



GeoPlace Data Entry Conventions and Best Practice for Addresses

DEC-Addresses Version 3.4

September 2016

A Reference Manual

GeoPlaceTM LLP

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Related Documents

Document title and version	For the use of
GeoPlace DTF7.3 for Addresses version 3.1 Fourth Edition	Authority Address Custodians

Document History

Policy Changes in DEC-Addresses v3.4

This table provides a summary of the differences between DEC-NLPG v3.3 April 2014 and DEC-Addresses v3.4 September 2016.

Section in v3.3	Section in v3.4	Summary of change	Page No.
All	All	Terminology changes to align removal of term NLPG and those used in DTF7.3 and DTF8.1. Introduction of terms GeoPlace, GeoHub and terms defined in the Data Co-operation Agreement.	
1.	1.	Section rewritten to align to GeoPlace and Data Co-operation Agreement.	9
2.	2.	Section restructured to include section 2.4, Definitions used throughout this document and section 2.5, Alphabet rules.	11
3.	3.	Section restructured to section 3.1, Purpose of this document, section 3.2, Scope of this document and section 3.3, Types of Authority. Entity diagram moved to Appendix I.	16
4.2.1.6	4.2.1.6	"Subdivision" inserted in fourth bullet.	25
4.2.1.14	4.2.1.14	New third bullet inserted – "New building or Street names should not begin with "The". New ninth bullet confirmation of contact details for use of Royal names inserted. New eleventh bullet inserted – "The use of names and their combination with numbers that could be easily vandalised or changed into any of the above, for example, "Canal Turn". New thirteenth bullet inserted – "The use of names that can be construed to be used for advertising or commercial gain".	26-27
5.1.8	5.1.8	"DEC-Addresses: type 9 Street, inserted.	33
	5.1.9	New section concerning use of USRN range for type 3 Streets, inserted.	34
	5.1.10	New section concerning linking of type 3 Streets, inserted.	34
5.3.3	5.3.3	LSG responsibility for USRN allocation for Motorways and PRoWs confirmed.	36
5.3.7.2	5.3.7.2	"Trunk Road" defined in second bullet. New third bullet inserted – "A Highway Maintainable at Public Expense".	42
5.3.8.2	5.3.8.2	New sixth bullet inserted concerning use of Street BLPUs.	44
5.3.8.8	5.3.8.8	Minor amendments to improve clarity of section.	45
5.3.8.15	5.3.8.15	Minor amendments to improve clarity of section.	46
5.3.8.16	5.3.8.16	Minor amendments to improve clarity of section.	46
5.3.10.8	5.3.10.8	Clarification of naming of Motorway services slip roads inserted.	48
5.4.4.1	5.4.4.3	Maximum tolerance change 100m to 50m.	56
5.4.5.3	5.4.4.3	Street STATE = 5 – Street for addressing purposes only, inserted in Table 1.	56

Document History

Section in v3.3	Section in v3.4	Summary of change	Page No.
6.1.3	6.1.3	BLPU Classification third party cross reference sources confirmed.	58
6.3.2	6.3.2	Minor amendments to improve clarity of section.	59
6.3.13.2	6.3.13.2	Minor amendments to improve clarity of section.	66
6.3.20.4	6.3.20.4	Minor amendments to improve clarity of section.	69
	6.3.20.5	New section concerning use of Alternative LPIs, inserted.	69
	6.3.20.6	New section concerning use of Street BLPUs before construction commences, inserted.	69
6.4.2.1	6.4.2.1	Minor amendments to improve clarity of section.	71
6.4.2.2	6.4.2.2	Minor amendments to improve clarity of section.	71
6.4.2.3	6.4.2.3	Minor amendments to improve clarity of section.	71
6.4.3.3	6.4.3.3	Minor amendments to improve clarity of section.	72
6.4.4.2	6.4.4.2	Minor amendments to improve clarity of section.	73
7.3.2.2	7.3.2.2	Rules for alphabet usage moved to section 2.5.	76
7.3.5.9	7.3.5.8	New definition and external reference to large user postcode, inserted.	84
7.3.6.4		Section deleted.	
9.2.2.1	9.2.2.1	Minor amendments to improve clarity of section.	91
10.1.1.1		Section removed.	
10.1.2	10.1.2	Section edited to reflect current Candidate processes.	92
10.1.3	10.1.3	Section edited to reflect current Candidate processes.	92
10.2.1	10.2.1	Section edited to reflect current Candidate processes.	92
10.2.2	10.2.2	Section edited to reflect current Candidate processes.	93
10.2.3		Section removed.	
10.2.4		Section removed.	
10.4		Section removed.	
11.5.1.1	11.5.1.1	New sections concerning use of Street BLPUs before and after construction commences, inserted.	96
	11.6.5.3	New section concerning allocation of USRNs at District Council boundaries, inserted.	107
11.9.2.9	11.9.2.9	Section modified to reflect insertion of new Figure 16.	121
11.13.1	11.13.1	New section in table relating to Motorway Service Stations.	141
11.16.1	11.16.1	Section modified to relate to Welsh Language Commissioner and external reference to website, inserted.	147
11.16.2	11.16.3	Reference to Welsh Language Board publications deleted from section.	148
12.1.3		Section removed.	
12.1.4		Section removed.	
12.1.5		Section removed.	
12.1.6		Section removed.	
12.1.7		Section removed.	
12.1.8	12.1.3	Minor amendments to improve clarity of section.	154

