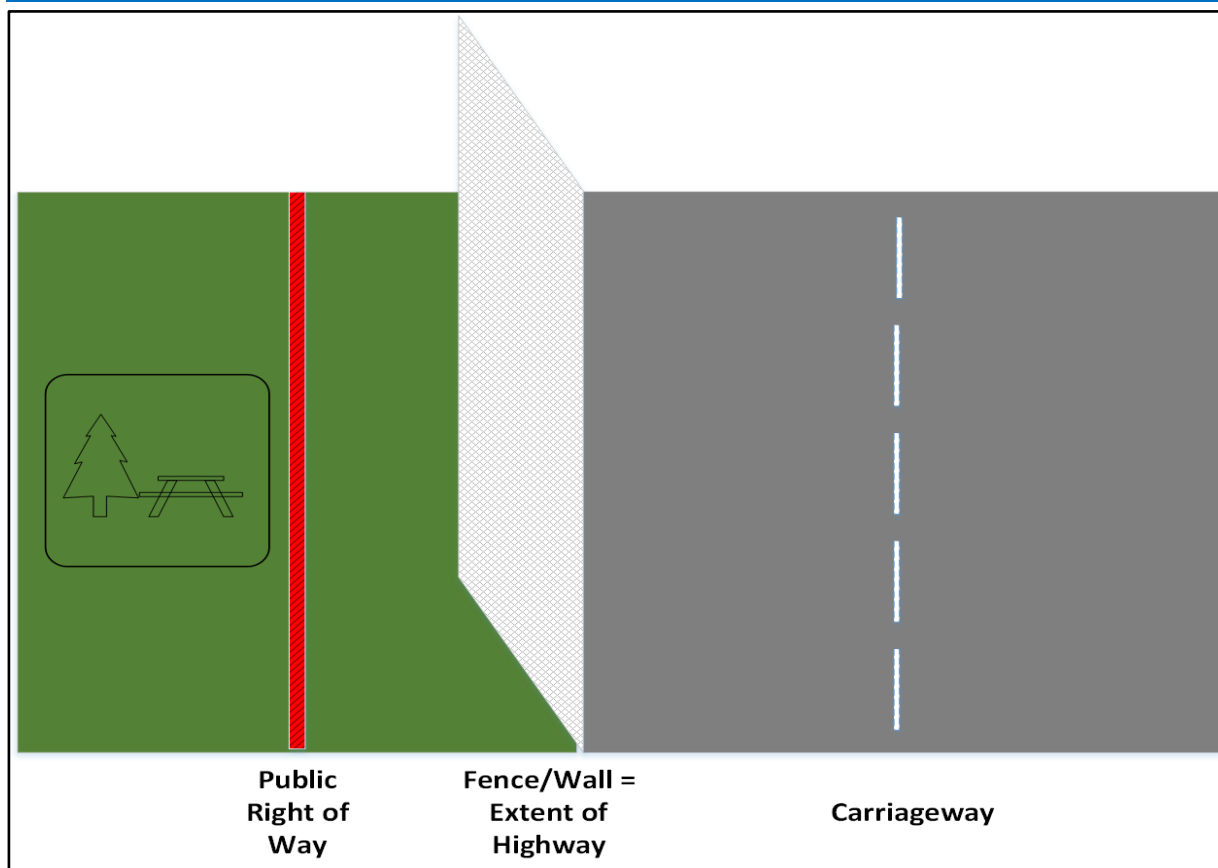


Figure 44 - Example of PRoW (red line) running parallel to another Highway of which it is not a part

These are recorded as follows:

Field / Record	Main Highway	PRoW
Centreline ESUs	Yes	Yes
Street STATE code	2	2
HIGHWAY_DEDICATION_CODE	8	As recorded on Definitive Map either 2, 4, 9 or 10
HD_PROW	No	Yes
PRoW Record	No	Yes
ASD Coordinate Record	No	Yes
Type 3 Street	If a Classified Road	Yes mandatory

18.4.4 Dealing with obstructions.

- Where a PRoW is physically obstructed, there may be an alternative route provided. Examples of this are:
 - a house has been built on a PRoW and another path provided around it, but the PRoW has not been diverted.
 - a PRoW along a river bank or cliff has been eroded and a different route has to be taken.

Both routes need to be present in the GeoPlace.

Note: The intention here is not to record a diversion that is a simple trespass, but the situation where a genuine alternative path has been provided by the developer, but the public rights have not been altered to reflect this situation.

In **Figure 45**, the PRoW running directly from A, B to D has been obstructed by houses built upon it. A new path has been provided via C which is not a PRoW. Both Highways should normally have the same USRN but will be separate ESUs.

The two routes are recorded as follows:

Field / Record	Direct Route A, B, D	Route via C
Centreline ESUs	Yes	Yes
Street STATE code	2	2
HIGHWAY_DEDICATION_CODE	As recorded on Definitive Map either 2, 4, 9 or 10	4
HD_OBSTRUCTION	Yes	No
HD_PROW	Yes	No
PRoW Record	Yes	No
ASD Coordinate Record	Yes	No
Type 3 Street	Yes mandatory	No

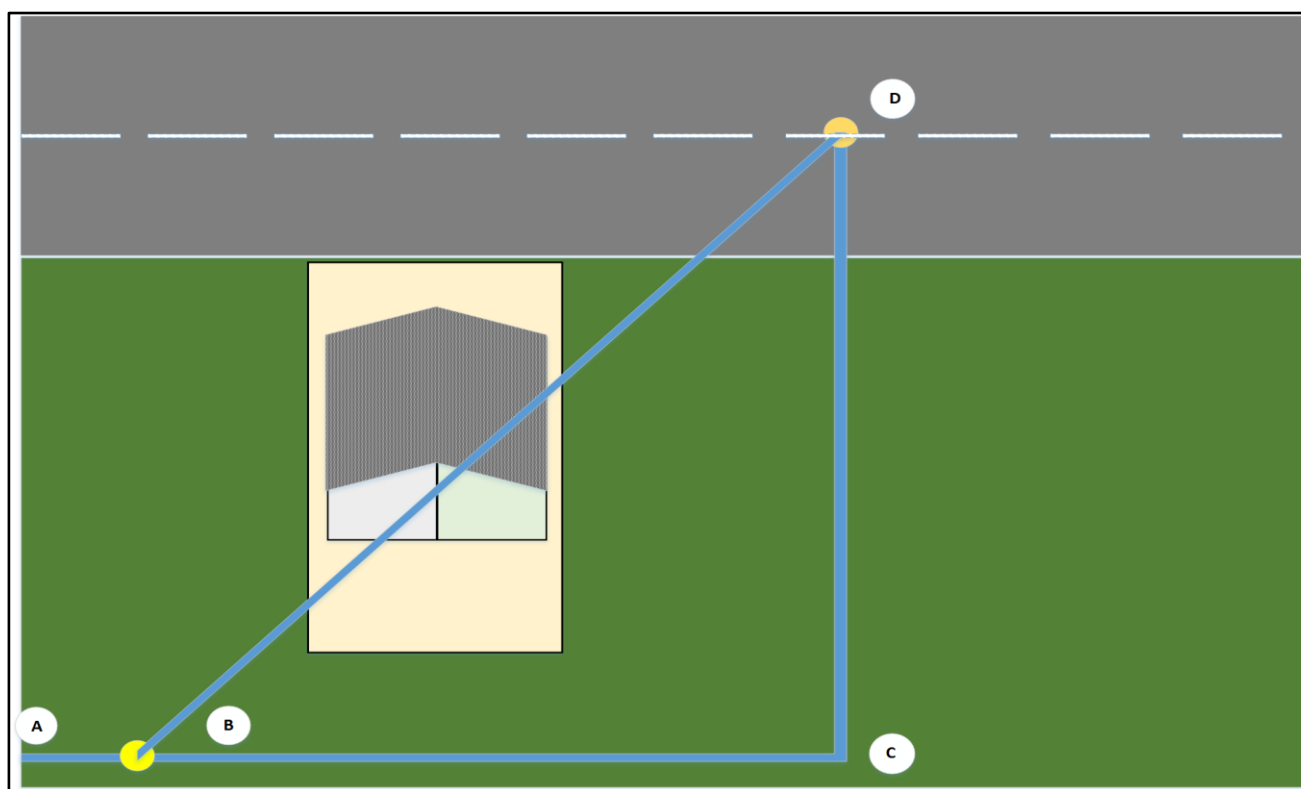


Figure 45 - Obstruction on PRoW

19. ASD Coordinate Record (type 67)

19.1 Definition and Background

- 19.1.1 The ASD Coordinate Record (type 67) is the Record that holds linear or polygonal representation of an ASD designation. For general background to ASDs, see **Section 13 - Additional Street Data (ASD)**.
- 19.1.2 The purpose of the ASD Coordinate Record is to allow users to define a more detailed location for each attribute using Lines or Polygons.
- 19.1.3 It is anticipated that over time that all Construction and Special Designation Records will be referenced to ASD Coordinate Records for all Part Road Records. Separate guidance will be issued in due course regarding prioritisation of each Record to be captured as ASD Coordinate Records.
- 19.1.4 In the current version of the DTF, it is not possible to have Whole Road Records for Interest and Reinstatement Records. This will be rectified in the next version of the DTF8.1.
- 19.1.5 Throughout this section, unless otherwise stated, the word “Lane” is used with the definition of Lane(3) as defined in **Appendix A**.

19.2 Policy

- 19.2.1 The ASD Coordinate Record (Type 67) record is optional.
- 19.2.2 Where possible ASD Coordinate Records should be captured using the latest version of Ordnance Survey MasterMap® Topography Layer mapping data, although other mapping products, including paper maps can be used as reference or investigation material. It should be noted that in low population rural areas the specification of mapping data may not always accurately reflect the layout of the carriageway and verges in these areas. In this case, Polygons may require to be captured using whatever extra information is available from other sources or by making assumptions as to carriageway widths.
- 19.2.3 The ASD Coordinate Record should not be taken as definitive, instead as an authoritative indication.
- 19.2.4 The ability to capture Polygons has been introduced to allow a 2-dimensional representation of the area instead of centre line ESU representation.

19.3 Conventions - General

- 19.3.1 An ASD Coordinate Record cannot exist without a corresponding ASD Record.
- 19.3.2 ASD Coordinate Records can be submitted on Whole Road and Part Road Records.
- 19.3.3 ASD Coordinate Records must not extend beyond the Local Highway Authority administrative boundary.
- 19.3.4 ASD Coordinate Records must not extend beyond where there is a change in maintenance responsibility.
- 19.3.5 ASD Coordinate Records used to describe a linear representation must contain at least 3 coordinates.
- 19.3.6 ASD Coordinate Records used to describe a Polygon representation must contain at least 4 coordinates where the first and last coordinate are coincident.
- 19.3.7 ASD Coordinate Records should be captured against Construction and Special Designation Records.
- 19.3.8 ASD Coordinate Records can also be used for Interest, Height, Width and Weight Designation and PRow Records. However, this data may already be captured elsewhere in the Local Highway Authority or a National / Regional Highway Authority.
- 19.3.9 Each ASD Coordinate Record must only have a one-to-one relationship with each ASD Interest, Construction, Special Designation, Height, Width and Weight Designation or PRow Record.
- 19.3.10 There can be multiple ASDs on a Street and hence multiple ASD Coordinate Records on a Street. The ASD Coordinate Record requires an accurate graphical representation of the ASD to be captured either as a Polygon or a Line.
- 19.3.11 ASD Coordinates are inferred from one of the following:
- Where Whole Road, a linear reference is inferred for the whole USRN by use of all associated ESUs.
 - Where Part Road, is defined by start and end points and a linear reference can be inferred from the ESUs.
 - Where Part Road, but not defined by only start and end points, detailed spatial locations are defined by the ASD Coordinate Record.
- 19.3.12 Line features applicable to the whole width of the Highway must be captured using the centreline coordinates.
- 19.3.13 If ASD applies to the Whole Road then only an ASD Coordinate Polygon Record can be used.

19.3.14 In most cases, overlapping Records are not permitted for Streets. This means that only a single Polygon can be captured for any part of the Street surface. However, where a Street crosses over itself at different levels, for example as often happens on Motorway slip roads, then an overlap is inevitable, and this is permitted because the overlap happens on different sections of the Street surface. Refer to **Tables 24, 25, 26, 27** and **28** in **Section 19.5** to ascertain which Records allow overlapping Lines and Polygons.

19.3.15 For Interest Records the following special rules apply:

- The LHA may capture Records for Whole or Part Streets which are publicly maintainable or prospectively maintainable (Streets with maintenance responsibility STREET_STATUS = 1 and 2).
- The LHA must not capture Records for Whole or Part Streets that are neither publicly maintainable nor prospectively maintainable (Streets with maintenance responsibility STREET_STATUS = 3). Only the Private Street owner may submit Records for these Streets.
- If a Private Street owner asks the LHA to submit a Record on its behalf, then the Record description must include the name and contact details of the Private Street owner and the currency of the data.
- If a street has Maintenance Responsibility STREET_STATUS = 5 (Street outside the scope of EToN), then an Interest Record Polygon can never be submitted.

19.3.16 For Construction Records the following special rules apply:

- Polygons may be submitted for Whole or Part Streets with any reinstatement type code except REINSTATEMENT_TYPE_CODE = 9 – Private Street or 12 - Street outside the scope of EToN
- If a Polygon is submitted for a Part Street, then there should be Polygons for the other parts, except where they refer to Private Streets (REINSTATEMENT_TYPE_CODE = 9).

19.4 Conventions – Input of Lines or Polygons

19.4.1 Where an ASD designation covers the whole lateral extent of a Highway, it may be represented as a Line or a Polygon. Both are equally acceptable.

19.4.2 Where an ASD designation is represented as a Line, the following rules apply:

- a Line following the centreline of the Street indicates that it covers the whole width of the Street in both lateral directions.
- a Line following the centreline of a carriageway indicates it covers the width of that carriageway.

ASD Coordinate Record (type 67)

- a Line following the centreline of a Lane(3) indicates it represents the width of that Lane.
- a Line following the centreline of a Footway indicates it represents the width of that Footway.

19.4.3 Where an ASD designation is of an irregular shape or cannot be unambiguously represented by a Line, then a Polygon must be used.

19.4.4 A structure or surface must be shown to the full extent of the whole structure or surface, even when this extends beyond the start or end points of a Street. Where a structure or surface crosses two or more Streets, then the full extent needs to be attached to each Street. This means that ASD designated Polygons must not be split at junctions. This rule is to ensure that Works Promoters are not misled as to the true extent of an ASD designation.

19.4.5 Where an ASD designation consists of complex subdivisions, it is not necessary to show these subdivisions spatially, as the ASD designation may be treated as a single Polygon for the whole ASD designation.

19.5 Best Practice

- 19.5.1 For ASDs other than the Interest Records, it is not necessary to supply Lines or Polygons for Whole Road Records, as the extent can be inferred from the Interest Record Polygon. However, a Polygon may be submitted if it adds extra information, for example, a special surface may extend for the whole length of the Street but not the whole lateral width.
- 19.5.2 It is recognised that DTF8.1 currently does not allow for ASD Coordinate Records on Whole Road Records as no sequence number exists for this Record.
- 19.5.3 For the use of Lines or Polygons see **Tables 24, 25, 26, 27, 28** below which indicate the recommended ASD Coordinate Record type for each ASD Record. It also indicates whether the Record can overlap, the extent it should be captured to and the possible source of data.

Table 24

Interest Record (type 61)				
ASD Record type	Recommended ASD_GEOMETRY_TYPE	Overlapping ASD Coordinate Records allowed	Extent	Source or organisation role
Whole Road	Not possible in current version of DTF8.1.	No	Highway	Highway terrier/adoption register
Whole Road – Maintainable at Public Expense	Not possible in current version of DTF8.1.	No	Highway Maintainable at Public Expense	Highway terrier/adoption register
Whole Road – Prospectively Maintainable at Public Expense	Not possible in current version of DTF8.1.	No	Highway Prospectively Maintainable at Public Expense	Highway terrier/adoption register & Section 38, Highways Act 1980
Part Road – Maintainable at Public Expense	Line	No	Highway Maintainable at Public Expense	Highway terrier/adoption register
Part Road – Prospectively Maintainable at Public Expense	Line	No	Highway Prospectively Maintainable at Public Expense	Highway terrier/adoption register & Section 38, Highways Act 1980
Part Road – Private Street	Line	No	Highway extent as Private Street	Private Street Manager
Private Street	Line (only required if requested by Private Street Manager)	No	Highway extent as Private Street	Private Street Manager

Table 24 - ASD Coordinate Record use of Interest Record (type 61)

Table 25

Construction Record (type 62)				
ASD Record type	Recommended ASD_GEOMETRY_TYPE	Overlapping ASD Coordinate Records allowed	Extent	Source or organisation role
Whole Road - Reinstatement 1, 2, 3, 4, 5, 10	Not possible in current version of DTF8.1.	No	Centreline of carriageway	Highways or Street Works Authority
Part Road - Reinstatement 1, 2, 3, 4, 5, 10	Line	No	Centreline of carriageway	Highways or Street Works Authority
Part Road - Footway Reinstatements 6, 7, 8	Line	No	Centreline of Footway of each side	Highways or Street Works Authority
Whole Road - Footway Reinstatements 6, 7, 8	Not possible in current version of DTF8.1.	No	Centreline of Footway of each side	Highways or Street Works Authority
Part Road - Special Surfaces	Polygon	Yes	Extent of surface (See Examples 3 & 5)	Highways function
Part Road - Special Construction	Polygon	Yes	Areas	Highways function

Table 25 - ASD Coordinate Record use of Construction Record (type 62)
Table 26

Special Designation Record (type 63)				
ASD Record type	Recommended ASD_GEOMETRY_TYPE	Overlapping ASD Coordinate Records allowed	Extent	Source or organisation role
Part Road - Protected Street	Polygon	No	Extent of protection	Consultation documents
Part Road - Traffic Sensitive	Polygon	Yes	Extent of traffic sensitivity	Consultation documents
Part Road - Special Engineering Difficulty (SED)	Polygon	Yes	Extent of SED (See Examples 1 to 5)	Consultation documents and asset management
Part Road - Proposed Special Engineering Difficulty	Polygon	Yes	Extent of SED (See Examples 1 to 5)	Consultation documents and asset management
Part Road - Level Crossing Safety Zone	Polygon	No	Extent of Level Crossing	Network Rail are the source and likely submitters

ASD Coordinate Record (type 67)