Document History

Section in v3.3	Section in v3.4	Summary of change	Page No.
Appendix A	Appendix A	Updated to reflect new terms and definitions	160
Appendix C	Appendix C	Sure Start (Nursery / Creche) added to explanatory notes of CC04 - Public / Village Hall / Other Community Facility.	201
Appendix C	Appendix C	(above and below ground) added to explanatory notes of CI04 - Tank.	207
Appendix C	Appendix C	Fun Castle (inflatable) and Gaming Machines added to explanatory notes of CL01.	208
Appendix C	Appendix C	Donkey Stand added to explanatory notes of CL06.	209
Appendix C	Appendix C	Bathing Tent added to explanatory notes of CL09.	211
Appendix C	Appendix C	Delivery Point (Drop Box) and Electronic Delivery Locker added to explanatory notes of CR02.	215
Appendix C	Appendix C	Weighing Machine added to explanatory notes of CR08.	216
Appendix C	Appendix C	Solar and Photovoltaic Installation added to explanatory notes of CU03.	219
Appendix C	Appendix C	Sponsored roundabouts added to explanatory notes of CZ01.	222
Appendix C	Appendix C	Country Park and Village Green added to explanatory notes of LP02.	225
Appendix C	Appendix C	Gun Emplacement, Pill Box, Air Raid Shelter / Bunker added to explanatory notes of ZM05.	232
Appendix D	Appendix D	Third party sources for VOA, Planning Use Class, NLUD, Building Regulations and FSEC identified.	306
Appendix D	Appendix D	Various updates to third party source codes identified.	306
Appendix F	Appendix F	Links updated.	353
Appendix G	Appendix G	Processing an Official Address and example of LLPG Address Change Intelligence flows updated.	354
Appendix I	Appendix G	Improving RPC values diagram updated and inserted.	359
Appendix H	Appendix H	Source of diagram updated.	360
Appendix I	Appendix I	Appendix renamed to Entity Relationship Diagram and diagram inserted. Table 4 - On-going maintenance checks, removed. Table 5 - checks on existing data, removed. Improving RPC Values diagram updated and moved to Appendix G.	361
Appendix K	Appendix K	Appendix reviewed and updated including Candidates and resynchronisation sections.	364
Appendix L	Appendix L	Appendix reviewed and updated including reference to Priority Objects.	370
Appendix M	Appendix M	Appendix reviewed and updated including new section 10 inserted.	376
Appendix N	Appendix N	Appendix reviewed and updated.	380
Appendix O	Appendix O	Appendix reviewed and updated.	381
	Index	Index added to document	382

Document History

This table provides a summary of the differences between DEC-NLPG v3.2 December 2011 and DEC-NLPG v3.3 April 2014.

Section in v3.2	Section in v3.3	Summary of change
4.2.1.17	Section 4.2.1.17	Clarification that SNN Officer should liaise with Authority Street Custodians through Authority Address Custodians to reach agreement on town and locality for new records.
	New Sections 5.1.5 and 5.1.6	Clarification of rules around synchronising LLPG and LSG, confirming that a Street should be added to the LLPG if the Street is a Record in the LSG and a PAON in the LLPG.
5.2.6	5.2.6	Clarification that attributes associated with records which appear in the NSG and the NLPG must be identical. Exception allowed for entry date.
5.2.8	Paragraph removed	Rule stating that a target date must be set for ensuring consistency between LSG and LLPG removed because this is not a DEC issue.
	Table at Section 5.3.3	Responsibility for Street start date changed to LLPG, entry date changed to LLPG or LSG, close date changed to LLPG or LSG.
	Section 5.3.8.8	Further clarification on how to record terraces and Street overlaps. Includes introduction of Street state code 5 –Street for Addressing purposes only and new Street adoption code 5 (type 61 Record) – Street outside the scope of ETon. Requires extra code list value.
	Section 5.3.8.12	New rule stating that if two Streets overlap by 10m or less then the start and end coordinates should be coincident.
	Section 5.3.10.3	Clarification of how to add a bridge as both a Street and a structure if it is a Street in its own right.
	New Section 5.4.4.3	Target tolerance stated of 0.1m to be consistent with DEC-NSG.
6.3.11.2 and 6.3.11.3	Revised Section 6.3 11	Clarifying the use of RPC 1 and RPC 2 following separate consultation.
	Sections 7.3.5.6 to 7.3.5.11	Further clarification of use of postcodes and Postal Address flags. Flags redefined to be associated with LPs not Objects to allow for rules around permitted combinations to be relaxed.
	Section 8.3.2.2	Addition of two new source codes: PA (linked to Postcode Address File) and OS (Ordnance Survey Object received from GeoPlace).
Appendix C	Appendix C	Show Homes included in explanatory notes of CR02.
Appendix C	Appendix C	Docking Stations (bicycle and electric vehicle) added to explanatory notes of CR02.
Appendix G	Appendix G	Addition of new diagram Processing an Official Address
Appendix L	Appendix L	Additional guidance on linking to Postcode Address File® Records

Section 1. - Foreword

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 GeoHub as the unification of all the core address and streets datasets GeoPlace maintain. GeoHub is a system that provides a single source for all addressing and street data requirements. GeoPlace's role is to work with local authorities and other organisations to create and maintain GeoHub and the National Street Gazetteer (NSG for England and Wales), providing definitive sources of publicly-owned spatial address and street data. Ordnance Survey markets a range of address and street products delivered from GeoHub.
- 1.2 GeoPlace issued a Data Co-operation Agreement (DCA) to all District, County and Unitary status councils in England and Wales. It provides for a legally binding agreement 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 in the creation and source of particular spatial information, specifically address and street information.
- 1.4 Within the DCA each council is defined as a DCA Participating Authority and is contracted under a data licence contained within the DCA to create, maintain and deliver their Authority Updates (address and street information) to GeoPlace.
- 1.5 For those DCA Participating Authorities with a statutory Street Naming and Numbering (SNN) function Authority Updates are defined as DCA Address Updates. In DCA Participating Authorities with a Local Highway Authority function Authority Updates are defined as DCA Street Updates. If the DCA Participating Authority has London Borough, Metropolitan, Unitary or Welsh Unitary status (collectively defined as a Unitary Council) both these functions will form the responsibilities of that DCA Participating Authority. Where the DCA Participating Authority is a District Council it will be solely responsible for delivering DCA Address Updates. DCA Participating Authorities with a County Council status are solely responsible for delivering DCA Street Updates.

Section 1. - Foreword

- 1.6 The DCA defines a specific responsibility for the function and role to be undertaken in each DCA Participating Authority for creating, maintaining and delivering Authority 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.
- 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 Authority Updates must be in accordance with this reference manual, the GeoPlace Data Entry Conventions (DEC) and Best Practice for Addresses, known as the DEC-Addresses. For a full description of the purpose of the DEC-Addresses, see [Section 3](#). In summary the main purpose of the DEC-Addresses reference manual is to provide:
- The Authority Address Custodian and the SNN Officer with a comprehensive consistent maintenance and update resource.
 - Definitions, conventions and guidance for those wishing to improve how they maintain address data more efficiently and in a consistent manner across government.
 - Consistent definitions and conventions for those who use address data and those who, equally importantly, wish to understand why they should use good quality address data.

2. About this Reference Manual

2.1 Introduction

- 2.1.1 The DEC-Addresses version 3.4 provides a significant reference document for the Authority Address Custodian, the SNN Officer and the Authority Street Custodian community. Care has been taken to structure the document in the order in which the processes in a DCA Participating Authority are undertaken. It documents the basic elements of the data, policy, the rules for data entry and the conventions and best practice for maintenance of street and address data.
- 2.1.2 The DEC-Addresses version 3.4 provides a generic rulebook of conventions for data entry into a DCA Participating Authority owned Local Land and Property Gazetteer (LLPG) maintenance software system. It is not a substitute for the official software documentation provided to the DCA Participating Authority by their software provider.
- 2.1.3 The DEC-Addresses version 3.4 is an implementation of BS 7666:2006. DEC-Addresses version 3.4 is distributed as a PDF file.
- 2.1.4 The subject matter of this document is such that it is inextricably linked to the following documents:
- GeoPlace Data Transfer Format for Addresses 7.3 version 3.1 Fourth Edition
 - GeoPlace NSG Data Entry Conventions and Best Practice for Streets (DEC-NSG) version 3.6
 - GeoPlace NSG Data Transfer Format for Streets 8.1 version 2.09
- for the core maintenance issues associated with the transfer of DCA Address Updates.
- 2.1.5 The DEC-Addresses 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.
- 2.1.6 The structure of [Sections 4 to 8](#) of this document is as follows:

Section 2. - About this Reference Manual

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

2.1.7 The DEC-Addresses:

- Encompasses previous documentation published by GeoPlace and other publications that have been made available to GeoPlace, throughout the life cycle of this project. For a full list of associated documents, see [Appendix N](#).
- Incorporates policy, processes and good practice adopted by a number of English and Welsh DCA Participating Authorities.
- Refers to the data entry conventions detailed in the Data Entry Conventions and Best Practice for Streets (DEC-NSG) version 3.6.