Part Road - Environmentally Sensitive Areas	Polygon	Yes	Full extent of environmentally sensitive area	DEFRA, Wildlife Trusts, English Heritage
Part Road - Structures (not designated Special Engineering Difficulty)	Polygon	Yes	Extent of structure (see Examples 1 & 2)	Engineering or asset management function
Part Road - Pipelines and specialist cables	Line or Polygon depending on accuracy of data	Yes	Use Line for accurate data and Polygon for a general extent where accurate data is not available	Local Highway Authority
Part Road - Priority Lanes	Line	Yes	Centreline of priority Lane(4) (see Example 3)	Highways function
Part Road - Lane Rental	Line	Yes	Centreline of carriageway	Highways function or Street Works Authority
Part Road - Streets subject to early notification of immediate activities	Line	Yes	Centreline of carriageway	Highways function or Street Works Authority
Part Road - Special Events	Line	Yes	Centreline of carriageway	Events team or Highways function
Part Road - Parking Bays and Restrictions	Polygon	Yes	Defined areas (see Example 6)	Traffic Order or Highways function
Part Road - Pedestrian Crossings, Traffic Signals and Traffic Sensors	Polygon	Yes	Defined areas	Traffic Order or Highways function
Part Road - Speed Limits	Line	No	Centreline of carriageway	Traffic Order or Highways function
Part Road - Transport Authority Critical Apparatus	Polygon	Yes	Extent of apparatus (see Example 4)	Highways function
Part Road - Strategic Route	Line	Yes	Centreline of carriageway	Highways function
Part Road - Street Lighting	Line or Polygon	Yes	Area of Street lighting lanterns	Street lighting function

ASD Coordinate Record (type 67)

			turned off or dimmed	
Part Road - Drainage and Flood Risk	Line	Yes	Centreline of carriageway	Highways function
Part Road - Unusual Traffic Layout	Line or Polygon	Yes	Area containing unusual traffic layout	Highways Function
Part Road - Local Considerations	Polygon	Yes	Area of local consideration	Highways function & Environmental Health function
Part Road - Winter Maintenance Routes	Line	Yes	Centreline of carriageway	Highways function
Part Road - HGV Approved Routes	Line	Yes	Centreline of carriageway	Highways function
Part Road - Emergency Services Routes	Line	Yes	Centreline of carriageway	Local Emergency Services

Table 26 - ASD Coordinate Record use of Special Designation Record (type 63)

Table 27

Height, Width and Weight Designation Record (type 64)				
ASD Record type	Recommended ASD_GEOMETRY_TYPE	Overlapping ASD Coordinate Records allowed	Extent	Source or organisation role
Height	Line or Polygon	No	Restriction	Traffic Order or ground measurements
Width	Polygon	No	Actual width to be recorded. (see Examples 1 and 2)	Traffic Order or ground measurements
Weight	Line or Polygon	No	Restriction (see Examples 1 and 2)	Traffic Order

Table 27 - ASD Coordinate Record use of Height, Width and Weight Designation Record (type 64)

Table 28

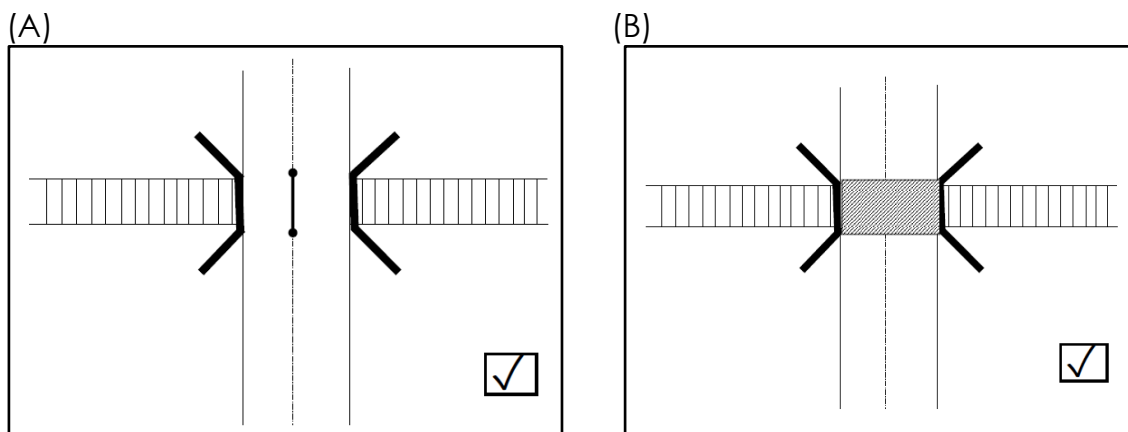
PRoW Record (type 66)				
ASD Record type	Recommended ASD_GEOMETRY_TYPE	Overlapping ASD Coordinate Records allowed	Extent	Source or organisation role
PRoW	Line or Polygon	Yes	Definitive Map	Definitive Map and Statement

Table 28 - ASD Coordinate Record use of PRoW Record (type 66)

19.6. Examples of how to input Lines or Polygons for ASD designations

These examples illustrate how the principles and conventions should be applied in practice.

Example 1 – ASD which may equally be represented as either a line or a polygon.

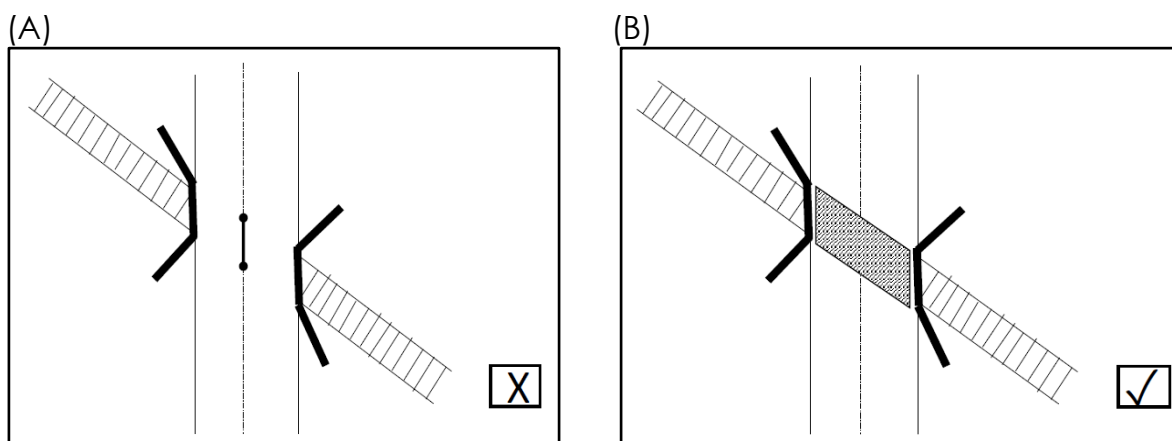


In this example there is a bridge over a railway line at right angles to the Street.

(A) shows the ASD represented as a Line.

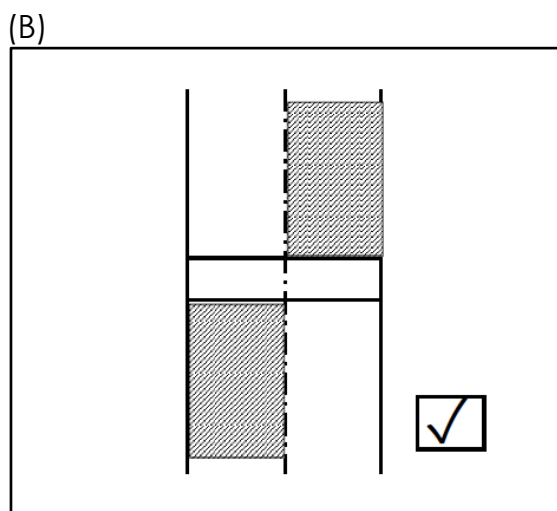
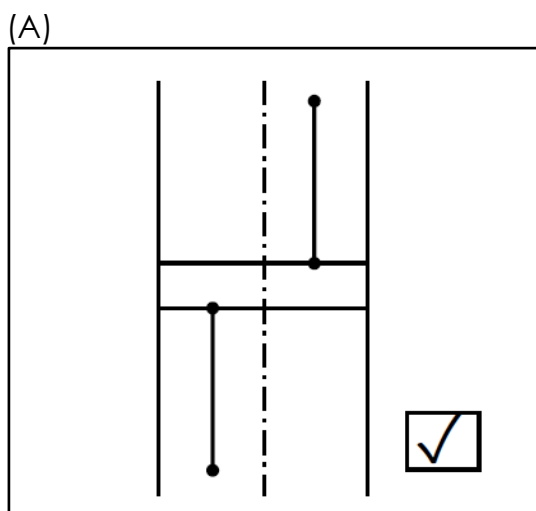
(B) shows the ASD represented as a Polygon. Either method may be used.

Example 2 – ASD which should be represented as a polygon



In this example the bridge is over a railway line at an oblique angle to the Street. The Line representing ASD does not adequately represent the shape, and the Polygon must be used.

Example 3 – ASD which is specific to a road lane.

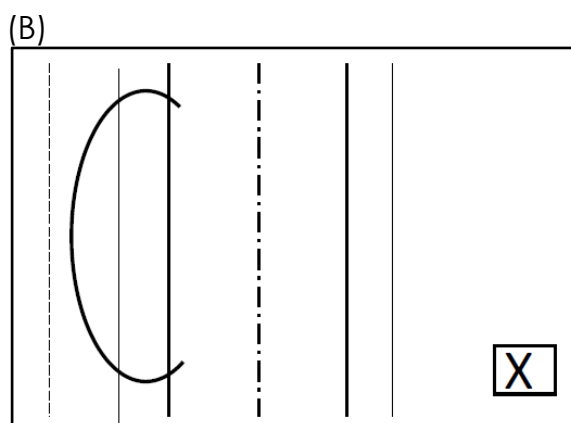
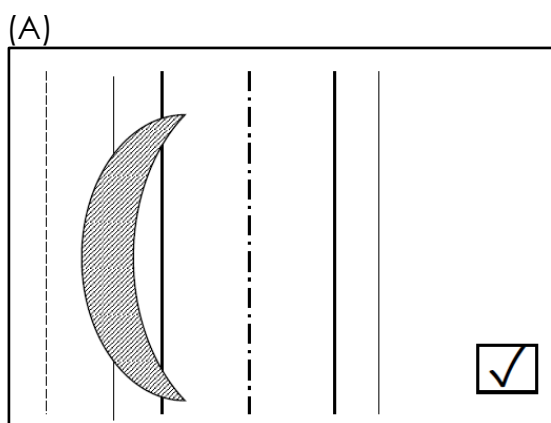


In this example there is a special surface on the Lanes(3) approaching a crossing.

(A) shows the ASD represented as a Line.

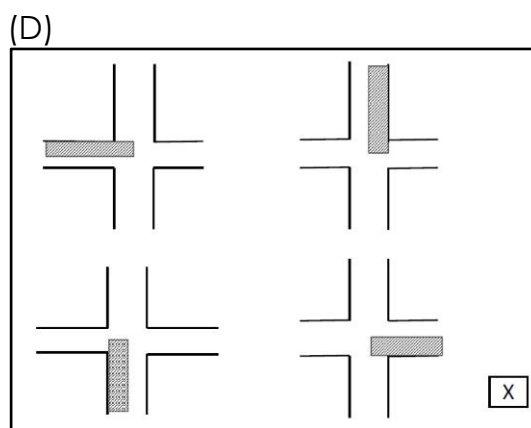
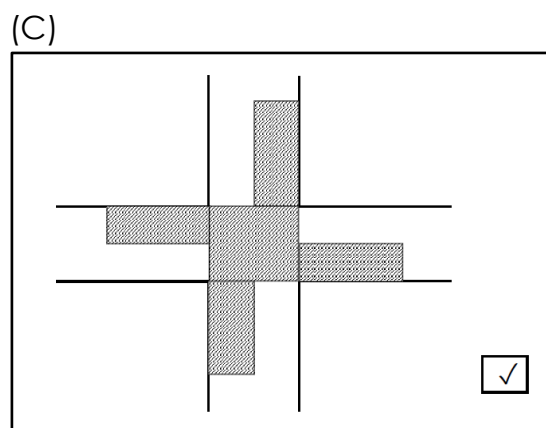
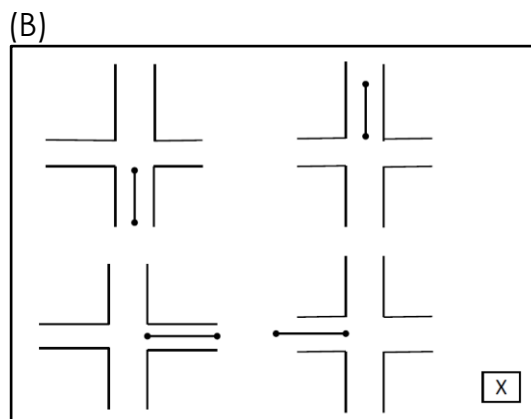
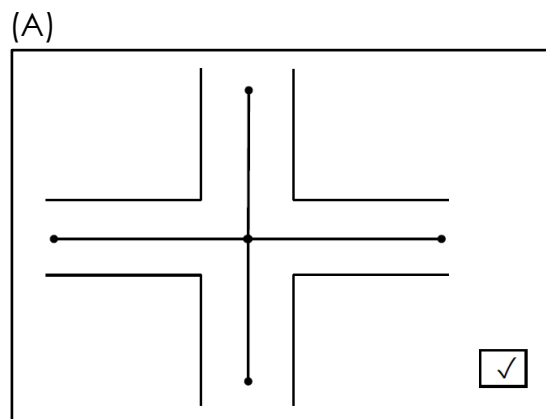
(B) shows the ASD represented as a Polygon. Either method may be used.

Example 4 – Irregular shaped ASD



In this example there is an irregular shaped structure beneath the Street. The Line representing ASD does not adequately represent the shape, and the Polygon must be used.

Example 5 – Junction



In this example there is a special surface at the junction of four Streets. It must be represented as either a set of Lines (A) or as a Polygon covering all four Streets (C). The set of Lines or the Polygon must be shown identically for all four Streets. It is not correct to break the ASD into four sections one for each Street (B) and (D).

Example 6 – subdivided ASD

1	2	3	4	
				<ol style="list-style-type: none"> 1. No Parking 2. Residents Parking 3. Pay & Display 4. Pay & Display weekdays
Show all restrictions as a single Polygon				
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>

In this example, there are several parking restrictions along the same Street: no parking at any time, residents parking, pay-and-display, paid parking weekdays with free parking at weekends. It is not necessary to record all these separately – one polygon indicating that there are restrictions is enough. A link may be provided to the location of the detailed restrictions.

20. LSG, ASD, Header, Footer, Metadata, Quality Statement and OD File

20.1 Definition and Background

20.1.1 This Section describes additional information which informs users about the quality and currency of the NSG data they receive. For further details about interacting with GeoPlace, see **Appendix F**.

20.1.2 An LSG shall contain a scoping statement and metadata statement identifying the content type and degree of frequency to which the gazetteer is updated. This information must be:

- Recorded in the Authority Street Custodian Record.
- Submitted to the NSG with all Full Supply LSG updates.
- Submitted to the NSG if the way data is captured is changed.

20.1.3 The NSG includes a conformance statement describing the content and accuracy of the constituent LSGs.

20.1.4 This statement is made available to all NSG Users.

20.2 Policy

20.2.1 Each Street File must contain a LSG Metadata Record (type 29). Each ASD File must contain a ASD Metadata Record (type 69).

20.3 Conventions

20.3.1 Conventions - Metadata

20.3.1.1 All LSGs contain a scoping and metadata statement identifying the content type and degree of frequency to which the LSG is updated. This information must be recorded by the Authority Street Custodian in the LSG Metadata Record (DTF current version type 29 and type 69 Record) and must be transferred to GeoPlace with a Full Supply and subsequently whenever the Authority Street Custodian makes a change to the LSG metadata Fields.

20.3.2 Conventions - Conformance statement

20.3.2.1 The NSG must include a conformance statement associated with the content and accuracy of each constituent LSG. This is made available to all NSG Users and provided to each DCA Participating Authority to assist with the continual maintenance and consistency requirements outlined in this Reference Manual. One part of the conformance statement is the measure of the completeness of NSG data as compared to another nationally recognised dataset. Currently, a regular matching process is in place to compare the NSG to address data present in GeoPlace.

20.3.3 Conventions - Header and Trailer Record

20.3.3.1 Each data transfer file shall contain a Header Record and a Trailer Record. The Header Record provides information about the source of the file and the date the file was generated. The Trailer Record provides information about the contents of the file including a count of the number of Records the file contains and some information about the processing order for the file.

20.3.4 Conventions - LSG Metadata Record (Type 29)

20.3.4.1 All LSGs contain a scoping and metadata statement identifying the content type and degree of frequency to which the LSG is updated. This information must be recorded by the Authority Address Custodian in the LSG Metadata Record (DTF8.1 Record Type 29 Record).

20.3.4.2 Record structure

The following table shows the Record structure:

Field	Description	Status	Example
RECORD_IDENTIFIER	Identifies this Record as a LSG METADATA Record. "29"	Man	29
TER_OF_USE	Geographic domain of the gazetteer.	Man	"Cornwall"
LINKED_DATA	List of application dataset used to update the LSG.	Opt	
NGAZ_FREQ	Frequency with which LSG is maintained and sent to the NSG Custodian. "M"	Man	"M"
CUSTODIAN_NAME	Organisation or department/function responsible for the compilation and maintenance of the data in the gazetteer that is a DCA Participating Authority.	Man	"Highways"
CUSTODIAN_UPRN	UPRN of Authority Street Custodian location.	Man	1000410310 05
AUTH_CODE	Issued by NSG Custodian	Man	840
CO_ORD_SYSTEM	Co-ordinate reference system used in the gazetteer to describe position that is the "British National Grid".	Man	"British National Grid"
CO_ORD_UNIT	Measure of coordinates used within the gazetteer, "Metres".	Man	"Metres"
META_DATE	Date metadata was last updated.	Man	2013-01-02
CLASS_SCHEME	Classification scheme used for all multiple value specified Fields for example DEC-NSG v8.1.	Man	"DTF8.1"
GAZ_DATE	Date at which the gazetteer can be considered to be current.	Man	2017-01-02
LANGUAGE	Language(s) used for descriptors within the gazetteer.	Man	"ENG"
CHARACTER_SET	Textual description of character set used for the data present in the Full Supply transfer file.	Man	"English"
CONTENT_MOTOR WAY_TRUNK_ROAD	Percentage of Motorway / Trunk roads that are present in GeoPlace.	Man	100

Field	Description	Status	Example
CONTENT_PRIVATE_STREET	Percentage of private Streets that are present in GeoPlace.	Man	80
CONTENT_PRN	Percentage of the Primary Route Network that is present in GeoPlace.	Man	50
CONTENT_CLASSIFIED_ROAD	Percentage of Classified Roads that are present in GeoPlace.	Man	100
CONTENT_PROW_FOOTPATH	Percentage of PRoW defined Footpaths that are present in GeoPlace.	Man	80
CONTENT_PROW_BRIDLEWAY	Percentage of PRoW defined Bridleways that are present in GeoPlace.	Man	100
CONTENT_PROW_RESTRICTED_BYWAY	Percentage of PRoW defined Restricted Byways that are present in GeoPlace.	Man	0
CONTENT_PROW_BYWAY_OPEN_TO_ALL_TRAFFIC	Percentage of PRoW defined Byways Open to All Traffic that are present in GeoPlace.	Man	80
CONTENT_NATIONAL_CYCLE_ROUTE	Percentage of National Cycle Routes that are present in GeoPlace.	Man	80

20.3.4.3 Notes

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

The character set will always be UTF-8.

Where a Record requires a percentage of completeness, and no Records are present in the authority area – for example there are no Motorways – then a completeness of 100% should be recorded for there being no Records.

20.3.5 Conventions - ASD Metadata record (Type 69)

20.3.5.1 The Gazetteer contains an ASD Metadata Record (DTF8.1 type 69 Record), which is the record for ASD data corresponding to the Type 29 Metadata Record for the Street data. This separate record is required because some contributors only submit ASD records and cannot submit a LSG Metadata (Type 29) Record.

20.3.5.2 Record structure

The following table shows the record structure:

Field	Description	Status	Example
RECORD_IDENTIFIER	Identifies this Record as ASD metadata. "69"	Man	29
TER_OF_USE	Geographic domain of the gazetteer.	Man	"Cornwall"
LINKED DATA	List of application dataset used to update the ASD.	Opt	
NGAZ_FREQ	Frequency with which LSG is maintained and sent to the NSG Custodian. "M"	Man	"M"
CUSTODIAN_NAME	Organisation or department/function responsible for the compilation and maintenance of the data	Man	"Highways"

Field	Description	Status	Example
	that is a DCA Participating Authority or a National/Regional Highway Authority.		
CUSTODIAN_UPRN	UPRN of Authority Street Custodian location.	Man	100041031005
AUTH_CODE	Issued by NSG Custodian	Man	840
CO_ORD_SYSTEM	Co-ordinate reference system used in the gazetteer to describe position that is the "British National Grid".	Man	"British National Grid"
CO_ORD_UNIT	Measure of coordinates used within the gazetteer. "Metres"	Man	"Metres"
META_DATE	Date metadata was last updated.	Man	2013-01-02
CLASS_SCHEME	Classification scheme used for all multiple value specified Fields for example DTF8.1.	Man	"DTF8.1"
GAZ_DATE	Date at which the gazetteer can be considered to be current.	Man	2017-01-02
LANGUAGE	Language(s) used for descriptors within the ASD.	Man	"ENG"
CHARACTER_SET	Textual description of character set used for the data present in the Full Supply transfer file.	Man	"English"
MD_PROTECTED_STREET	Percentage of Protected Streets that are present in GeoPlace.	Man	100
MD_TRAFFIC_SENSITIVE	Percentage Traffic Sensitive Streets that are present in GeoPlace.	Man	100
MD_SED	Percentage of Special Engineering Difficulties (SEDs) that are present in GeoPlace.	Man	100
MD_PROPOSED_SED	Percentage of proposed Special Engineering Difficulties that are present in GeoPlace.	Man	100
MD_LEVEL_CROSSING	Percentage of Level Crossing Safety Zone that are present in GeoPlace.	Opt	50
MD_ENV_SENSITIVE_AREA	Percentage of Environmentally Sensitive Areas that are present in GeoPlace.	Man	80
MD_STRUCTURES_NOT_SED	Percentage of Structures that are not designated SEDs that are present in GeoPlace.	Man	80
MD_PIPELINES_AND_CABLES	Percentage of Pipelines and Specialist Cables that are present in GeoPlace.	Opt	10
MD_PRIORITY_LANES	Percentage of Priority Lanes that are present in GeoPlace.	Man	20
MD_LANE_RENTAL	Percentage of Lane Rental data that is present in GeoPlace.	Man	0
MD_EARLY_NOTIFICATION	Percentage of Street subject to early notification of immediate activities that are present in GeoPlace.	Opt	100
MD_SPECIAL_EVENTS	Percentage of Special Events that are present in GeoPlace.	Man	100
MD_PARKING	Percentage of this Parking Bays and restrictions that are present in GeoPlace.	Man	0
MD_PED_CROSSING_AND_SIGNALS	Percentage of Pedestrian Crossings, Traffic Signals and Traffic Sensors that are present in GeoPlace.	Man	0
MD_SPEED_LIMIT	Percentage of Speed Limits that are present in GeoPlace.	Man	0
MD_TRANS_AUTH_APP	Percentage of Transport Authority Critical Apparatus that are present in GeoPlace.	Opt	100

Field	Description	Status	Example
MD_STRATEGIC_ROUTE	Percentage of Strategic Routes that are present in GeoPlace.	Man	60
MD_STREET_LIGHT	Percentage of Street Lighting that is present in GeoPlace.	Opt	0
MD_DRAINAGE_AND_FLOOD	Percentage of Drainage and Flood Risk areas that are present in GeoPlace.	Opt	1000
MD_UNUSUAL_LAYOUT	Percentage of Streets that have an Unusual Traffic Layout that are present in GeoPlace.	Opt	0
MD_LOCAL_CONSIDER	Percentage of Streets with Local Considerations that are present in GeoPlace.	Opt	0
MD_WINTER_MAINTENANCE_ROUTE	Percentage of Streets with Winter Maintenance Routes that are present in GeoPlace.	Man	0
MD_HGV_ROUTE	Percentage of HGV Approved Routes that are present in GeoPlace.	Man	0
HD_EMERGENCY_ROUTE	Percentage of Emergency Services Routes that are present in GeoPlace.	Man	80

20.3.5.3 Notes

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

The character set will always be UTF-8.

Where a Record requests a percentage of completeness, and no Records are present in the authority area – for example there are no level crossings – then a completeness of 100% should be recorded for there being no Records.

20.3.6 Conventions - Operational District Data File (OD File)

20.3.6.1 OD File Identification

The OD file holds information about the organisations referenced within the ASD files. The OD file is transferred to GeoPlace in XML format.

The data content of each OD file is defined in the Technical Specification for the Electronic Exchange of Notifications. For updated versions of this specification see the DfT website at: <https://www.gov.uk/government/publications/street-works-technical-specification-for-electronic-transfer-of-noticing> (accessed September 2017)

20.4 Best Practice

Most LSG software maintenance applications will have the facility to enter the Fields detailed in **Section 20.3.4.2** and **20.3.5.2** above, although some maintenance applications may pre-populate some of these Fields.