2.2 Copyright

- 2.2.1 All Intellectual Property Rights in this document, 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 document has been evaluated for compliance against a set of criteria taken from ISO/IEC 26514:2008, 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).

Section 2. - About this Reference Manual

2.4 Definitions used throughout this document

2.4.1 The following verbs are used throughout this document 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-NSG document implementation requirement.
Shall	An absolute requirement	BS 7666-1:2006 and BS 7666-2:2006 standard requirement.
Should	A recommendation	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-Addresses or DEC-NSG document implementation recommendation. A particular item may be ignored, but the full implications shall be understood and carefully weighed beforehand.
May	Permission	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-Addresses or DEC-NSG document implementation permission.
Can	Possibility or capability	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-Addresses or DEC-NSG document implementation information.
Is	Description	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-Addresses or DEC-NSG document 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 the document by a capital first letter.

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 rules

2.5.1 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.

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- Ampersands must be replaced with the word 'and'. For exceptions to this rule see [Section 5.3.9.3](#).
- 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.

2.5.2 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 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".

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- 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.

2.5.4 The exceptions to these rules are:

- If the characters form part of the Official Address.
- If the characters are in the Organisation Name Field. For further information on Organisation Names, see [Section 6.4.3.](#)

2.6 How to comment on this Reference Manual

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

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3. Introduction

3.1 Purpose of this document

3.1.1 The purpose of this document, is:

- To provide the source reference for GeoPlace to receive DCA Address Updates from Local Land and Property Gazetteers (LLPGs) created and maintained by local government in England and Wales.
- To provide the basis for forming a consistent national dataset, for the Ordnance Survey address products.
- To strengthen the links between the Authority Address Custodian, SNN Officer and Authority Street Custodian functions within DCA Participating Authorities.
- To ensure that accurate and consistent geospatial based address information is captured in an LLPG and delivered as DCA Address Updates to GeoPlace.
- To provide guidance on the British Standard BS 7666-0:2006, BS 7666-1:2006 and BS 7666-2:2006 and its implementation by GeoPlace. Authority Address Custodians are encouraged to familiarise themselves with BS 7666-2:2006 for definitions of the Fields and data items described in this document.
- To refer Authority Address Custodians to the GeoPlace Data Transfer Format 7.3 for Addresses specification document.

3.1.2 GeoHub is collated daily from DCA Address Updates which are created, maintained and delivered by Unitary Council and District Council DCA Participating Authorities for use throughout government and beyond.

3.1.3 The DEC-Addresses is for the use of DCA Participating Authorities. It provides guidance for:

- Authority Address Custodians in DCA Participating Authorities when entering and maintaining data in their LLPG software systems.
- SNN Officers in DCA Participating Authorities when creating or changing Street Names or property numbers.

Section 3. - Introduction

- Authority Street Custodians in DCA Participating Authorities when entering and maintaining data in their LSG software systems.

3.1.4 The DEC-Addresses does the following things:

- Helps Authority Address Custodians to identify and to introduce a series of improved work flows centred on the exchange of Address Change Intelligence (ACI).
- Provides DCA Participating Authorities with details of how specific types of real world land and property Objects must be captured, entered and compiled within GeoHub in a consistent manner across England and Wales.
- Defines and describes for DCA Participating Authorities all the required attributes relating to Street Name capture.
- Describes the way in which all SNN Authority processes must be linked to or combined with the Authority Address Custodian and the Authority Street Custodian functions within and between DCA Participating Authorities.

3.2 Scope of this document

- 3.2.1 This document is produced by the DCA-Data Entry Conventions Technical Working Group (DCA-DECTWG), a technical working group convened under the auspices of GeoPlace and ratified under the guidance of the Regional Chairs Groups community. For a list of the members of the DCA-DECTWG, see [Appendix O](#).
- 3.2.2 This document 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-Addresses should be used as the basis for improved Street Naming and Numbering (SNN) best practice for any DCA Participating Authority in England and Wales and its integration with the maintenance of the NSG.
- 3.2.4 The SNN guidance in this document is for those areas of that function which overlap with or directly interact with the creation, maintenance and delivery of the DCA Participating Authorities' DCA Address and Street Updates. Parts of the SNN process and the SNN Officer duties are not described in this document. This guidance will be developed further in the future, to incorporate further areas of the SNN function.