Appendix A: Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Access Road	A Street whose main function is to give access to properties rather than provide a through route.	
ACI	Address Change Intelligence.	
Additional Street Data	ASD. Additional information about the type and nature of a Street to be found in an LSG and the NSG.	
Address Change Intelligence	Generic term used to identify all address change created within a local authority which shall be captured within an LLPG function to ensure the gazetteer is maintained as the single corporate address change intelligence resource for the DCA Participating Authority.	
Addressable Object	Object referenced by an address for inclusion in the LLPG. Addressable Object list defined in Appendix C.	See also BS 7666-2:2006, page 1, section 3.1, for definition.
Addressable Object (name)	AO (n) Generic term used to describe the combination of primary and secondary Addressable Object names.	
Alternative LPI	A number and / or name in common use but not approved by the SNN Authority for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
AO(n)	Addressable Object (name).	
Application Cross Reference	Record type used to associate external application references to an LLPG.	
Approved BLPU	A BLPU that has been approved by the Authority Address Custodian.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.
Approved Preferred LPI	A Record that has been approved by the Authority Address Custodian as the current LPI associated with the BLPU.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
ASD	Additional Street Data.	
ASD Updates	ASD street information supplied to GeoPlace.	
ASG	Associated Street Gazetteer.	Refers to Street information in the LLPG only.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Associated Street Gazetteer	ASG. Street Gazetteer used for the purposes of an LLPG and is present in GeoPlace. This differs in some areas from an LSG used for the updating of the NSG.	Refers to Street information in an LLPG that is present in GeoPlace.
Authority Address Custodian	DCA term – previously referred to as LLPG Custodian. Role responsible for supplying DCA Address Updates from an LLPG.	
Authority Street Custodian	DCA term – previously referred to as LSG Custodian. Role responsible for supplying DCA Street Updates from an LSG.	
Attribute	A specification that defines the content or value of a Field in a Record.	
Basic Land and Property Unit	BLPU. A real world Object recorded within the LLPG.	See also BS 7666-2:2006, page 1, section 3.2 for definition.
BLPU	Basic Land and Property Unit.	
BOAT	Byway Open to All Traffic	Section 66(1) of the Wildlife and Countryside Act 1981.
Bridge Authority	An authority responsible for the maintenance of a bridge.	
Bridleway	A highway with rights of passage for pedestrians, cyclists and horse riders only.	
British Standards Institution	BSI. An organisation whose primary purpose is to provide consistent rules and guidelines.	
BS 7666:2006	BS 7666:2006 Parts 0, 1 and 2. British Standard used for the compilation and implementation of an LLPG or LSG.	
BSI	British Standards Institution.	
Byway	One of the following: (1) A general term for a little used minor rural road. (2) A Byway Open to All Traffic. (3) A Restricted Byway.	
Byway Open to All Traffic.	BOAT. A Byway with rights for all vehicles.	Section 66(1) of the Wildlife and Countryside Act 1981.
Cabinet Office	CO. A government department responsible for, amongst other things, constitutional policy.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Candidate	BLPU and LPI Records proposed by licensed users as additions, amendments and changes.	
Candidate Submitter	A licensed user permitted to submit Candidates.	
Change Only Update	COU. A file of update Records supplied from an LLPG.	GeoPlace DTF7.3 for Addresses current version.
Child	A Record which represents the second or subsequent level in the hierarchy if two or more BLPUs are represented by LPIs that contain the same entry in the PAO. A Child Record contains a Parent PAO LPI entry in the PAO and separate name or number in the SAO.	
Classification	LLPG - A description of the use or type of a real world Object represented by a BLPU. LSG – The naming scheme of a Classified Road or an attribute of a Street.	LSG –BS7666-1:2006
Classified Road	A Street which is assigned a classification prescribed in legislation (M, A or B Roads) or which has been declared to be "Classified" by the Local Highway Authority (C Roads). Any other locally devised classifications do not make a Street into a Classified Road.	Section 12 of the Highways Act 1980. Section 27 (4) of the Local Government Act 1966. Also see - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/315783/road-classification-guidance.pdf (accessed December 2015)
Closed Street	A Street which no longer exists for the purposes of the New Roads and Street Works Act 1991 and which is closed in the LSG by the Authority Street Custodian. A Street cannot be closed merely because it is no longer passable to traffic or has no BLPUs associated with it. If highway rights remain on a Street then it is still open and those rights must be stopped up before the Street is considered to be closed.	New Roads and Street Works Act 1991.
CO	Cabinet Office	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Comma Separated Value file	CSV file. A text file with Fields of data separated by commas.	
Conditional	Dependent upon the type of the Field being Mandatory or Optional for the data to be present.	
Construction	The types and forms of the surfacing layers that shape the structure of the street.	Code of Practice, Specification for the Reinstatement of Openings in Highways (SROH)
COU	Change Only Update.	GeoPlace DTF7.3 for Addresses current version.
County Council	In this Reference Manual a local authority that does not have an SNN Authority function but does have a Local Highway Authority function.	
CSV file	Comma Separated Value file.	
Cycle Route	Any designated marked or signed route for cyclists. It may be any combination of Cycle Track, cycle lane or Cycle Way as well as other Roads or Paths with no specific provision for cycles.	
Cycle Track	A highway for cyclists and pedestrians which is maintainable at public expense.	Section 1 of the Cycle Tracks Act 1984.
Cycle Way	Any Way designed for the use of cycles. The term does not imply the existence of public rights, although it is possible that they exist.	
Data Co-operation Agreement	DCA. An agreement between local government and GeoPlace for the supply of address and street information.	
Data Source	The source of the Application Cross Reference. An external dataset that is linked to or provides a source of ACI.	
Data Transfer Format	DTF. Comma Separated Value specification used to transfer data to and from GeoPlace.	GeoPlace DTF7.3 for Addresses current version or GeoPlace DTF8.1 for Streets current version.
DCA	Data Co-operation Agreement.	
DCA Address Updates	DCA Participating Authority address information supplied to GeoPlace.	
DCA-DECTWG	The Data Co-operation Agreement - Data Entry Convention Technical Working Group.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
DCA Participating Authority	A local authority that has entered into a DCA with GeoPlace.	
DCA Street Updates	DCA Participating Authority street information supplied to GeoPlace.	
Definitive Map	A map maintained by a Surveying Authority providing details of certain Public Rights of Way.	Section 48 of the Countryside and Rights of Way Act 2000.
Definitive Statement	The Surveying Authority's legal record of Public Rights of Way.	Highways Act 1980 Wildlife and Countryside Act 1981
Department for Transport	DfT. The government department responsible for the transport network.	
DfT	Department for Transport.	
District	An operational district in Street Works.	
District Council	A lower tier level of local government in England, below a County and above a parish. An authority that does have an SNN Authority function but does not have a Local Highway Authority function.	
District Maintaining	The operational District responsible for maintaining a Street.	
DTF	Data Transfer Format.	GeoPlace DTF7.3 for Addresses current version or GeoPlace DTF8.1 for Streets current version.
Easting	A value on the X axis of the National Grid of Great Britain. Captured to a 1cm resolution.	
Electoral Management System	EMS. Software application for managing Electoral Registration data.	
Electronic Transfer of Notifications.	EToN. A specification for the automatic transfer of information about proposed Street works.	
Elementary Street Unit	ESU. A Record used to spatially define a Street between nodes and / or junctions.	
Emergency Vehicle	Police car, ambulance or fire engine.	
EMS	Electoral Management System.	
End Date	Date on which a Record ceased to be active.	See also BS 7666-2:2006, pages 6 and 9, sections 6.1 and 7.2 for descriptions.
Entry Date	Date on which a Record was entered into an LLPG or LSG.	See also BS 7666-2:2006, pages 6 and 9, sections 6.1 and 7.2 for descriptions.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Environmentally Sensitive Area	A type of designation for an area of land which needs special protection because of its landscape, wildlife or historical value.	
ESU	Elementary Street Unit.	
EToN	Electronic Transfer of Notifications.	Technical Specification for the Electronic Transfer of Notifications v6.
Extinguished	A public footpath, bridleway or restricted byway which was but is now no longer recorded on the Definitive Map.	Wildlife and Countryside Act 1981 Countryside and Rights of Way Act 2000
Field	A defined area in a database Record into which an item of data or value is entered.	
File	A comma separated text file or XML file transferred as a COU or Full Supply.	GeoPlace DTF7.3 for Addresses current version or GeoPlace DTF8.1 for Streets current version.
File Transfer Protocol	FTP. A standard for the exchange of data across a network.	
Footpath	A Way for pedestrians only. Also known as a Pedestrian Way or Walkway. Excludes Footway.	
Footway	A part of a Highway segregated for pedestrians only.	Section 66 of the Highways Act 1980.
FTP	File Transfer Protocol.	
Full Supply	A file with all the Records contained within an LLPG or LSG.	GeoPlace DTF7.3 for Addresses current version or GeoPlace DTF8.1 for Streets current version.
Geographic Identifier	Real world location or fixed Object used to assist in the description of a Street or BLPU. This can be an area name or location, a settlement, a property name or number.	
Geographic Information System	GIS. A system which displays digital imagery or mapping.	
GIS	Geographic Information System.	
GeoPlace	A public sector limited liability partnership between the Local Government Association and Ordnance Survey.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
GeoHub	GeoHub is the unification of the core address and streets datasets GeoPlace maintain. It is a system that provides a single source for all addressing and street data requirements.	
GeoPlace Address Custodian	The person or persons employed by GeoPlace responsible for the compilation of DCA Address Updates from each LLPG.	
GeoPlace Street Custodian	The person or persons employed by GeoPlace responsible for the compilation of DCA Street Updates from each LSG.	
HEADER	A Record at the start of each COU or Full Supply transfer file.	GeoPlace DTF7.3 for Addresses current version or GeoPlace DTF8.1 for Streets current version.
Health Check	A set of conformance and data quality checks undertaken by GeoPlace and reported to the Authority Address and Street Custodian.	
Heavy Commercial Vehicle	A legislative term for a Heavy goods Vehicle. A vehicle with a weight of over 7.5 tonnes. See also Heavy Goods Vehicle.	Section 20 of the Road Traffic Act 1988.
Heavy Goods Vehicle	HGV. An HM Revenues and Customs taxation term for a vehicle with a weight of over 3.5 tonnes. In everyday use, any heavy vehicle. This term is not used in road traffic legislation. See also Heavy Commercial Vehicle and Large Goods Vehicle.	Section 238 (4) of the Income Tax (Earnings and Pensions) Act 2003.
Height, Width, Weight Designation	A Record of the height, weight or width of a physical object associated with a Street.	
Height, Width, Weight Restriction	The specific type of restriction.	
HGV	Heavy Goods Vehicle.	Section 238 (4) of the Income Tax (Earnings and Pensions) Act 2003.
High Amenity Footway	A footway which has a special surface, and which is constructed and maintained to a high standard.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
High Duty Footway	A footway designated as a principal route and used by an exceptionally large number of pedestrians or cyclists.	
Highway	Any Way over which there is a public right of passage.	
Highway Authority	Any Authority responsible for a Highway to be Maintainable at Public Expense. See also Local Highway Authority and National or Regional Highway Authority.	Sections 1, 2 and 3 of the Highways Act 1980.
Highway Dedication	Makes a Street a Highway and the description of who is allowed to use it.	
Highway Maintainable at Public Expense	A Highway which existed before 31st August 1835 or which is adopted by the Highway Authority since that date. Note: other Highways are maintained by public bodies which do not fall within this definition.	Section 36 of the Highways Act 1980.
Highways England	A government owned company appointed by the Secretary of State for Transport. The company is responsible for Motorways and trunk roads in England.	Infrastructure Act 2015
Historical BLPU	A Record that has been marked by the Authority Address Custodian as a BLPU not considered existing as an Object.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.
Historical LPI	A Record that has been marked by the Authority Address Custodian as an LPI that is considered not to be current.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
House in Multiple Occupation	HMO. For full definition, see Appendix J of the DEC-Addresses.	
HMO	House in Multiple Occupation.	
Internal Administrative Boundary	A parish or a ward boundary.	
LAI	Local Authority Identification.	
Land and Property Identifier	LPI. A textual description of a BLPU.	See also BS 7666-2:2006, page 2, section 3.5 for definition.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Lane	In this Reference Manual one of the following: (1) A narrow road. (2) A rural road. (3) Part of a road delineated by road markings, for example a bus lane or a cycle lane. (4) A part of a road over which a rental scheme applies.	Sections 74, 74A and 74B of the New Roads and Street Works Act 1991.
Lane Rental	A scheme which gives companies who need to close specific part of Streets, to complete highway works, describing financial incentives to make sure it is carried out in a less disruptive way.	Section 74A of the New Roads and Street Works Act 1991 (inserted by section 255 of the Transport Act 2000).
Large Goods Vehicle	A European legislative term. See also Heavy Goods Vehicle.	
Last Update Date	Date on which a Record was last modified.	GeoPlace DTF7.3 for Addresses current version or GeoPlace DTF8.1 for Streets current version.
Level Crossing	A place where a railway crosses a Road on a level.	Level Crossings Act 1983.
LHA	Local Highway Authority.	
Line	In this Reference Manual a series of coordinate Points between two locations.	
List of Streets	A list of highways which are within the area of the Local Highway Authority and which are Highways Maintainable at Public Expense.	Section 36 of the Highways Act 1980.
LLC	Local Land Charges.	
LLPG	Local Land and Property Gazetteer.	
LLPG Custodian	Now known as Authority Address Custodian.	
Local Boundary	A boundary of a Local Authority, for example a District Authority.	
Local Considerations	The necessity to consider objects or living people as part of a request to undertake works.	
Local Custodian Code	See Local Authority Identification.	
Local Cycle Network	LCN. A local network for cycle users determined, designated and recorded by an LHA. LCN numbers have no statutory basis.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Local Authority Identification	LAID. A unique 4-digit identifier assigned by central government to each local authority. Used for information exchange between central and local government. For a list of LAIDs, see Appendix B Section 1. Also known as Local Custodian Code.	
Local Highway Authority	A highway authority with responsibility for compiling the List of Streets for its area and submitting level 3 street records for its area to the NSG.	Sections 1, 2, 3 and 36 (6) of the Highways Act 1980.
Local Land and Property Gazetteer	LLPG. The local authority address dataset which is used to supply DCA Address Updates.	
Local Land Charges	LLC. A local authority function which forms part of the property conveyance process.	
Local Custodian Code	See Local Authority Identification or LAID.	
Local Maintenance Agreement	An agreement between two Local Highway Authorities to undertake works on behalf of the other.	
Local Street Gazetteer	LSG. The local authority street dataset which is used to supply DCA Street Updates.	
Logical Status	An indicator of the current status of a specified BLPU or LPI Record in an LLPG.	See also BS 7666-2:2006, pages 6 and 9, sections 6.1 and 7.1 for descriptions.
LPI	Land and Property Identifier.	See also BS 7666-2:2006, page 2, section 3.5 for definition.
LSG	Local Street Gazetteer.	
LSG Custodian	Now known as the Authority Street Custodian.	
MAN	Mandatory.	
Mandatory	MAN. A Field which must be completed.	DTF current version.
Metadata	Statement made by data provider of content or quality of data.	
Metalled	A Street with a tarred or other solid surface.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Mini Roundabout	A type or form of junction control at which vehicles circulate around a white reflectorized central circular road marking (central island) of between 1 and 4 metres in diameter.	Mini roundabouts good practice guide published by the DfT and County Surveyors Society. For full details see https://www.gov.uk/government/publications/mini-roundabouts (accessed October 2015).
Motorway	The commonest type of Special Road which is restricted to two classes of vehicles. See also Special Road.	Schedule 4, classes I & II of the Highways Act 1980.
National Cycle Route	NCR. A national network of cycle routes designated by and based upon Sustrans data. NCR numbers have no statutory basis.	
National/Regional Highway Authority	An authority with the responsibility for maintaining public Streets and Streets in their administrative area. An authority which can submit ASD to the NSG but cannot do the following: <ul style="list-style-type: none"> • Submit a level 3 Street Record. • Compile the List of Streets for the Highways which it maintains. • Be a Surveying Authority. 	Sections 1, 2 and 3 of the Highways Act 1980.
NCR	National Cycle Route.	
National Street Gazetteer	NSG. The compilation of a list of street information maintained in local authorities and supplied as DCA Street Updates to GeoPlace by Authority Street Custodians.	
Network	In this Reference Manual one of the following: <ol style="list-style-type: none"> (1) A Road or Path network. (2) A Network controlled by a Local Highway Authority traffic manager. 	Sections 16 and 17 of the Traffic Management Act 2004.
New Roads and Street Works Act 1991	The primary legislation for the co-ordination of street works.	
Northing	A value on the Y axis of the National Grid of Great Britain. Captured to 1cm resolution.	
Notice	Electronic message sent under the EToN process to notify works.	Technical Specification for the Electronic Transfer of Notifications. Currently v6.
NRSA	New Roads and Street Works Act 1991.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
NSG	National Street Gazetteer.	
NSG User	A statutory undertaker of street works duties as defined under the New Roads and Street Works Act 1991 (NRSWA) and by the Department for Transport (DfT).	The New Roads and Street Works Act 1991 (NRSWA)
Object	A real world entity associated with land and property.	
Object without a Postal Address	OWPA. Object without a Postal Address. An Object such as recreation ground, open space, public convenience, church or car park that does not receive mail but needs to be recorded within an LLPG.	
OD file	Operational District Data file.	
Official Address	A combination of name or number in the LPI and associated Street Name that is officially approved by the SNN Authority.	
Operational District	An area of a Street Authority allocated for Street Works.	
Operational District Data file	OD file. A data file giving details of all operating organisations in a given area.	
Optional	OPT. A Field which may be completed.	DTF current version.
OPT	Optional.	
Organisation Name	The name on the fascia of a building.	
OWPA	Object without a Postal Address.	
PAF®	Postcode Address File.	
PAO	Primary Addressable Object.	
Parent	A Record which represents the highest level in the hierarchy if two or more BLPU's are represented by LPIs that contain the same entry in the PAO. A Parent Record contains an entry in the PAO but no entry in the SAO.	
Parking Bays and Restrictions	Places that are marked on the Street and the limitations placed upon them to park vehicles.	
Path	A Way for pedestrians, animals or cycles.	
Pedestrian Crossing, Traffic Signal and Traffic Sensor	A restriction on traffic movement.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Pedestrian Planning Order	An order made by the Secretary of State, upon application from a local planning authority, to extinguish vehicular rights over a highway for reasons of amenity.	Section 249(2) or 2A of the Town and Country Planning Act 1990 Section 115a of the Highways Act 1980.
Pedestrian Way	See Footpath.	
Permanently Stopped Up	A Street from which the public rights of use have been permanently removed through a legal process, so that it is no longer a Highway.	Section 116 of the Highways Act 1980. Section 247 of the Town & Country Planning Act 1990.
Permissive Path	A path which the landowner allows the public to use for a fixed period of time, but usually, with no intention that it should become a PRow. The public have rights of access by permission of the landowner. Not a Highway.	Section 31(6) of the Highways Act 1980. Wildlife and Countryside Act 1981.
Permit Authority	An authority which is approved by the DfT to manage a Permit Scheme.	Sections 32 to 39 of the Traffic Management Act 2004.
Permit Scheme	A scheme approved by the DfT for managing Street works by means of permits.	Section 32 of the Traffic Management Act 2004.
Physical Obstruction	A continuously permanent obstruction in the Highway of a physical nature, for example, gates, planters, seats.	
Planning Order	An order approved by the planning authority to remove vehicle rights from a section of the Highway.	Section 249, Town and Country Planning Act 1990.
Point	In this Reference Manual a specific coordinate location.	
Polygon	In this Reference Manual a series of closed coordinate Points that describes a specific area or physical object.	
Postal Address	Address which must include a postcode and post town as allocated by Royal Mail in PAF@.	
Postcode Address File	PAF@. Postcode Address File. A file maintained by Royal Mail for the purposes of the delivery of mail.	
Primary Addressable Object	PAO. A number and / or a name for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 1, section 3.1, for definition.
Primary EToN Notice	A notice sent to the Primary Notice Authority.	Technical Specification for the Electronic Transfer of Notifications v6.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Primary Notice Authority	The Street or Permit Authority responsible for the co-ordination of Street Works on the specified Street or part Street. In the case of Private Streets this is the Local Highway Authority whose area covers the Private Street.	Technical Specification for the Electronic Transfer of Notifications v6.
Primary Route Network	A network of Trunk Roads, and some other A roads, which are designed as the recommended routes for long-distance travel between a series of locations that have been selected by the DfT as Primary Route destinations linked by roads (primary routes) selected by the Local Highway Authority.	DfT: Guidance on road classification and the primary route network. Published:13 March 2012
Priority Lane	A specific section of Street dedicated to use by certain types of vehicle.	
Priority Object	An Object which has been identified by GeoPlace in third party source data that requires to be present in GeoPlace with the appropriate Classification.	
Private Street	A Street over which the public have either no recorded rights of passage or rights which cannot be recorded by either of the legal means of recording public rights (the Definitive Map and List of Streets) and is therefore not maintainable at public expense. It is possible that a Private Street may later be determined to be a Highway.	
Private Street Manager	The manager of a Private Street.	Section 49 of the New Roads and Street Works Act 1991.
Processing Order	Metadata used in COU file to inform an operator in which order Records should be processed.	
Prospectively Maintainable Street	A Street for which an agreement for it to become Maintainable at Public Expense is registered as a Land Charge, for example an agreement made under Section 38 of the Highways Act 1980.	Section 87 of the New Roads and Street Works Act 1991.
Protected Street	A Street where specific permission for works must be granted.	Section 61 of the New Roads and Street Works Act 1991.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Provisional BLPU	A Record that is marked by the Authority Address Custodian as a BLPU held in the LLPG on a temporary basis pending confirmation.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.
Provisional LPI	A Record that is marked by the Authority Address Custodian as an LPI description held in the LLPG on a temporary basis pending confirmation.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
PRoW	Public Right of Way.	Section 66 of the Wildlife and Countryside Act 1981.
PRoW Authority	Synonym for Surveying Authority.	
PRoW Dedication	A Record of specific rights of over land.	Wildlife and Countryside Act 1981
Public Right of Way	PRoW. One of the following: (1) A synonym for a Highway, that is, any Way over which there is a public right of passage including those Ways for which there is no statutory method for recording their existence. (2) One of the four rights recordable on the Definitive Map: <ul style="list-style-type: none"> ○ Public footpath. ○ Public bridleway. ○ Restricted byway. ○ Byway open to all traffic. 	Section 66 of the Wildlife and Countryside Act 1981.
Quiet Lane	A legal designation to preserve the rural character of a minor road.	S268 Transport Act 2000.
Quiet Route	A non-statutory designation, including Quiet Lane and anything else a LHA wishes to designate as quiet.	
Record	The collection of an ordered set of Fields described in the current version of the DTF.	
Reference Manual	Reference to this documents name.	
Regional Cycle Route	RCR. A regional network of cycle routes designated by and based upon a possible combination of LHA and Sustrans data. RCR numbers have no statutory basis.	
Rejected BLPU	A Record that is marked by the Authority Address Custodian as a BLPU that has an incorrect description of a real world Object.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Rejected LPI	A Record that is marked by the Authority Address Custodian as an LPI that has an incorrect description of a real world Object.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
Reinstatement	The criteria to bring back a Street to its original construction state.	
Representative Point Code	RPC. A code used to indicate the accuracy of a grid coordinate assigned to a BLPU.	BS 7666-2:2006.
Restricted Byway	A Highway with rights for pedestrians, horse riders, cyclists and horse-drawn vehicles, but not for mechanically propelled vehicles.	Section 47 of the Countryside and Rights of Way Act 2000.
Rights for Motorised Vehicle Access	The use of a Street by all types of motor vehicle.	
Rights for Cyclist Access	The use of a Street for cycling.	
Rights for Equestrian Access	The use of a Street for riding a horse.	
Rights for Non-Motorised Vehicle Access	The use of a Street by non-motorised vehicles.	
Rights for Pedestrian Access	The use of a Street for people on foot.	
Road	A Way for vehicles.	
Road Used as a Public Path	RUPP. An obsolete class of PRoW, abolished in 2000.	Section 47 of the Countryside and Rights of Way Act 2000.
RPC	Representative Point Code	
RUPP	Road Used as a Public Path.	
SAON	Secondary Addressable Object Name.	
SED	Special Engineering Difficulty.	
Service Road	A minor road for providing services to properties.	
Sewer Authority	An authority responsible for sewers.	
Secondary Addressable Object Name	SAO. A number and / or a name for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 1, section 3.1, for definition.
SNN	Street Naming and Numbering.	
SNN Authority	A District or Unitary with an SNN responsibility.	
SNN Officer	Officer at an SNN Authority responsible for SNN.	
Special Designation	A Record that defines the status of a Street with respect to works. A category of ASD. Also known as a type 63 Record.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Special Event	An event that happens only occasionally on the Street.	
Special Road	A Highway over which the rights are limited to a selection of eleven possible prescribed classes.	Sections 16 to 20 of the Special Roads Act 1949. Schedule 4 of the Highways Act 1980.
Speed Limit	The maximum speed a motor vehicle can legally travel on a Street.	
Statutory Undertaker	An organisation with legal powers to carry out works on a highway, for example a utilities company.	Section 49 of the New Roads and Street Works Act 1991.
Strategic Route	A network of strategic routes across England and Wales identified, using criteria set out by the DfT in England and the Welsh Assembly Government in Wales, such routes are aligned to regional and national transport policies and strategies. Most Strategic Routes, which include Motorways and Trunk Roads are managed and maintained by Highways England, Transport for London, the South Wales Trunk Road Agent (SWTRA) and the North & Mid Wales Trunk Road Agent (NMWTRA). Some Strategic Routes, more likely to be termed Primary Route Network are managed and maintained by Local Highway Authorities.	
Street	In this Reference Manual one of the following: (1) As described in the New Roads and Street Works Act 1991: a highway, road, lane, footway, alley, passage, square or court. (2) As described in Towns Improvement Clauses Act 1847 s3: any road, square, court, alley, and thoroughfare. (3) As described in BS 7666-1:2006, page 2, section 3.7.	Section 48 of the New Roads and Street Works Act 1991. Section 3 of the Towns Improvements Clauses Act 1847.
Street Authority	The authority, body or person liable to maintain a Street. If the Street is publicly maintainable then it is a Highway Authority. Also known as Street Works Authority.	Section 49 of the New Roads and Street Works Act 1991.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Street Data	Data associated with a type 11 or a type 15 Record.	
Street Description	Text associated with the description of a type 2, 3, 4 or 9 Street in the ASG.	See also BS 7666-1:2006, page 2, section 3.8 for definition.
Street Descriptor	All Fields associated with the type 15 Record in the DTF current version.	
Street Lighting	The provision of lighting on the public Highway.	BS 5489 2003 and BS EN 13201 2003.
Street Manager	An authority, body or person liable to the public to maintain or repair a street which is not a publicly maintainable highway or, if there is none, an authority, body or person having the management or control of the street.	Section 49 (4) of the New Roads and Street Works Act 1991.
Street Name	Official text approved by the SNN Authority used to describe a type 1 Street.	
Street Naming and Numbering	SNN. Street Naming and Numbering Function performed by an SNN Authority under the statutory legislation, responsible for the approval of all Street Names, property name and numbering schemes within that SNN Authority administrative area.	
Street Record	Text used to describe a BLPD which represents the entire Street.	
Street type	A value that indicates whether a name, description or number has been used to identify a Street or part of a Street. This Street type may be recorded numerically with a code of 1, 2, 3 or 4. A code of 9 is also permitted within the ASG.	See also BS 7666-1:2006, page 11, section 6.7.2, table 4 for definition.
Street Works Authority	See Street Authority.	Section 49 of the New Roads and Street Works Act 1991.
Subway	A pedestrian underpass beneath a Street.	
Surveying Authority	The authority responsible for maintaining the Definitive Map of Public Rights of Way.	Wildlife and Countryside Act 1981.
Temporary Diversion	A Public Right of Way which has been legally diverted by the Surveying Authority on a temporary basis.	Section 119 of the Highways Act 1980.
TfL	Transport for London.	
TMA	Traffic Management Act 2004.	

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
TRAILER	A Record at the end of each COU or Full Supply transfer file.	DTF current version.
Track	An unsurfaced Street (except in Cycle Track, which has a specific legal meaning and has no connotation about the nature of the surface).	
Traffic Management Act 2004	TMA. An act which details Street works regulations.	
Traffic Management Order	The term used in London for a Traffic Regulation Order.	
Traffic Order	A general term for any order to control traffic. It includes: (1) Traffic Regulation Order, (2) Traffic Management Order, or (3) Anti-Terrorist Traffic Order.	
Traffic Regulation Order	TRO. A legal instrument by which traffic management controls are implemented.	Road Traffic Regulation Act 1994.
Traffic Sensitive Street	TSS. A Street which is designated as critical to the flow of traffic in the area. This Mandatory designation is for the purposes of Street works.	Section 64 of the New Roads and Street Works Act 1991. Section 5.4.2 of the CoP (Co-ordination of Streetworks (Works for Road Purposes and Related Matters))
Transport Authority	The authority, body or person having the control or management of a transport undertaking.	Section 91(1A) of the New Roads and Street Works Act 1991.
Transport Authority Critical Apparatus	Facilities located in the Street for use by the Transport Authority.	
Transport for London	TfL. The authority responsible for London's overall transport network.	
TRSG	Trunk Roads Street Gazetteer.	
TRO	Traffic Regulation Order.	
Trunk Road	A Street designated as such by the DfT. Usually a major arterial route.	Trunk Roads Act 1936.
Trunk Roads Street Gazetteer	TRSG. A gazetteer produced by Highways England parallel to the NSG.	
TSS	Traffic Sensitive Street.	
Under Appeal	The legal status of a PRow where the rights are being challenged.	Wildlife and Countryside Act 1981.
Under Consultation	The legal status of a PRow where the rights are being formally consulted upon.	Wildlife and Countryside Act 1981.