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- 3.2.5 Although this document 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 document.
- 3.2.6 This document will continue to evolve in line with the implementation of BS 7666-1:2006 and BS 7666-2:2006. This document will require revision in response to changes of initiatives, standards and practices, and the DCA-DECTWG will continue to act in a consultative role in this regard under the auspices of GeoPlace.
- 3.2.7 This document will be reviewed annually 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 document should be sent by email to support@geoplace.co.uk
- 3.2.8 This document does not cover the conventions for Northern Ireland's Pointer project or the OneScotland Gazetteer.

3.3 Types of Authority

- 3.3.1 DCA Participating Authorities are the organisations which are responsible for contributing to GeoHub by delivering DCA Address Updates to GeoPlace from their LLPGs.
- 3.3.2 The types of DCA Participating Authority which are responsible for the maintenance of LLPGs and Street Naming and Numbering (SNN) are:
- Unitary Councils including London Boroughs and Metropolitan Boroughs in England and Wales.
 - District Councils
- 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 DCA Participating Authorities responsible for SNN must have an Authority Address Custodian and should have an SNN Officer. These officers are the point of contact for these matters. A DCA Participating Authority responsible for SNN is described as the SNN Authority.

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3.4. Update Regime

- 3.4.1 Under the DCA all SNN Authorities in England and Wales are responsible for creating and maintaining address data in their LLPG and delivering DCA Address Updates to GeoPlace.
- 3.4.2 At the SNN Authority all this data should be maintained by the Authority Address Custodian. The Authority Address Custodian is required to deliver DCA Address Updates to GeoPlace.
- 3.4.3 In SNN Authorities, the Authority Address Custodian should liaise with and obtain change information from the following appropriate sources:
 - Their own SNN Authority.
 - Adjoining District or Unitary Councils (SNN Authorities)
 - English County Councils.

3.5. Data Creation and Responsibility

- 3.5.1 The SNN Officer for each SNN Authority administrative area is responsible for the allocation and approval of Street Names as described in [Section 4](#).
- 3.5.2 The Authority Address Custodian is responsible for ensuring the Street Data is entered accurately into their LLPG and must work closely with the Authority Street Custodian to ensure that the Street Data present in GeoPlace are consistent.
- 3.5.3 The Authority Street Custodian is responsible for ensuring that all Street Data is entered accurately and must work closely with the Authority Address Custodian to ensure that the Street Data present in GeoPlace is also consistent.
- 3.5.4 The SNN Officer, Authority Address Custodian and Authority Street Custodian must be conversant with the data entry conventions and best practice described in the current version of the DEC-Addresses and the DEC-NSG.

3.6 Scope of an LLPG

- 3.6.1 Each LLPG is a constituent part of GeoHub, built around the following concept that:

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- Each Basic Land and Property Unit (BLPU) represents a real world Object within the Participating Authority administrative area and has a Unique Property Reference Number (UPRN).
 - Each BLPU and its associated Land and Property Identifier (LPIs), is referenced to a Street using a Unique Street Reference Number (USRN).
 - Each USRN must be contained within GeoHub.
- 3.6.2 An entity diagram which describes the basic elements that make up the data components of a DCA Address Update is available in [Appendix I](#).
- 3.6.3 Each Authority Address Custodian must take Address Change Intelligence (ACI) from the SNN processes of the official SNN Officer. ACI can also be taken from other functions within the SNN Authority, for example, Building Control, Development Control and Land Charges. The BLPU Classification code for each applicable Addressable Object is listed in [Appendix C](#).
- 3.6.4 The following rules apply to the Classification of real world Addressable Objects.
- 3.6.4.1 If an Addressable Object is Mandatory and is sent to the Authority Address Custodian as a Candidate (see [Section 10](#)), it must be created and maintained in GeoHub and therefore must be included in a DCA Address Update.
- 3.6.4.2 If an Addressable Object is Optional and is sent to the Authority Address Custodian as a Candidate (see [Section 10.1.4](#)), it should be created, maintained and delivered within the DCA Address Update. It will also be accepted into GeoHub if it is included in a DCA Address Update.
- 3.6.5 [Appendix C](#) contains the following:
- A table that shows the Classification of applicable Addressable Objects. See [Appendix C Section 1](#).
 - An alphabetical list of applicable Addressable Objects and their Classification codes. See [Appendix C Section 2](#).
 - A list of inserted BLPU Classification codes. See [Appendix C Section 3](#).
 - A list of retired BLPU Classification codes. See [Appendix C, Section 4](#).

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- A list of Objects which must not be submitted in an Authority Address Update. See [Appendix C, Section 5](#).
- 3.6.6 If an Object is neither referred to in the Classifications table at Appendix C Section 1, nor on the excluded items list at Appendix C Section 5, it is possible that it is not within scope. The Authority Address Custodian should email support@geoplace.co.uk to ask whether the proposed real world object is within scope, and, if so, which Classification code should be used.
- 3.6.7 If a proposed real world Object is not currently within scope, the same email address can be used to ask for the DCA-DECTWG to consider inclusion as an Addressable Object at the next DEC-Addresses review. In the meantime, such Objects may be held locally but must not be submitted in a DCA Address Update.