Appendix A: - Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Unitary Council	In this Reference Manual a local authority that has an SNN Authority function and a Local Highway Authority function.	
Unique Street Reference Number	USRN. A unique identifier assigned to each Street within an LLPG and LSG.	DTF current version. See also BS 7666-1:2006, page 7, section 6.2 for description.
Unique Property Reference Number	UPRN. A unique identifier assigned to each BLPU within an LLPG.	DTF for Addresses current version. See also BS 7666-2:2006, page 6, section 6.1 for description.
Unmetalled	A Street without a tarred or other solid surface.	
UPRN	Unique Property Reference Number.	
USRN	Unique Street Reference Number.	
Valuation Office Agency	VOA. Organisation responsible for the compilation of national registers of rateable property.	
Vehicle	A form of transport with wheels.	
VOA	Valuation Office Agency.	
Walkway	A Footpath with public rights and private maintenance liability. This liability is administered under agreement with the Local Highway Authority.	Section 35 of the Highways Act 1980.
Way	A traditional term for any road, street or path.	
Welsh Assembly Government	An organisation responsible for maintaining Trunk Roads in Wales.	
Whole Road	In ASD Records, the whole length and width of a Street. Note that in this context, Road has the same meaning as Street and not the definition provided in this glossary of terms. Also known as Whole Street.	Technical Specification for the Electronic Transfer of Notifications v6.
Whole Street	See Whole Road.	
Working Day	means Monday to Friday, excluding a bank or public holiday in England and / or Wales.	Section 98(2) of NRSWA
Works Promoter	An organisation wishing to carry out Street works.	

Appendix B: Local Custodian Code and USRN allocations

NOTE: Those authorities marked in italics (*Former County* or *Former District*) ceased to exist on the 1st April 2009 and from that date these codes are no longer valid for a new Record

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
3805	Adur	00200000	00299999	District
905	Allerdale	00300000	00399999	District
2905	<i>Alnwick</i>	<i>00400000</i>	<i>00499999</i>	<i>Former District</i>
1005	Amber Valley	00600000	00699999	District
3810	Arun	01100000	01199999	District
3005	Ashfield	01200000	01299999	District
2205	Ashford	01300000	01399999	District
405	Aylesbury Vale	01400000	01499999	District
3505	Babergh	01500000	01599999	District
4405	Barnsley	01800000	01899999	Unitary
5060	Barking and Dagenham	19900000	19999999	Unitary
5090	Barnet	20000000	20099999	Unitary
910	Barrow-in-Furness	01900000	01999999	District
1505	Basildon	02000000	02099999	District
1705	Basingstoke and Deane	02100000	02199999	District
3010	Bassetlaw	02200000	02299999	District
114	Bath and North East Somerset	47900000	47999999	Unitary
205	<i>Bedford</i>	<i>27300000</i>	<i>27399999</i>	<i>Former District</i>
235	Bedford	27300000	27399999	Unitary
5120	Bexley	20100000	20199999	Unitary
225	<i>Bedfordshire</i>	<i>80100000</i>	<i>80199999</i>	<i>Former County</i>
2910	<i>Berwick-upon-Tweed</i>	<i>02500000</i>	<i>02599999</i>	<i>Former District</i>
4605	Birmingham	02700000	02799999	Unitary
2405	Blaby	02800000	02899999	District
2372	Blackburn	02900000	02999999	Unitary
2373	Blackpool	03000000	03099999	Unitary
6910	Blaenau Gwent	03100000	03199999	Unitary
2915	<i>Blyth Valley</i>	<i>03200000</i>	<i>03299999</i>	<i>Former District</i>
1010	Bolsover	03300000	03399999	District
4205	Bolton	03400000	03499999	Unitary
2505	Boston	03600000	03699999	District
1250	Bournemouth	03700000	03799999	Unitary
335	Bracknell Forest	03800000	03899999	Unitary
4705	Bradford	07700000	07799999	Unitary
1510	Braintree	03900000	03999999	District
2605	Breckland	04000000	04099999	District
5150	Brent	20200000	20299999	Unitary
1515	Brentwood	04200000	04299999	District
6915	Bridgend	47600000	47699999	Unitary
3205	<i>Bridgnorth</i>	<i>04300000</i>	<i>04399999</i>	<i>Former District</i>

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
1445	Brighton and Hove	04400000	04499999	Unitary
116	Bristol City	04500000	04599999	Unitary
2610	Broadland	04600000	04699999	District
5180	Bromley	20300000	20399999	Unitary
1805	Bromsgrove	04700000	04799999	District
1905	Broxbourne	04800000	04899999	District
3015	Broxtowe	04900000	04999999	District
430	Buckinghamshire	80300000	80399999	County
2315	Burnley	05000000	05099999	District
4210	Bury	05100000	05199999	Unitary
6920	Caerphilly	47500000	47599999	Unitary
4710	Calderdale	05300000	05399999	Unitary
505	Cambridge	05400000	05499999	District
535	Cambridgeshire	80400000	80499999	County
5210	Camden	20400000	20499999	Unitary
3405	Cannock Chase	05500000	05599999	District
2210	Canterbury	05600000	05699999	District
805	<i>Caradon</i>	<i>05700000</i>	<i>05799999</i>	<i>Former District</i>
6815	Cardiff	05800000	05899999	Unitary
915	Carlisle	05900000	05999999	District
6825	Carmarthenshire	47200000	47299999	Unitary
810	<i>Carrick</i>	<i>06100000</i>	<i>06199999</i>	<i>Former District</i>
2920	<i>Castle Morpeth</i>	<i>06200000</i>	<i>06299999</i>	<i>Former District</i>
1520	Castle Point	06300000	06399999	District
240	Central Bedfordshire	6000000	6099999	Unitary
6820	Ceredigion	47100000	47199999	Unitary
2410	Charnwood	06500000	06599999	District
1525	Chelmsford	06600000	06699999	District
1605	Cheltenham	06700000	06799999	District
3105	Cherwell	06800000	06899999	District
645	<i>Cheshire</i>	<i>80500000</i>	<i>80599999</i>	<i>Former County</i>
665	Cheshire West and Chester	8600000	8699999	Unitary
605	<i>Chester</i>	<i>06900000</i>	<i>06999999</i>	<i>Former District</i>
660	Cheshire East	6400000	6499999	Unitary
1305	<i>Chester le Street</i>	<i>07000000</i>	<i>07099999</i>	<i>Former District</i>
1015	Chesterfield	07100000	07199999	District
3815	Chichester	07200000	07299999	District
415	Chiltern	07300000	07399999	District
2320	Chorley	07400000	07499999	District
1210	Christchurch	07500000	07599999	District
1055	City of Derby	10800000	10899999	Unitary
2004	City of Kingston upon Hull	19100000	19199999	Unitary
2465	City of Leicester	23100000	23199999	Unitary
5030	City of London	08100000	08199999	Unitary
540	City of Peterborough	30100000	30199999	Unitary
1160	City of Plymouth	30200000	30299999	Unitary

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
1775	City of Portsmouth	30500000	30599999	Unitary
1780	City of Southampton	37000000	37099999	Unitary
3455	City of Stoke-on-Trent	08300000	08399999	Unitary
5990	City of Westminster	08400000	08499999	Unitary
1530	Colchester	08900000	08999999	District
610	<i>Congleton</i>	<i>09100000</i>	<i>09199999</i>	<i>Former District</i>
6905	Conwy	46600000	46699999	Unitary
920	Copeland	09200000	09299999	District
2805	Corby	09300000	09399999	District
800	<i>Cornwall</i>	<i>80700000</i>	<i>80799999</i>	<i>Former County</i>
840	Cornwall	90000000	90999999	Unitary
1610	Cotswold	09400000	09499999	District
4610	Coventry	09500000	09599999	Unitary
2705	Craven	09600000	09699999	District
3820	Crawley	09700000	09799999	District
615	<i>Crewe and Nantwich</i>	<i>09800000</i>	<i>09899999</i>	<i>Former District</i>
5240	Croydon	20500000	20599999	Unitary
900	Cumbria	80800000	80899999	County
1910	Dacorum	10300000	10399999	District
1350	Darlington	10400000	10499999	Unitary
2215	Dartford	10500000	10599999	District
2810	Daventry	10600000	10699999	District
6830	Denbighshire	46700000	46799999	Unitary
1050	Derbyshire	80900000	80999999	County
1045	Derbyshire Dales	10900000	10999999	District
1315	<i>Derwentside</i>	<i>11000000</i>	<i>11099999</i>	<i>Former District</i>
1155	Devon	81000000	81099999	County
4410	Doncaster	11200000	11299999	Unitary
1245	Dorset	81100000	81199999	County
2220	Dover	11300000	11399999	District
4615	Dudley	11400000	11499999	Unitary
1345	<i>Durham</i>	<i>81200000</i>	<i>81299999</i>	<i>Former County</i>
1355	Durham	11600000	11699999	Unitary
1320	<i>Durham</i>	<i>11700000</i>	<i>11799999</i>	<i>Former District</i>
5270	Ealing	20600000	20699999	Unitary
1325	<i>Easington</i>	<i>11900000</i>	<i>11999999</i>	<i>Former District</i>
510	East Cambridgeshire	12000000	12099999	District
1105	East Devon	12100000	12199999	District
1240	East Dorset	12200000	12299999	District
1710	East Hampshire	12300000	12399999	District
1915	East Hertfordshire	12400000	12499999	District
2510	East Lindsey	12600000	12699999	District
2815	East Northamptonshire	12800000	12899999	District
2001	East Riding of Yorkshire	45900000	45999999	Unitary
3410	East Staffordshire	12900000	12999999	District
1440	East Sussex	81300000	81399999	County

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
1410	Eastbourne	13200000	13299999	District
1715	Eastleigh	13300000	13399999	District
925	Eden	13500000	13599999	District
5300	Enfield	20700000	20799999	Unitary
620	<i>Ellesmere Port and Neston</i>	<i>13600000</i>	<i>13699999</i>	<i>Former District</i>
3605	Elmbridge	13700000	13799999	District
1535	Epping Forest	13800000	13899999	District
3610	Epsom and Ewell	13900000	13999999	District
1025	Erewash	14000000	14099999	District
1585	Essex	81400000	81499999	County
1110	Exeter	14200000	14299999	District
1720	Fareham	14400000	14499999	District
515	Fenland	14500000	14599999	District
6835	Flintshire	46800000	46899999	Unitary
3510	Forest Heath	14600000	14699999	District
1615	Forest of Dean	14700000	14799999	District
2325	Fylde	14800000	14899999	District
4505	Gateshead	14900000	14999999	Unitary
3020	Gedling	15000000	15099999	District
1620	Gloucester	15300000	15399999	District
1600	Gloucestershire	81500000	81599999	County
1725	Gosport	15600000	15699999	District
2230	Gravesham	15700000	15799999	District
2615	Great Yarmouth	15900000	15999999	District
5330	Greenwich	20800000	20899999	Unitary
3615	Guildford	16000000	16099999	District
6810	Gwynedd	46400000	46499999	Unitary
5360	Hackney	20900000	20999999	Unitary
650	Halton	16100000	16199999	Unitary
2710	Hambleton	16200000	16299999	District
5390	Hammersmith and Fulham	21000000	21099999	Unitary
1770	Hampshire	81600000	81699999	County
2415	Harborough	16400000	16499999	District
5420	Haringey	21100000	21199999	Unitary
1540	Harlow	16500000	16599999	District
2715	Harrogate	16600000	16699999	District
5450	Harrow	21200000	21299999	Unitary
1730	Hart	16700000	16799999	District
724	Hartlepool	16800000	16899999	Unitary
1415	Hastings	16900000	16999999	District
1735	Havant	17000000	17099999	District
5480	Havering	21300000	21399999	Unitary
1850	Herefordshire	23200000	23299999	Unitary
1900	Hertfordshire	81800000	81899999	County
1920	Hertsmere	17200000	17299999	District
1030	High Peak	17300000	17399999	District

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
5510	Hillingdon	21400000	21499999	Unitary
2420	Hinckley and Bosworth	17400000	17499999	District
3825	Horsham	17600000	17699999	District
5540	Hounslow	21500000	21599999	Unitary
520	Huntingdonshire	17800000	17899999	District
2330	Hyndburn	17900000	17999999	District
3515	Ipswich	18200000	18299999	District
6805	Isle of Anglesey	18300000	18399999	Unitary
2114	Isle of Wight	82000000	82099999	Unitary
835	Isles of Scilly	46200000	46299999	Unitary
5570	Islington	21600000	21699999	Unitary
3905	<i>Kenet</i>	<i>18500000</i>	<i>18599999</i>	<i>Former District</i>
5600	Kensington and Chelsea	21700000	21799999	Unitary
2275	Kent	82100000	82199999	County
815	<i>Kerrier</i>	<i>18600000</i>	<i>18699999</i>	<i>Former District</i>
2820	Kettering	18700000	18799999	District
2635	Kings Lynn and West Norfolk	19000000	19099999	District
5630	Kingston upon Thames	21800000	21899999	Unitary
4715	Kirklees	19400000	19499999	Unitary
4305	Knowsley	19500000	19599999	Unitary
5660	Lambeth	21900000	21999999	Unitary
2371	Lancashire	82200000	82299999	County
2335	Lancaster City	19700000	19799999	District
4720	Leeds	23000000	23099999	Unitary
2460	Leicestershire	82300000	82399999	County
1425	Lewes	23300000	23399999	District
5690	Lewisham	22000000	22099999	Unitary
3415	Lichfield	23400000	23499999	District
2515	Lincoln	23500000	23599999	District
2500	Lincolnshire	82400000	82499999	County
4310	Liverpool	23600000	23699999	Unitary
230	Luton	24000000	24099999	Unitary
630	<i>Macclesfield</i>	<i>24100000</i>	<i>24199999</i>	<i>Former District</i>
2235	Maidstone	24200000	24299999	District
1545	Maldon	24300000	24399999	District
1820	Malvern Hills	24400000	24499999	District
4215	Manchester	24500000	24599999	Unitary
3025	Mansfield	24600000	24699999	District
2280	Medway	32100000	32199999	Unitary
2430	Melton	24900000	24999999	District
3305	Mendip	25000000	25099999	District
6925	Merthyr Tydfil	25100000	25199999	Unitary
5720	Merton	22100000	22199999	Unitary
215	<i>Mid Bedfordshire</i>	<i>25200000</i>	<i>25299999</i>	<i>Former District</i>
1135	Mid Devon	25300000	25399999	District
3520	Mid Suffolk	25500000	25599999	District

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
3830	Mid Sussex	25600000	25699999	District
734	Middlesbrough	25700000	25799999	Unitary
435	Milton Keynes	25800000	25899999	Unitary
3620	Mole Valley	25900000	25999999	District
6840	Monmouthshire	47300000	47399999	Unitary
6930	Neath Port Talbot	47700000	47799999	Unitary
1740	New Forest	26700000	26799999	District
3030	Newark and Sherwood	26800000	26899999	District
4510	Newcastle City	08200000	08299999	Unitary
3420	Newcastle-under-Lyme	27000000	27099999	District
5750	Newham	22200000	22299999	Unitary
6935	Newport	27100000	27199999	Unitary
2600	Norfolk	82500000	82599999	County
820	<i>North Cornwall</i>	<i>27400000</i>	<i>27499999</i>	<i>Former District</i>
1115	North Devon	27500000	27599999	District
1215	North Dorset	27600000	27699999	District
1035	North East Derbyshire	27700000	27799999	District
2002	North East Lincolnshire	46000000	46099999	Unitary
1925	North Hertfordshire	27900000	27999999	District
2520	North Kesteven	28000000	28099999	District
2003	North Lincolnshire	46100000	46199999	Unitary
2620	North Norfolk	28100000	28199999	District
3210	<i>North Shropshire</i>	<i>28200000</i>	<i>28299999</i>	<i>Former District</i>
121	North Somerset	47800000	47899999	Unitary
4515	North Tyneside	28300000	28399999	Unitary
3705	North Warwickshire	28400000	28499999	District
2435	North West Leicestershire	28500000	28599999	District
3910	<i>North Wiltshire</i>	<i>28600000</i>	<i>28699999</i>	<i>Former District</i>
2745	North Yorkshire	82600000	82699999	County
2825	Northampton	28700000	28799999	District
2800	Northamptonshire	82700000	82799999	County
2900	<i>Northumberland</i>	<i>82800000</i>	<i>82899999</i>	<i>Former County</i>
2935	Northumberland	28800000	28899999	Unitary
2625	Norwich	28900000	28999999	District
3060	Nottingham City	29000000	29099999	Unitary
3055	Nottinghamshire	82900000	82999999	County
3710	Nuneaton and Bedworth	29100000	29199999	District
2440	Oadby and Wigston	29200000	29299999	District
4220	Oldham	29400000	29499999	Unitary
3215	<i>Oswestry</i>	<i>29600000</i>	<i>29699999</i>	<i>Former District</i>
3110	Oxford	29700000	29799999	District
3100	Oxfordshire	83000000	83099999	County
6845	Pembrokeshire	47000000	47099999	Unitary
2340	Pendle	29800000	29899999	District
825	<i>Penwith</i>	<i>29900000</i>	<i>29999999</i>	<i>Former District</i>
1255	Poole	30300000	30399999	Unitary

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
6850	Powys	85300000	85399999	Unitary
6854	Powys 2	85300000	85399999	Unitary
2345	Preston	30700000	30799999	District
1225	Purbeck	30800000	30899999	District
345	Reading	31000000	31099999	Unitary
5780	Redbridge	22300000	22399999	Unitary
728	Redcar and Cleveland	46300000	46399999	Unitary
1825	Redditch	31100000	31199999	District
3625	Reigate and Banstead	31200000	31299999	District
830	<i>Restormel</i>	<i>31400000</i>	<i>31499999</i>	<i>Former District</i>
6940	Rhondda Cynon Taf	47400000	47499999	Unitary
2350	Ribble Valley	31800000	31899999	District
5810	Richmond upon Thames	22400000	22499999	Unitary
2720	Richmondshire	31900000	31999999	District
4225	Rochdale	32000000	32099999	Unitary
1550	Rochford	32200000	32299999	District
2355	Rossendale	32400000	32499999	District
1430	Rother	32500000	32599999	District
4415	Rotherham	32600000	32699999	Unitary
3715	Rugby	32800000	32899999	District
3630	Runnymede	32900000	32999999	District
3040	Rushcliffe	33000000	33099999	District
1750	Rushmoor	33100000	33199999	District
2470	Rutland	33200000	33299999	Unitary
2725	Ryedale	33300000	33399999	District
4230	Salford	33400000	33499999	Unitary
3915	<i>Salisbury</i>	<i>33500000</i>	<i>33599999</i>	<i>Former District</i>
4620	Sandwell	33600000	33699999	Unitary
2730	Scarborough	33700000	33799999	District
1330	<i>Sedgefield</i>	<i>33900000</i>	<i>33999999</i>	<i>Former District</i>
3310	Sedgemoor	34000000	34099999	District
4320	Sefton	34100000	34199999	Unitary
2735	Selby	34200000	34299999	District
2245	Sevenoaks	34300000	34399999	District
4420	Sheffield	34400000	34499999	Unitary
2250	Shepway	34500000	34599999	District
3220	<i>Shrewsbury and Atcham</i>	<i>34700000</i>	<i>34799999</i>	<i>Former District</i>
3235	<i>Shropshire</i>	<i>83100000</i>	<i>83199999</i>	<i>Former County</i>
3245	Shropshire	34800000	34899999	Unitary
350	Slough	34900000	34999999	Unitary
4625	Solihull	35000000	35099999	Unitary
3300	Somerset	83200000	83299999	County
220	<i>South Bedfordshire</i>	<i>35100000</i>	<i>35199999</i>	<i>Former District</i>
410	South Bucks	35200000	35299999	District
530	South Cambridgeshire	35300000	35399999	District
1040	South Derbyshire	35400000	35499999	District

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
119	South Gloucestershire	48000000	48099999	Unitary
1125	South Hams	35500000	35599999	District
2525	South Holland	35700000	35799999	District
2530	South Kesteven	35800000	35899999	District
930	South Lakeland	35900000	35999999	District
2630	South Norfolk	36000000	36099999	District
2830	South Northamptonshire	36100000	36199999	District
3115	South Oxfordshire	36200000	36299999	District
2360	South Ribble	36400000	36499999	District
3225	<i>South Shropshire</i>	<i>36500000</i>	<i>36599999</i>	<i>Former District</i>
3325	South Somerset	36600000	36699999	District
3430	South Staffordshire	36700000	36799999	District
4520	South Tyneside	36800000	36899999	Unitary
1590	Southend-on-Sea	37100000	37199999	Unitary
5840	Southwark	22500000	22599999	Unitary
3635	Spelthorne	37200000	37299999	District
1930	St Albans	37300000	37399999	District
3525	St Edmundsbury	37400000	37499999	District
4315	St Helens	37500000	37599999	Unitary
3425	Stafford	37600000	37699999	District
3450	Staffordshire	83300000	83399999	County
3435	Staffordshire Moorlands	37700000	37799999	District
1935	Stevenage	37800000	37899999	District
4235	Stockport	38100000	38199999	Unitary
738	Stockton-on-Tees	38200000	38299999	Unitary
3720	Stratford-on-Avon	38300000	38399999	District
1625	Stroud	38500000	38599999	District
3500	Suffolk	83400000	83499999	County
3530	Suffolk Coastal	38600000	38699999	District
4525	Sunderland	38700000	38799999	Unitary
3600	Surrey	83500000	83599999	County
3640	Surrey Heath	38800000	38899999	District
5870	Sutton	22600000	22699999	Unitary
2255	Swale	39000000	39099999	District
6855	Swansea	39100000	39199999	Unitary
3935	Swindon	40200000	40299999	Unitary
4240	Tameside	39300000	39399999	Unitary
3445	Tamworth	39400000	39499999	District
3645	Tandridge	39500000	39599999	District
3315	Taunton Deane	39600000	39699999	District
1335	<i>Teesdale</i>	<i>39700000</i>	<i>39799999</i>	<i>Former District</i>
1130	Teignbridge	39800000	39899999	District
3240	Telford and Wrekin	45200000	45299999	Unitary
1560	Tendring	39900000	39999999	District
1760	Test Valley	40000000	40099999	District
1630	Tewkesbury	40100000	40199999	District

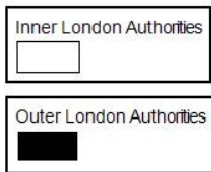
Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
2260	Thanet District	40300000	40399999	District
6950	The Vale of Glamorgan	41500000	41599999	Unitary
1940	Three Rivers	40400000	40499999	District
1595	Thurrock	40500000	40599999	Unitary
2265	Tonbridge and Malling	40600000	40699999	District
1165	Torbay	40700000	40799999	Unitary
6945	Torfaen	40800000	40899999	Unitary
1145	Torridge	40900000	40999999	District
5900	Tower Hamlets	22700000	22799999	Unitary
4245	Trafford	41000000	41099999	Unitary
2270	Tunbridge Wells	41100000	41199999	District
2925	<i>Tynedale</i>	<i>41300000</i>	<i>41399999</i>	<i>Former District</i>
1570	Uttlesford	41400000	41499999	District
3120	Vale of White Horse	41600000	41699999	District
635	<i>Vale Royal</i>	<i>41700000</i>	<i>41799999</i>	<i>Former District</i>
4725	Wakefield	41800000	41899999	Unitary
4630	Walsall	41900000	41999999	Unitary
5930	Waltham Forest	22800000	22899999	Unitary
5960	Wandsworth	22900000	22999999	Unitary
2930	<i>Wansbeck</i>	<i>42000000</i>	<i>42099999</i>	<i>Former District</i>
655	Warrington	42200000	42299999	Unitary
3725	Warwick	42300000	42399999	District
3700	Warwickshire	83600000	83699999	County
1945	Watford	42400000	42499999	District
3535	Waveney	42500000	42599999	District
3650	Waverley	42600000	42699999	District
1435	Wealden	42700000	42799999	District
1340	<i>Wear Valley</i>	<i>42800000</i>	<i>42899999</i>	<i>Former District</i>
2835	Wellingborough	42900000	42999999	District
1950	Welwyn Hatfield	43000000	43099999	District
340	West Berkshire	26900000	26999999	Unitary
1150	West Devon	43100000	43199999	District
1230	West Dorset	43200000	43299999	District
2365	West Lancashire	43300000	43399999	District
2535	West Lindsey	43400000	43499999	District
3125	West Oxfordshire	43600000	43699999	District
3320	West Somerset	43700000	43799999	District
3800	West Sussex	83700000	83799999	County
3925	<i>West Wiltshire</i>	<i>43800000</i>	<i>43899999</i>	<i>Former District</i>
1235	Weymouth and Portland	44000000	44099999	District
4250	Wigan	44100000	44199999	Unitary
3930	<i>Wiltshire</i>	<i>83800000</i>	<i>83899999</i>	<i>Former County</i>
3940	Wiltshire	44200000	44299999	Unitary
1765	Winchester	44300000	44399999	District
355	Windsor and Maidenhead	44400000	44499999	Unitary
4325	Wirral	44500000	44599999	Unitary

Appendix B: Local Custodian Code and USRN allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
3655	Woking	44600000	44699999	District
360	Wokingham	44700000	44799999	Unitary
4635	Wolverhampton	44800000	44899999	Unitary
1835	Worcester	45000000	45099999	District
1855	Worcestershire	81700000	81799999	County
3835	Worthing	45100000	45199999	District
6955	Wrexham	46900000	46999999	Unitary
1840	Wychavon	45400000	45499999	District
425	Wycombe	45500000	45599999	District
2370	Wyre	45600000	45699999	District
1845	Wyre Forest	45700000	45799999	District
2741	York	45800000	45899999	Unitary

Appendix C: Inner and Outer London Authorities



Appendix D: Street life cycle scenarios and decisions

Section 1 - Street life cycle scenarios

Scenario Number	Date	Address data code to use			Street data code to use									
		type 11 Street STATE	type 21 Street BLPU LOGICAL STATUS	type 21 Street BLPU STATE	type 11 Street STATE	type 11 Street STREET SURFACE	type 17 HIGHWAY_DEDICATION_CODE	type 17 HD_PROW Yes/No indicator	type 61 STREET_STATUS	type 62 REINSTATEMENT_TYPE_CODE	type 63 Special Designation Record	type 64 HWW Designation Record	type 66 PRow Record	
1.	Planning application received - Instruction from planning function to create BLPU on existing Street	Request – Held in LLPG NOT sent to GeoPlace.	2 – Open – New BLPU on existing Street	1 - Approved	2 – In use	N/A	This Street cannot be present in the NSG	N/A	N/A	This Street cannot be present in the NSG	N/A	N/A	N/A	N/A
2.	Planning permission refused - Instruction from planning function to change status of BLPU on existing Street	Request – Held in LLPG NOT sent to GeoPlace.	2 – Open – New BLPU on existing Street	1 - Approved	2 – In use	N/A	This Street cannot be present in the NSG	N/A	N/A	This Street cannot be present in the NSG	N/A	N/A	N/A	N/A
3.	Planning Approval Obtained	Date of approval.	5 – For Addressing Purposes Only	6 - Provisional	6 – Planning permission granted	N/A	This Street cannot be present in the NSG	N/A	N/A	This Street cannot be present in the NSG	N/A	N/A	N/A	N/A
4.	Detailed design layout submitted to SNN Officer	Undefined.	5 – For Addressing Purposes Only	6 - Provisional	6 – Planning permission granted	N/A	This Street cannot be present in the NSG	N/A	N/A	This Street cannot be present in the NSG	N/A	N/A	N/A	N/A
5.	SNN Approved – Authority Street Custodian informed	Date of approval.	5 – For Addressing Purposes Only	1 - Approved	6 – Planning permission granted	N/A	This Street cannot be present in the NSG	N/A	N/A	This Street cannot be present in the NSG	N/A	N/A	N/A	N/A

Appendix D: Street life cycle scenarios and decisions

Scenario Number	Date	Address data code to use			Street data code to use									
		type 11 Street STATE	type 21 Street BLPU LOGICAL STATUS	type 21 Street BLPU STATE	type 11 Street STATE	type 11 Street STREET SURFACE	type 17 HIGHWAY_DEDICATION_CODE	type 17 HD_PROW Yes/No indicator	type 61 STREET_STATUS	type 62 REINSTATEMENT_TYPE_CODE	type 63 Special Designation Record	type 64 HWW Designation Record	type 66 PRow Record	
6.	Street exists on paper only. No dedication as a Highway.	Undefined.	5 – For Addressing Purposes Only	1 - Approved	6 – Planning permission granted	N/A	This Street cannot be present in the NSG.	N/A	N/A	This Street cannot be present in the NSG	N/A	N/A	N/A	N/A
7.	Street pegged out on the ground or work started. No Highway Dedication.	Pegs in ground.	1 – Under construction	1 - Approved	1 – Under construction	1 – Under construction	2 - Unmetalled	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	3 – Neither 1, 2, 4 nor 5	9 – Private Street	Null	Null	Null
8.	Construction starts on ground, section 38 process or legal order process in place and land charges function informed.	Date of approval of legal order.	1 – Under construction	1 - Approved	1 – Under construction	1 – Under construction	2 - Unmetalled	4 to 11, as appropriate. (Do not use 2 - BOAT as cannot be created by dedication)	Possible, Yes or No, as appropriate.	2 – Prospectively Maintainable at Public Expense	1 to 8, 10	Man	Opt	Opt
9.	Under construction – Private Street	Pegs in ground.	1 – Under construction	1 - Approved	1 – Under construction	1 – Under construction	2 - Unmetalled	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	3 – Neither 1, 2, 4 nor 5	9 – Private Street	Opt	Null	Null
10.	Dedicated as Highway, whether or not work has started, but not yet open.	Date of approval of legal order.	1 – Under construction	1 - Approved	1 – Under construction	1 – Under construction	2 - Unmetalled	4 to 11, as appropriate. (Do not use 2 - BOAT as cannot be created by dedication)	Possible, Yes or No, as appropriate.	2 – Prospectively Maintainable at Public Expense	1 to 8, 10	Opt	Opt	Opt

Appendix D: Street life cycle scenarios and decisions

Scenario Number	Date	Address data code to use			Street data code to use									
		type 11 Street STATE	type 21 Street BLPU LOGICAL STATUS	type 21 Street BLPU STATE	type 11 Street STATE	type 11 Street STREET SURFACE	type 17 HIGHWAY_DEDICATION_CODE	type 17 HD_PROW Yes/No indicator	type 61 STREET_STATUS	type 62 REINSTATEMENT_TYPE_CODE	type 63 Special Designation Record	type 64 HWW Designation Record	type 66 PRow Record	
11	Street in use, but not dedicated as a Highway.	Undefined.	2 -Open	1 - Approved	2 – In use	2 -Open	Either 1, 2 or 3	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	3 – Neither 1, 2, 4 nor 5	9 – Private Street	Opt	Null	Null
12	Street just open, new buildings being occupied, post delivered and bins emptied.	Date of approval.	2 -Open	1 - Approved	2 – In use	2 -Open	Either 1, 2 or 3	4 to 11, as appropriate . (Do not use 2 - BOAT as cannot be created by dedication)	Possible, Yes or No, as appropriate	2 – Prospectively Maintainable at Public Expense	9 – Private Street	Opt	Null	Null
13	Street in use and dedicated as Highway.	Date of approval.	2 -Open	1 - Approved	2 – In use	2 -Open	Either 1, 2 or 3	Either 2, 4, 6, 8, 9, 10 or 11	Possible, Yes or No, as appropriate	1 – Maintainable at Public Expense or 4 – Maintenance responsibility is to another Highway Authority	1 to 8, 10	Opt	Opt	Opt
14	Adopted Street - open and maintained by LHA.	Date of approval.	2 -Open	1 - Approved	2 – In use	2 -Open	Either 1, 2 or 3	Either 2, 4, 6, 8, 9, 10 or 11	Possible, Yes or No, as appropriate	1 – Maintainable at Public Expense	1 to 8, 10	Man	Opt	Opt

Appendix D: Street life cycle scenarios and decisions

Scenario Number	Date	Address data code to use			Street data code to use									
		type 11 Street STATE	type 21 Street BLPU LOGICAL STATUS	type 21 Street BLPU STATE	type 11 Street STATE	type 11 Street STREET SURFACE	type 17 HIGHWAY_DEDICATION_CODE	type 17 HD_PROW Yes/No indicator	type 61 STREET_STATUS	type 62 REINSTATEMENT_TYPE_CODE	type 63 Special Designation Record	type 64 HWW Designation Record	type 66 PRow Record	
15	Open - Private Street	Undefined	2 -Open	1 - Approved	2 – In use	2 - Open	Either 1, 2 or 3	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Possible, Yes or No, as appropriate	3 – Neither 1, 2, 4 nor 5	9 – Private Street	Opt	Null	Opt
16	Street overlaps another named type 1 Street with STATE = 2	Date of approval.	2 – Open	1 - Approved	2 – In use	2 – Open	Either 1, 2 or 3	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	5 – Street outside scope of EToN. (For overlap)	12 – Street outside scope of EToN.	Null	Null	Null
17	Part of Street stopped up. Part of Street open.	Date set by ESU status.	2 - Open	1 - Approved	2 – In use	2 - Open	Either 1, 2 or 3	12 for closed ESU 2-11 for open ESUs	Possible, Yes or No, as appropriate	Separate Interest Records required.	Separate Records required.	Separate Records required.	Separate Records required.	Separate Records required.
18	Street open to all traffic and maintained by National/Regional Highway Authority (e.g. Highways England, TfL, etc).	Date of approval.	2 -Open	1 - Approved	2 – In use	2 -Open	Either 1, 2 or 3	Either 2, 4, 6, 8, 9, 10 or 11	Possible, Yes or No, as appropriate	4 – Maintenance responsibility is to another Highway Authority	11 – Street maintained by another Highway Authority.	Man	Opt	Opt
19	Street open to all traffic and maintained by private agreement.	Undefined.	2 -Open	1 - Approved	2 – In use	2 -Open	Either 1, 2 or 3	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Possible, Yes or No, as appropriate	3 – Neither 1, 2, 4 nor 5	9 – Private Street	Opt	Opt	Opt

Appendix D: Street life cycle scenarios and decisions

Scenario Number	Date	Address data code to use			Street data code to use									
		type 11 Street STATE	type 21 Street BLPU LOGICAL STATUS	type 21 Street BLPU STATE	type 11 Street STATE	type 11 Street STREET SURFACE	type 17 HIGHWAY_DEDICATION_CODE	type 17 HD_PROW Yes/No indicator	type 61 STREET_STATUS	type 62 REINSTATEMENT_TYPE_CODE	type 63 Special Designation Record	type 64 HWW Designation Record	type 66 PRow Record	
20	All Highway rights have been stopped up but the Street still physically exists.	Date of approval.	2 -Open	1 - Approved	3 – Unoccupied	2 -Open	Either 1, 2 or 3	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	3 – Neither 1, 2, 4 nor 5	9 – Private Street	Opt	Opt	Null
21	The street has been demolished but the Highway rights still exist.	Date of approval.	2 -Open	1 - Approved	3 – Unoccupied	2 -Open	Either 1, 2 or 3	Either 2, 4, 6, 8, 9, 10 or 11	Possible, Yes or No, as appropriate.	1 – Maintainable at Public Expense	Must match Highways Dedication.	Null	Null	Opt
22	The Street has been demolished and the Highway rights have been stopped up.	Date of approval.	4 – Permanently closed	8 - Historical	4 – No longer existing	4 – Permanently closed	2 - Unmetalled	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	Null	Null	Null	Null	Null
23	Legacy real world type 1 Street Name, for example terrace.	Date of approval.	5 – For Addressing Purposes Only	1 - Approved	2 – In use	5 – For Addressing Purposes Only	2 - Unmetalled	12 – Neither 2, 4, 6, 8, 9, 10 nor 11	Not possible, use No.	5 – Street outside scope of EToN.	12 – Street outside scope of EToN.	Null	Null	Null