3.7 LLPG Content

- 3.7.1 Each LLPG must derive its Street Name and Address Change Intelligence from official SNN Authority processes.
- 3.7.2 Other Address Change Intelligence should be introduced from other local authority statutory functions that affect Streets within the LLPG. Some examples of these functions are:
- Building Control.
 - Development Control.
 - Land Charges.
- 3.7.3 Street Naming functions, planning development control and building control are not statutory duties of some LHAs.
- 3.7.4 In a 'two-tier' structure of County and District Councils, these functions are the responsibility of the SNN Authority.
- 3.7.5 In these circumstances, all parties involved should establish effective relationships between organisations and find a way to transfer change intelligence electronically.
- 3.7.6 For diagrams indicating the data flows associated with these processes, see [Appendix G](#).
- 3.7.7 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 the LSG and the LLPG.

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- 3.7.8 The entry date Field must show the true entry date of the Street in each gazetteer, therefore it may be different depending on the information exchange process which is in place.
- 3.7.9 The locality and town data contained in the LLPG (descriptive identifier) must not be based on postal localities and post towns as defined by Royal Mail. Geographic identifiers should be used.
- 3.7.10 Geographic identifiers and real world locations in common use should be used to define the location of the Street.
- 3.7.11 Frequently the adopted postal geography is the same as the derived real world geography.
- 3.7.12 Each SNN Authority must have a designated Authority Address Custodian who has sole responsibility for the maintenance and content of the LLPG.
- 3.7.13 Having a designated Authority Address Custodian ensures that a single source controls the addition, archiving and changing of all data in the LLPG.
- 3.7.14 A consistent approach should then be adopted for all address entries within the LLPG for the SNN Authority administrative area.
- 3.7.15 Names of individual persons must not be present in any Fields, unless it forms part of an Official Address.
- 3.7.16 Data taken from third party sources must not be present in any Fields.

3.8 LLPG Metadata and Quality Statement

- 3.8.1 An LLPG shall contain a scoping statement and Metadata statement identifying the content type and degree of frequency to which the LLPG is updated. This information must be:
 - Recorded in the Metadata Record.
 - Submitted to GeoPlace if the content of the metadata has changed.
- 3.8.2 For further details of the scoping and Metadata statements, see [Section 9](#).

Section 4. - Street naming and Numbering

4. Street Naming and Numbering

4.1 Background

- 4.1.1 Each SNN Authority has a statutory power to ensure that all Streets are named and properties numbered. This should be in accordance with the SNN Authority's approved policy. For an example corporate policy, see [Appendix F](#). The SNN Authority can approve or reject property numbers and Street Names which are submitted by developers or owners, under the powers and guidance listed below and detailed in [Appendix E](#):
- 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 Registration and Administration Act 2013.
 - 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.
- 4.1.2 Unless a local Act endures, 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. For further information see <http://www.legislation.gov.uk/>.
- 4.1.3 All types of developments should be subject to the formal SNN process 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 consistent Street and LPI Records in GeoHub. This applies to all residential, commercial and industrial properties.

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- 4.1.4 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 Individual Electoral Registration (IER). For further information, see [Appendix M](#).
 - Emergency services finding a property.
 - Reliable delivery of services and products.
 - Visitors finding where they want to go.

4.2 Policy

4.2.1 New Records

- 4.2.1.1 Anyone responsible for building developments which give rise to new Addressable Objects should liaise with the SNN Authority to determine whether any new Street Names and / or property numbering or naming schemes are required.
- 4.2.1.2 This should be done as soon as possible after the necessary planning and building regulation approvals are obtained.
- 4.2.1.3 Property owners who require SNN changes for splits / mergers or other reasons should also refer to the SNN Authority.
- 4.2.1.4 The SNN Authority should mandate a standard policy for the supply of information to and from all developers / applicants to assist efficient SNN. For examples of SNN policy, see [Appendix F](#).
- 4.2.1.5 Each SNN Authority should display the following information on their website. The items are listed in order of priority:
- Contact details for the officers dealing with both SNN and the delivery of Authority Address Updates.
 - Details of the SNN Authority process and policy in use.
 - On-line forms to help applicants apply promptly for new:

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- Street Names.
- Property numbers.
- Property names.

4.2.1.6 The SNN Authority should ensure that all SNN requests for new developments are submitted, preferably electronically, with:

- A location plan clearly identifying the new scheme in relation to any existing Streets or means of access.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme.
- An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units.
- The main entrance to each subdivision or block must be clearly marked.

4.2.1.7 If requests are submitted with a property naming scheme only, the SNN Authority should consider numbering the properties to assist with the efficient identification of the properties for the purposes of service delivery and emergency services location. If that is possible and complies with the SNN Authority's policy, see [Section 4.2.1.14](#), the following rules should be applied:

- If numbers exist on the Street Name, new properties should be numbered into the existing sequence.
- If the development requires a new Street Name, all properties should be numbered.
- If the existing properties on the Street Name are named only there is no requirement to number new or existing properties.

4.2.1.8 If a developer submits a proposal for an SNN scheme within a development, this can be adopted. However, the SNN Officer must be careful to ensure that this meets the SNN Authority's policy as described in [Section 4.2.1.14](#).

4.2.1.9 Checks should be made to verify any possible conflict or duplication of suggested Street naming and / or property names within and beyond the SNN Authority administrative area of the proposed development.

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- 4.2.1.10 The extent of the search should be beyond the post town area of the proposed Street Name. It is a Royal Mail convention that only one Street Name using the same name should exist within one post town. For the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).
- 4.2.1.11 SNN Officers should be conversant with the principles of BS 7666-1:2006 and BS 7666-2:2006 to ensure all new Street Names and / or LPI Records comply with the standard. They must at least liaise closely with their Authority Address Custodian before the details are agreed with the developer or applicant.
- 4.2.1.12 Each Authority Address Custodian must ensure that all SNN activities are incorporated within the Authority Address Update processes to facilitate the future electronic notification of new Records to third parties, including users within the SNN Authority.
- 4.2.1.13 The SNN Authority should establish a policy which clearly defines the following requirements:
- Planning and / or building control responsibilities.
 - Delegated powers.
 - Consultees.
 - Timelines.
- For examples of SNN policy, see [Appendix F](#).
- 4.2.1.14 The policy should also include the SNN Authority's view on the following:
- The exclusion or inclusion of certain numbers for cultural or religious reasons.
 - The use of building names without numbers.
 - New building or Street names should not begin with "The".
 - 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".

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- 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 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.

For further information see -

<http://www.royal.gov.uk/MonarchUK/Symbols/UseroftheRoyalArms.aspx> (accessed January 2016)

Email - RoyalNames@cabinetoffice.gov.uk (accessed January 2016)

- 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 and their combination with numbers that could be easily vandalised or changed into any of the above, for example, "Canal Turn".
- The use of names that can cause spelling or pronunciation problems.
- The use of names that can be construed to be used for advertising or commercial gain.
- 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.

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- 4.2.1.15 A separate internal document should also be in place describing the process to be used for all new and changed Records.
- 4.2.1.16 The SNN Authority has responsibility for the final approval of a Street Name.
- 4.2.1.17 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.
- 4.2.1.18 If a Street Name exists within a town, the same Street Name must not be given to a new Street. This reduces the need for new Street Names to be further identified by a locality.

4.2.2 Changing an Existing Address

- 4.2.2.1 A property owner or their appointed representative must submit a written request for a change of an address, (in DEC-Addresses terms an LPI Record) to the SNN Authority. The SNN Authority should work towards providing this service via a web-based form, see [Appendix F](#) for a list of links to example corporate Street Naming and Numbering policy documents. When the change is considered and, if appropriate, approved by the SNN Authority the rules described in this section must be applied to ensure the change does not cause conflict with any existing LPI Record in that location.
- 4.2.2.2 If a request is received to add a property name to an existing numbered property (in DEC-Addresses terms an LPI Record) this may be agreed by the SNN Officer, if the following conditions are met:
 - There is no conflict with LPI Records with the same Street Name.
 - The addition of a property name is allowed for in the SNN Authority's approved policy.
 - The property number must be retained.
 - The request adheres to the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).

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- 4.2.2.3 If a property is already named and numbered and a request is made to remove the number from the Official Address this must be refused. The SNN Authority should use its statutory powers to enforce the display and use of a property number as provided for within the relevant Act.
- 4.2.2.4 If a request received involves the change to an existing Street Name, the applicant must be informed of the formal process that must be adhered to before the change can be made. For the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).
- 4.2.2.5 The 1907 Act states that 'The local authority may, with the consent of two-thirds in number of the ratepayers and persons who are liable to pay an amount in respect of council tax in any street, alter the name of such street or any part of such street.' However, consent of two thirds of the tax payers does not oblige the SNN Authority to implement a change.
- 4.2.2.6 Under the 1925 Act, notices must be posted along the Street giving others the chance to object to or support the change within 21 days.
- 4.2.2.7 If an SNN Authority operates under a local Act they must refer to the relevant statute to discover the consultation requirements. Internal processes must then be followed for a decision to be made. If the change to a Street Name is agreed, a legal order will be issued.