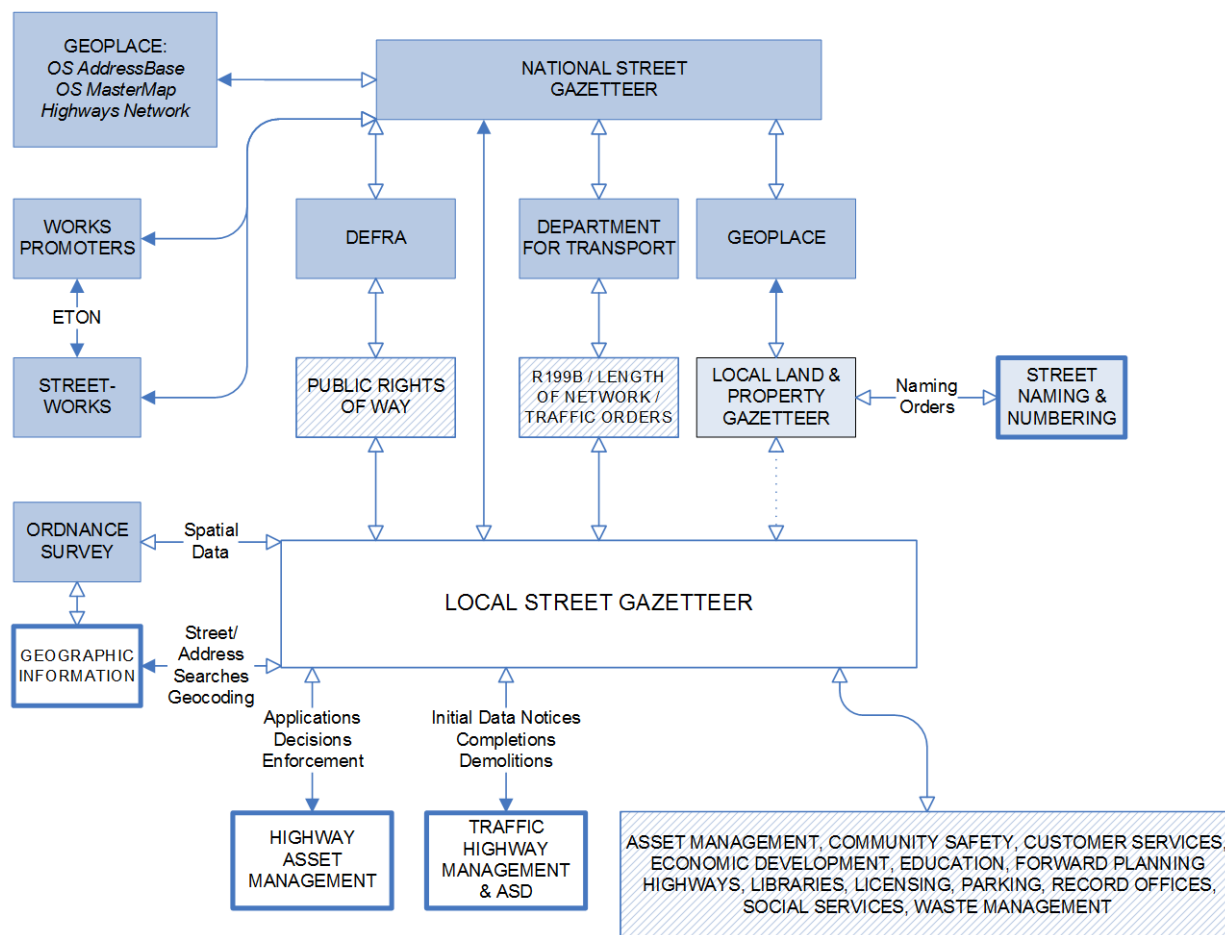
Section 2 - Street life cycle decisions

Does the Street exist on ground or is it under construction?		Yes	Is the Street still under construction?			No it is already open	Is the Street publicly maintainable?		Yes	Who maintains the Street?	
No			Yes				No			Local Highway Authority	National/Regional Highway Authority
Is the Street a legacy Street for addressing purposes, eg. a terrace?			What is the Streets current maintenance liability?				Is a section 38 agreement in place for Street?				
	No	Yes	Private	Section 38 agreement signed and in progress	Publicly built	No	Yes				
Street STATE code	This Street should not be present in the NSG	5	1	1	1	2	2	2	2	2	
HIGHWAY_DEDICATION_CODE		null	12	4to10	4to11	12	2to11	2to10	2to11		
Interest Record STREET_STATUS		5	3	2	1	3	2	1	4		
Interest Record INTEREST_TYPE		null	1	1	1	1	1	1	8		
Construction Record REINSTATEMENT_TYPE_CODE		12	9	9	1to8,10	9	1to8,10	1to8,10	11		
Possible Special Designation Record		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Possible Height Width Weight Designation Record		No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Possible PRow Record		No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

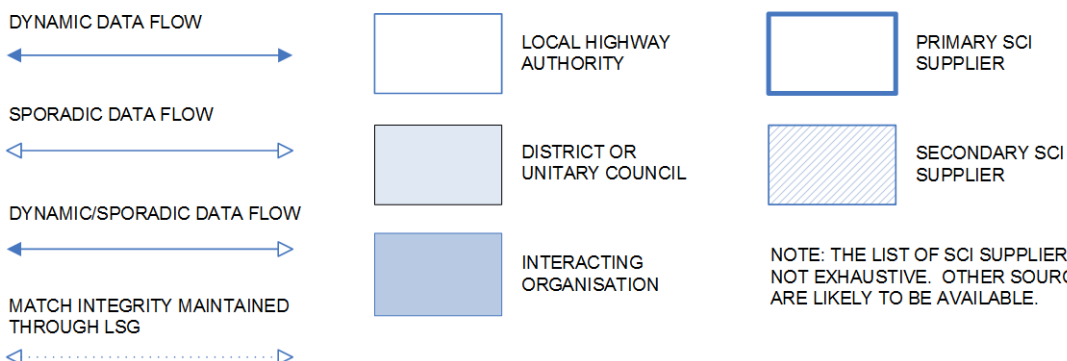
Page intentionally blank

Appendix E: Data Flows

Example of LSG Street Change Intelligence Flows

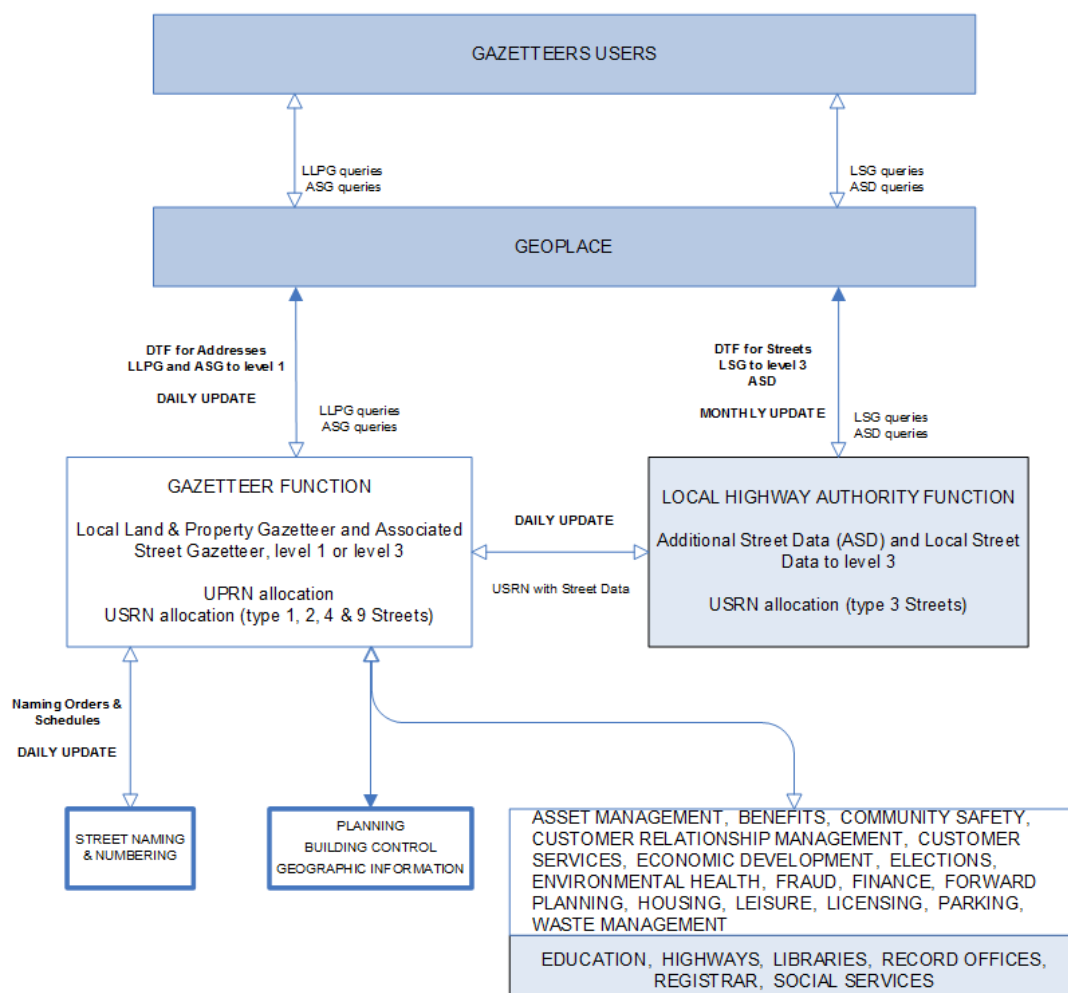


LEGEND

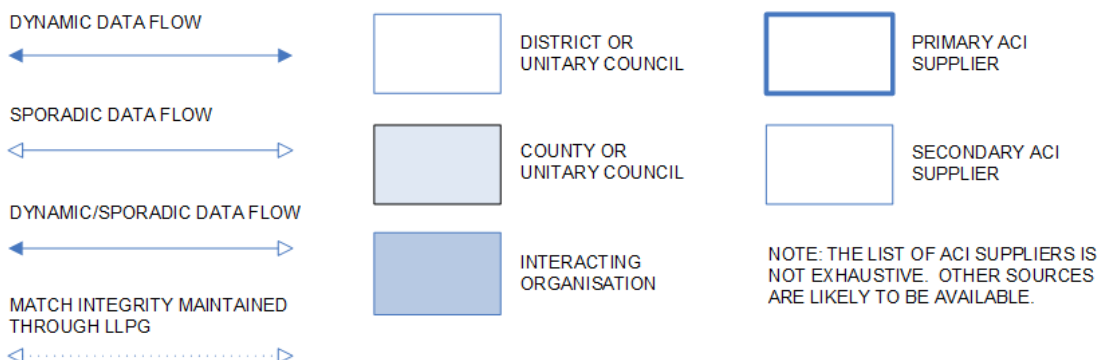


Reviewed December 2017

USRN and UPRN Allocation



LEGEND



Appendix F: Interacting with GeoPlace

1. Background

1.1. Under the terms of the NSG licence, each DCA Participating Authority has an obligation to interact with GeoPlace on an agreed regular basis. This appendix provides details of the communication process between the Authority Street Custodian and GeoPlace. For more background and documentation for NSG Users, see the support section of the GeoPlace website at www.geoplace.co.uk.

2. Communication between a Highway Authority and GeoPlace

2.1. GeoPlace contact details are:

- Helpdesk email support@geoplace.co.uk
- Support desk telephone 020 7630 4602
- GeoPlace website www.geoplace.co.uk

3. Sending Full Supply Files to GeoPlace

3.1. The Authority Street Custodian must transfer Full Supply files to GeoPlace in the current Data Transfer Format. For the specification of this format, see the support section of the GeoPlace website at www.geoplace.co.uk or contact GeoPlace.

3.2. All Full Supply submissions must contain three files and be named in the following format:

- Nnnn_LG
- Nnnn_OD
- Nnnn_AD

Nnnn is the Local Custodian Code LAID.

4. Process for the submission of Full Supply files

4.1 The Authority Street Custodian must upload Full Supply files via the http secure login within the Authority Street Custodian's authority area on the GeoPlace website.

4.2 The Authority Street Custodian will receive an email that specifies whether the file has passed or failed validation.

4.3 To obtain registration details for access to the secure area of the GeoPlace website, the Authority Street Custodian must contact GeoPlace.

4.4 The Authority Street Custodian must know their LAID code. For details on how to obtain this information, contact GeoPlace.

- 4.5 GeoPlace compliance checks all Full Supply files received and reports any inconsistencies in any Record which does not conform to the rules in this Reference Manual or the current DTF. For a full description see the support section on the GeoPlace website www.geoplace.co.uk.
- 4.6 Current best practice is to make a Full Supply submission within the first 10 working days of each month and a further submission towards the end of the month once a review of the compliance and health checks has taken place in liaison with the Authority Address Custodian. This also allows the most up-to-date data to be made available for publication of the NSG.

5. Health Checks

- 5.1. Each month GeoPlace sends a Health Check report to each DCA Participating Authority concerning the quality of data in the NSG. These reports are made available 48 hours following a successful submission in the NSG upload page and via FTP, and consist of both a full Health Check report and a summary report. If a DCA Participating Authority does not have access to FTP they can request a copy of the reports by contacting GeoPlace via support@geoplace.org.uk.
- 5.2. Health Check files use the following naming conventions:
- LAID-YYYYMMDD-Summary.txt
 - LAID-YYYYMMDD-Report.txt where:
 - LAID is the Local Custodian Code ID (a 4-digit code) e.g. 1234.
 - YYYY(year), MM (Month), and DD(Day) constitute the date of creation.
- 5.3. The full Health Check reports, a statistics report and the summary reports are all produced in three separate files.
- 5.4. The Summary report contains details of every check.
- 5.5. The full Health Check report contains all of the checks that are carried out. It also contains each individual Record flagged by that check as well as a count.
- 5.6 Both reports are broken down into separate sections depending on the Record type, within each section the checks are then broken down into priority, review and for information. The errors identified as a priority must be remedied by the Authority Street Custodian.

Appendix G: Special Designation codes

STREET_SPECIAL_DESIG_CODE where SPECIAL_DESIG_PERIODICITY_CODE = 1 – Everyday is indicated by*	Description	SPECIAL_DESIG_DESCRIPTION Conventions	Other Requirements	Example
1 - Protected Street* Mandatory	Statutory designation to restrict the placement of apparatus in Street. This Record must contain a start date for the designation. Section 61, NRSWA – defines as formally designated Protected Street.	Must describe: Protected Street Should describe: Alternative USRN/location for apparatus Example: “Protected Street – Alternative location in Verge”	Start Date Required	<ul style="list-style-type: none"> Formally designated Protected Street
2 - Traffic Sensitive Mandatory	Statutory designation that allows highly trafficked Highways to be identified. Once a designation is made it applies to all works taking place in the Street. This means that all Highway Authorities and Works Promotors should not work in the carriageway of traffic sensitive Streets at sensitive times unless there is no alternative. Section 64, NRSWA and section 5.4.2 of the CoP (Co-	Must describe: Traffic Sensitive as per section 5.4.2 of the CoP (Co-ordination of Streetworks (Works for Road Purposes and Related Matters)) Should describe: Reason for Traffic Sensitivity Example: “Traffic Sensitive - Bus Route”	Start and End Time. Record for each periodicity and timeframe.	<ul style="list-style-type: none"> Commuter Route including pedestrian access Heavy Vehicle Route including pedestrian access Bus route Pre-salting route

Appendix G: Special Designation codes

	ordination of Streetworks (Works for Road Purposes and Related Matters)) set out the criteria for creating these designations.			
3 - Special Engineering Difficulty (SED)* Mandatory	Statutory designation that requires the Works Promoter to provide additional advance information to the owner of the affected asset prior to works. Usually this is in the form of a Section and Plan but may be more detailed if the asset owner requests it. Schedule 4, Section 63, NRSWA sets out the process for SEDs.	Must describe: Type of SED Should describe: SED Name and Reference Number, non-personal Contact Details Example: "Culvert – Ref No 3456 – Contact 0**** *****"	Details of proximity to the feature would also be helpful.	<ul style="list-style-type: none"> • Bridges • Retaining walls • Cuttings and embankments • Isolated structures • Subways and tunnels at shallow depth • Tramway tracks in the street • Culverts • Undertaker's apparatus
4 - Code not used in NSG	This code is used only by EToN in the EToN transaction process.			
5 - Code no longer in use				
6 - Proposed Special Engineering Difficulty*	Discretionary designation and is used to identify new assets or old assets that have been identified as at risk. A typical	Must describe: Type of SED Should describe: SED Name and Reference Number,	Start and End Date of consultation. The End Date Field should be left blank until formal SED is	<ul style="list-style-type: none"> • Bridges • Retaining walls • Cuttings and embankments

Appendix G: Special Designation codes

	use is to identify the location of a designation during any consultation period.	non-personal Contact Details Example: "Culvert – Ref No 3456 – Contact 01634*****"	achieved. When the Record moves over to a formal SED then the Record should be closed, and another Record opened under code 3 - SED.	<ul style="list-style-type: none"> • Isolated structures • Subways and tunnels at shallow depth • Tramway tracks in the street • Culverts • Undertaker's apparatus
7 - Code no longer in use				
8 - Level Crossing Safety Zone*	<p>Discretionary designation which is created by a Transport Authority only. It identifies an area around a level crossing where, if occupied to carry out works, there is a risk of traffic obstructing the crossing. The Works Promoter of any works must consult the SWA_ORG_REF_CONSULTANT identified in the Record.</p> <p>Restricted to use by Transport Authority only.</p>	<p>Must describe: Reference Number Should describe: non-personal Contact Details Example: "No. 267 – Contact *****"</p>	SWA_ORG_REF_CONSULTANT to be entered	<ul style="list-style-type: none"> • Level Crossing
9 - Environmentally Sensitive Areas*	Discretionary designation that identifies information about the local environment. This	Must describe: Type of ESA. Explanation of Sensitivity	SWA_ORG_REF_CONSULTANT, if applicable.	<ul style="list-style-type: none"> • SSSI • Specially Cultivated Area

Appendix G: Special Designation codes

	<p>includes environmentally sensitive areas, such as sites of specific scientific interest and ancient monuments, or specially cultivated areas containing shrubs, plants or bulbs shall be reinstated using the same or similar species. Known location of Invasive Plant Species.</p> <p>It is advisable to consult the SWA_ORG_REF_CONSULTANT prior to works commencing. Where this is mandatory this should be made clear in the text.</p>	<p>Should describe: Organisation contact details.</p> <p>Example: "Road Side Nature Reserve – Specific Flora and Fauna, Contact *****"</p>		<ul style="list-style-type: none"> • Ancient Monument • AONB • Invasive Plant Species • SNCI (Sites of Nature Conservation Interest) • Listed Buildings / Statues • Contaminated Land
10 - Structures (not designated Special Engineering Difficulty - SED)*	<p>Discretionary designation used by asset owners to identify the existence of a structure that has not been designated as an SED.</p> <p>In cases where this identifies a Bridge, Works Promoters should regard it as a reminder that under Section 88, NRSWA they must consult the Bridge Authority prior to serving Notices.</p>	<p>Must describe: Type of Structure</p> <p>Should describe: Reference Number, non-personal Contact Details</p> <p>Example: "Culvert – Ref No 3456 – Contact 01634*****"</p>	Details of proximity to the feature would also be helpful.	<ul style="list-style-type: none"> • Bridges • Statues • Retaining walls • Cuttings and embankments • Isolated structures • Subways and tunnels at shallow depth • Tramway tracks in the street • Culverts

Appendix G: Special Designation codes

				<ul style="list-style-type: none"> • Undertaker's apparatus
11 - Code no longer in use Refer to Special Surface in Construction Record.				
12 - Pipelines and specialist Cables*	<p>Discretionary designation that is created by the Local Highway Authority and maintained on the behalf of the private sector oil or gas pipeline owner.</p> <p>The SWA_ORG_CONSULT is the owner of the pipeline. Consultation is recommended.</p>	<p>Must describe: Type of Pipeline</p> <p>Should describe: Owner of Pipeline, Pipeline Details, non-personal Contact Details</p> <p>Example: "Oil Pipeline – Esso ownership – Contact 0**** ***** or Pipe – High Pressure Chemical – steel 300mm"</p>	SWA_ORG_CONSULT is the owner of the pipeline.	<ul style="list-style-type: none"> • High Pressure Gas Pipeline • Oil Pipe • Oil Filled Cable
13 - Priority lanes	<p>Discretionary designation that allows the Local Highway Authority to identify the location of bus and cycle lanes in the Street.</p>	<p>Must describe: Type of Priority Lane</p> <p>Should describe:</p> <p>Example: "Bus Lane"</p>	Periodicity. If the designation is directional, for example, the lane between junction 1 and 2 is a morning priority and the lane between junction 2 and 1 on the same Street is afternoon priority, then separate Records must be created.	<ul style="list-style-type: none"> • Bus Lane • Cycle Lane • Taxi Lane
14 - Code no longer in use Refer to Special Construction Needs in Construction Record.				
15 - Code no longer in use				

Appendix G: Special Designation codes

16 - Lane Rental	<p>Statutory designation that identifies streets that are included in a lane rental scheme.</p> <p>This Record must be included when the scheme commences.</p>	<p>Must describe: 'Subject to Lane Rental'</p> <p>Should describe: Designated Category</p> <p>Example: "Subject to Lane Rental - Category A"</p>	Start and End Time. Record for each periodicity and timeframe.	<ul style="list-style-type: none"> Formally designated as subject to a Lane Rental scheme.
17 - Streets subject to early notification of immediate activities	<p>Discretionary designation that enables Street Authorities to designate Streets that are particularly vulnerable to traffic disruption. Thus, this requires Work Promoters to provide early warning of activities by telephoning the Street Authority immediately after the activity has commenced.</p>	<p>Must describe: Early Notification non-personal Contact Number (Office Hours)</p> <p>Should describe: Early Notification non-personal Contact Number (Out of Office Hours)</p> <p>Example: "CALL ***** 648319 8:00-17:30 MON-FRI, ***** 247800 OUT OF HOURS"</p>		<ul style="list-style-type: none"> Markets Critical junctions, roundabouts and bridges Filter lanes Premises, for example, Prison, Hospital, Ambulance, Fire and Police stations
18 - Special Events	<p>Discretionary designation that provides early awareness of Special Events to Work Promoters to enable them to consider any actions that they may need to take to avoid any works taking place on the Street during the time(s) of the Special Event.</p>	<p>Must describe: Special Event Name/Description</p> <p>Should describe:</p> <p>Example: "*****Half Marathon"</p>	Start & End Dates/Times	<ul style="list-style-type: none"> Carnival Street Market Remembrance Parade Street fairs and parades Tour de France

Appendix G: Special Designation codes

	This designation must be used if special events either occupy a work space or create traffic conditions which require an absence of works on defined Streets during the period of impact of the event.			<ul style="list-style-type: none"> • Sporting events • Street events • Play streets
19 - Parking Bays and Restrictions	<p>Discretionary designation that provides details of Streets with parking meters, residents parking and parking restrictions such as yellow lines, red routes, and other permanent parking restrictions.</p> <p>If works are planned on Streets subject to parking bays or restrictions, there can be a requirement to suspend or alter restrictions for the period of the works.</p>	<p>Must describe: Type of Parking Bay/Restriction</p> <p>Should describe: TRO / TMO Reference Details</p> <p>Example: "Parking Bay – Disabled, TRO REF 004-018-004"</p>	Start and end times (if applicable)	<ul style="list-style-type: none"> • Resident Parking • Metered Parking • Red Route
20 - Pedestrian Crossings, Traffic Signals and Traffic Sensors*	<p>Discretionary designation that captures Streets that have signalled controlled pedestrian crossings and permanent traffic signals or any traffic sensors in the Highway.</p>	<p>Must describe: Type</p> <p>Should describe: Reference Number, non-personal Contact Details</p> <p>Example: "PEDESTRIAN CROSSING, REF: 13/0509"</p>	Location description	<ul style="list-style-type: none"> • Pedestrian crossings • Traffic signals • Traffic sensors • School crossing patrol

Appendix G: Special Designation codes

	<p>If works are to be carried out on or near to a pedestrian crossing or traffic signals, this code gives Works Promoters notification of such features so that they can provide temporary vehicle and pedestrian traffic control measures.</p> <p>Advice regarding precautions to avoid damage should be sought from the relevant Highway Authority before work commences.</p> <p>Note: In London TfL will normally be responsible for these.</p>			
21 - Speed Limits	<p>Discretionary designation that provides information about the maximum speed limit applicable to the Street. Currently, the UK regulated maximum national speed limits for cars (other vehicles are normally 10mph lower for 60 and 70) depending upon the type of carriageway are: 30, 60 and 70.</p>	<p>Must describe: Maximum Speed Limit (without mph) 40 and over.</p> <p>Should describe:</p> <p>Example: "40", "50", "60" or "70"</p> <p>Example: "variable 60"</p>	<p>Maximum speed limits in the UK should be recorded in miles-per-hour (mph).</p> <p>If recording "variable" and there is a minimum speed limit, then 2 Records are required, one for the maximum speed limit and one for the variable or minimum speed limit.</p>	

Appendix G: Special Designation codes

	<p>Currently, the UK deregulated maximum speed limits for cars (other vehicles are normally 10mph lower for 50 and 60) determined by a TRO/TMO/deregulated legislation are: 20, 40, 50 and 60.</p> <p>Variable and minimum speed limits are also enforceable by a TRO/TMO/deregulated legislation.</p> <p>High-speed routes require special health and safety measures when works are undertaken on the Highway. High-speed routes are defined as 40mph and over.</p> <p>It is not necessary to record below 40mph as currently all health and safety measures are the same. This means that by default all Streets with no Record will have speed limits below 40mph, as declared in the Metadata Record.</p> <p>Please note: that the declaration in the Metadata Record should declare</p>		<p>The SOURCE_TEXT Field should be populated with either National Speed Limit or TRO/TMO/deregulated legislation referenced to the source document.</p>	
--	--	--	---	--

Appendix G: Special Designation codes

	whether all Records of 40mph or above are present in the NSG.			
22 - Transport Authority Critical Apparatus*	<p>Discretionary designation that provides details of Transport Authority apparatus critical to operations of the Transport Authority which if damaged or if interrupted could disrupt or temporarily stop services. The designation can also alert Works Promoters to apparatus that may possibly cause a significant special engineering difficulty when works are undertaken on the Highway.</p>	<p>Must describe: Type of Apparatus Should describe: Reference Number, non-personal Contact Details Example: Power Cable – “Feeder F3090 Fishergate Grid. Please contact Highways Department 0**** *****”</p>	Location description	<ul style="list-style-type: none"> • HV cables to a rail network • Power cables to rail network • TfL critical apparatus
23 - Strategic Route	<p>Discretionary designation that is used to identify Strategic Routes, such as the Primary Route Network. Strategic Routes are identified, using criteria set out by the DfT in England and the Welsh Assembly Government in Wales, such routes are aligned to regional and national transport policies and strategies.</p>	<p>Must describe: Type of Strategic Route. Should describe: Reference Number where applicable. Example: “PRN”</p>		<ul style="list-style-type: none"> • Local Highway Authority Primary Route Network • TfL Strategic Route Network • Highways England Strategic Route Network • SWTRA Strategic Route Network

Appendix G: Special Designation codes

	<p>This designation is used to alert Works Promoters to critical and strategic routes where traffic disruption should be kept to a minimum or, where appropriate, alternative routes need to be investigated with the Local Highways Authority.</p>			<ul style="list-style-type: none"> • NMWTRA Strategic Route Network • Region/area combined transport authority
24 - Street Lighting	<p>Discretionary designation that helps Works Promoters to carry out works in the evenings and overnight by providing relevant information about Street lighting.</p> <p>It is particularly useful for part overnight lighting where a Local Highway Authority has a policy of turning lights off during specific hours.</p> <p>If works are going to be carried out at night and lighting will possibly be a problem, this code gives Works Promoters notification so that appropriate additional lighting equipment may be used.</p>	<p>Must describe: Street Lighting Policy</p> <p>Should describe: Reference Numbers</p> <p>Example: "Part Night Lighting – Ref No: 12 – 35"</p>		<ul style="list-style-type: none"> • Part overnight street lighting • Dimming street lighting

Appendix G: Special Designation codes

<p>25 - Drainage and Flood Risk</p>	<p>Discretionary designation that provides details of areas that are susceptible to drainage and flood risk should be recorded here. This code provides Works Promoters with a warning that planned works may be affected. It can also include likely effects on the road during adverse weather and use of sustainable drainage methods.</p>	<p>Must describe: Description of risk Should describe: non-personal Contact Details Example: "Road susceptible to flooding at high tides. Please contact Highways Department 0**** * for further information."</p>		<ul style="list-style-type: none"> • Permeable surface • Flood risk area • Sustainable drainage systems • Poor drainage area • Flood risk at high tide
<p>26 - Unusual Traffic Layout</p>	<p>Discretionary designation that provides details of where the layout of existing traffic signs, road markings, studs or verge markers is not in accordance with the Traffic Signs Manual, Chapter 5: Road Markings and the Traffic Signs Regulations & General Directions regulations. This designation allows the Traffic Authority to notify the Undertaker that prior to the commencement of works, it must be agreed, that the</p>	<p>Must describe: Type of Traffic Layout Should describe: non-personal Contact details for identifying relevant department for information Example: "Swindon Magic Roundabout, please contact Highways Department 0**** *"</p>		<ul style="list-style-type: none"> • Unusual centre road markings • non-standard road signs • Tidal lanes operating at different times of the day, for example, A38 Aston Expressway

Appendix G: Special Designation codes

	layout of all traffic signs, road markings, studs or verge markers must be reinstated following the works.			
27 - Local Considerations	Discretionary designation that should be used to inform the Works Promoter of any special schemes (large construction projects) or special requirements that may impact on works.	Must describe: Type of Local Consideration Should describe: Any actions required Example: "Local Noise Consideration - Retirement Home. No works after 22:00"		<ul style="list-style-type: none"> • School crossing area • Local residential home for the elderly • Noise levels • Length of vehicle restrictions • Large construction projects, for example, town centre re-development
28 - Winter Maintenance Routes*	Discretionary designation that helps determine the relative importance a route is given by a Local Highway Authority.	Must describe: Hierarchal level Should describe: Example: "Principal winter gritting route"		<ul style="list-style-type: none"> • Principal winter gritting route • Secondary winter gritting route
29 - HGV Approved Routes	Discretionary designation that allows promoters to consider the impact on HGVs of restricted traffic flow or alerts	Must describe: Type of Route Should describe: Route Identification		<ul style="list-style-type: none"> • Abnormal load route

Appendix G: Special Designation codes

	the Works Promoter that wide vehicles are commonplace.	Example: "Abnormal Load Route 15"		
30 - Emergency Service Routes*	Discretionary designation that alerts the Works Promoter if there is a need to keep the emergency services informed of proposed works and progress.	Must describe: Route Number or name, non-personal Contact Details Should describe: Example: "Route No.1 – Contact Control centre ***** *****!"		

Appendix H: Using a LSG to create a s36 List of Streets

1. Section 36(6) of the Highways Act 1980 states that ‘...the council of every county [metropolitan district] and London borough and the Common Council shall cause to be made, and shall keep corrected up to date, a list of the streets within their area which are highways maintainable at the public expense....’
2. In March 2012, the Court of Appeal clarified the law by stating that the List of Streets could be held in an electronic format. In the case of *Fortune v Wilts CC and Taylor Wimpey* [2012] EWCA Civ 334, it was ruled that electronic format is a valid way of maintaining a List of Streets (sections 164 to 167), and that the fact that a list was not 100% perfect and correct did not invalidate it (sections 159-163).
3. The list must include any Streets in the Local Highway Authority area which are maintainable by National/Regional Highway Authorities, because these organisations are not responsible for creating a List of Streets.
4. Although the Highways Act does not prescribe what information should be on the List of Streets, and a list of street names would fulfil the letter of the law, most Local Highway Authorities include additional information in their list.
5. Companion lists may also be compiled for prospectively maintainable streets and private streets, including permissive paths. Although these do not form part of the s36(6) list, there is benefit to keeping them as lists in the same format as the list of Highways Maintainable at Public Expense. A list of stopped up streets is also useful.
6. It is possible to create a List of Streets for the purpose of s36(6) Highways Act 1980 using data from the LSG and ASD. The basic information is held in the Street Adoption code in the type 61 Record. For full details of the type 61 Record, see **Section 14**.
7. If the LSG and ASD are used to create this list, apply the following rules:
 - Any Street which is Maintainable at Public Expense must be included.
 - Any Street which is not Maintainable at Public Expense must not be included.
 - Any Closed Street must not be included. This is because to be closed, the Street’s highway rights must have been removed.
8. The following additional LSG information can be taken from the LSG:

Information	Field	Reference section in DEC-Streets
USRN	USRN	5.3
Location	Town and Locality	10.1
Start and end points	Extremity point X and Y Fields	6.3
Public Rights	Street Classification Code	9.4
Maintenance	Street Adoption Code and ODD	14.3

Appendix H: Using a LSG to create a s36 List of Streets

9. The following additional information can be taken from the LSG using a GIS system to process the data:

Information	Data used
Length	ESU Coordinates
Classification	Type 3 Streets
Road Number	Type 3 Streets

10. The Highway Records Working Group has produced advice on data which can be included within a List of Streets. The group has been formed by Local Highway Authorities with the following remit:

- To exist as a forum for discussion and the sharing of experience and ideas, in particular for those responsible for the List of Streets and for the Definitive Map and Statement.
- To develop a written guide to help authorities in the process of researching the status and extent of a Highway
- To identify issues around the current system (statute, regulation and guidance) for recording Highways
- To make constructive suggestions as to how the current system could be improved.
- To engage central government in ways of improving the current system.

11. The Highway Records Working Group:

- Proposes standards for the content of an authority's highway record (excluding NSG). (Approved at the eighth meeting of the Highway Records Working Group on 11 February 2011).
- Suggests that an authority keeps a master record and applies filters to generate a List of Streets and a list of privately maintainable routes.
- Recommends that there is just one basic network record for the authority. Do not keep duplicate records for different purposes. For example, maintenance records should be based on what is publicly maintainable so should be based on the same maps/GIS centrelines as the List of Streets.
- Suggests that a master record is able to include everything (not just Maintainable at Public Expense), for example:
 - Maintainable at Public Expense.
 - Part Maintainable at Public Expense. (For example, if a cycle/footway strip is maintainable but roadway is not).
 - Privately maintainable Highways.
 - Private roads (not Highways).

Appendix H: Using a LSG to create a s36 List of Streets

12. For advice on information to be included in a list of Streets, see table below.

Information to be included	Legal Minimum Standard "the List of Streets" Section 36(6) Highways Act 1980	Bronze Standard Internal Highway Record best Practice and potential use for public facing mapping	Silver Standard Achievable Internal standard	Gold Standard Ideal wish list standard	Platinum Standard
Routes	Highways Maintainable at Public Expense. PRowS which are maintainable at public expense.	As Legal Minimum plus: Motorways. Trunk roads. Classified roads. Unclassified roads. Cycle Tracks (1984 Act). Footpaths and 'divorced footways' All PRowS. Does not include privately maintainable highways	As Bronze plus: Private roads. Permissive routes (including Cycle Routes) Routes pending adoption. Unknown		
Attribute Data	No details are specified in the legislation	USRN. Road number. Road name. Parish or locality. <i>Start point (preferably a description otherwise a coordinate).</i> <i>End point (as start point).</i> Approximate length. Caveat on the information,	As Bronze plus: Highway rights, for example vehicular or pedestrian. <i>Coordinates (start and end points).</i> Maintenance responsibility, that is, by whom the Street is maintained. Adoption date (if known). Links to GIS.	As Silver plus: Flag to indicate whether on Definitive Map or not. Reason for inclusion for example: An agreement under Section 38 of the Highways Act 1980s. Researched historical Street. A side roads order. Unknown. Verified (whether or not researched). References or links to other documents.	

Appendix H: Using a LSG to create a s36 List of Streets

Information to be included	Legal Minimum Standard "the List of Streets" Section 36(6) Highways Act 1980	Bronze Standard Internal Highway Record best Practice and potential use for public facing mapping	Silver Standard Achievable Internal standard	Gold Standard Ideal wish list standard	Platinum Standard
Maps	No details are specified in the legislation	Not necessary	<i>Centreline for all routes. Polygon layer extent for newly recorded or researched routes. Up to date base map. Data accurate at a scale of 1:2500. Legend applied as a default. Caveat on the information.</i>	Data accurate at 1:1250 in urban areas. Defined open or closed network, not just poor Digitising.	As Gold plus: <i>Polygon extents for all highways.</i>

Note: Items marked in italics are still subject to agreement with GeoPlace and Ordnance Survey.

Appendix H: Using a LSG to create a s36 List of Streets

Other issues – yet to be resolved

How can these be depicted (problematic to do so on a paper map)?	Subways. Overbridges Flyovers.
How will errors be corrected?	Work has been started on a separate checklist covering this.
Lengths	There are two separate lengths - digitised lengths (map lengths) and measured lengths (chainage).
Part maintainable	If part maintainable, the maintainable part should be included in a List of Streets, for example Abc Road Footway and Cycleway, whilst the privately maintainable highway could be recorded separately as Abc Road excluding the footway/cycleway.
A caveat should be drawn up to cover the following	<ul style="list-style-type: none"> ▪ Best of our knowledge. ▪ Not definitive as to the status of any highway. ▪ Accurate at a particular date. ▪ Not to scale (not measurable).

Inclusion of Public Rights of Way in a List of Streets

Section 36(6) refers to Highways Maintainable at Public Expense and this would include those Public Rights of Way which are Maintainable at Public Expense. However, local custom and practice often means that the Definitive Map is kept as a separate document and there is some overlap between the documents.

Appendix I: Consultation Group Members

Group members	
Member	Organisation
Andrew Sumner	Dudley Metropolitan Borough Council
David Senior	Derby Council
Jonathan Bates	GeoPlace
Martin Laker	Bath and North East Somerset Council
Mariana Kaminski	Transport for London
Michael McMahon	London Borough of Islington
Nicole Colman	Conwy County Borough Council
Pauline Briki	Middlesbrough Council
Peter Graham	Suffolk County Council
Richard Groombridge	GeoPlace
Roy Morgan	GeoPlace
Simon Eastwood	Shropshire Council
Wayne Brooks	Devon County Council