4.2.3 Notification Process

- 4.2.3.1 The Authority Address Custodian should notify the usual internal contacts after the data is entered into the LLPG. All commercial and residential owners and occupiers of addresses affected should be notified of the change to their Official Address, which might involve a change of the Royal Mail postcode. For the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).
- 4.2.3.2 The LLPG must be used to disseminate any ACI throughout the SNN Authority and to external users. This can be achieved in the following ways:

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- Population of UPRN into all linked applications.
- Maintenance of Application Cross References to external applications within the LLPG.
- Dynamic address lookup between linked applications and the LLPG data.
- Frequent LLPG address export to linked application.
- Maintenance of SNN specific Application Cross Reference Records within the LLPG.
- Manual and / or email notification to interested parties if no dynamic link currently exists.

4.2.3.3 All new SNN Records must be allocated a unique reference number to ensure that there is a clear Record that the source of the Official Address data is the SNN Authority. This is important for the following reasons:

- It proves who owns the Official Address data.
- In the future it can be used to identify which Official Addresses must be included in any automatic notification to third parties.
- It provides an audit trail to help SNN Authorities reconcile any payments they receive for Official Address information distributed.
- It links to the setting of the Official Address flag in the LPI Record.

4.2.3.4 The Authority Address Custodian should enter the number into the cross reference table (see [Section 8](#)), using one of the data source codes shown in the table below:

Suffix	Data Source
S1	Street Naming and Numbering Conversion
S2	Street Naming and Numbering Demolition
S3	Street Naming and Numbering New Build
S4	Street Naming and Numbering Renaming / Renumbering
S5*	Street Naming and Numbering Retrospective

***Note:** S5 should be used if the official SNN Authority process is used to confirm an existing address.

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4.3 Best Practice

4.3.1 Street Naming

4.3.1.1 An SNN Authority must not create a Street Name similar to or the same as one which already exists if any of the following conditions apply to the Street Name:

- It is in use in the same locality.
- It is in use in the same town.
- It is in use in the same post town.
- It is in use in the same town or post town within a neighbouring SNN Authority's administrative area.

The purpose of this is to avoid confusion, for example, resultant Street Names could be identical in every way including post town.

4.3.1.2 Checks must be made to ascertain if any of the above conditions apply. Consideration must be given to the identification of properties on the new Street Name for the purposes of other service delivery users and in particular, the emergency services to ensure there is no ambiguity when the new Street Name is added to the existing Street Records.

4.3.1.3 Streets in close proximity should not be assigned the same name with a different suffix, for example "Birch Road", "Birch Avenue", "Birch Park" and "Birch Crescent".

4.3.2 Property Numbering

4.3.2.1 The SNN Authority must number all new property developments regardless of development type. The exception to this rule is if new properties require names or numbers on an existing Street Name where no numbering exists. The SNN Authority should consider creating a numbering scheme if it causes no problems for existing property owners.

4.3.2.2 Street Names should be numbered so that when travelling away from the centre of a town odd numbers are on the left hand side and even numbers on the right unless an established local convention is different.

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- 4.3.2.3 Street Names should be numbered ascending from the most important Street from which they lead.
- 4.3.2.4 Infill development on an existing numbered Street Name should include any required suffix to property numbers if no consecutive number is available in the current numbering scheme or if more numbers are required than numbers are available. The SNN Authority should also consider creating an additional Street Name.
- 4.3.2.5 In certain cases it is more appropriate to number properties sequentially, for example cul-de-sacs.
- 4.3.2.6 Merged properties must adopt a previous Addressable Object as their identifier if property numbers are used. Therefore, the merging of two properties at "4 High Street" and "6 High Street" results in a new Record which includes the number "4" or "6". For example the new Addressable Object Record is "4 High Street", "6 High Street" or "4 to 6 High Street". Previous Addressable Object Records for "4" and "6 High Street" should be flagged as historical Records within the LLPG. Similarly, the merging of three properties at "2", "4" and "6 High Street" result in a new Addressable Object Record which includes the number "2" or "4" or "6".
- 4.3.2.7 Sub-divisions of property should always be numbered rather than described or lettered therefore "Flat 1" should be used rather than "First Floor Flat" or "Flat A".
- 4.3.2.8 Conversion of a house to flats with a common entrance should result in the creation of Child Records referenced to a Parent property rather than the creation of suffixed numbers, for example, "Flat 1 36" not "36A".
- 4.3.2.9 All properties must be numbered and / or named onto the Street Name which provides direct access to the property, which is generally the Street that the front door of the property faces. All other accesses must be retained as recognised Alternative LPI Records for the property, associated with the same UPRN.

Section 5. - Streets

5. Streets

5.1 Definition and Background

- 5.1.1 This section provides background, data entry conventions and guidance as to how each Street Record should be maintained in the LLPG to comply with the implementation of this document. For a diagram showing how LLPGs and LSGs interact, see [Appendix G](#).
- 5.1.2 The SNN Officer for each SNN Authority administrative area is responsible for the allocation and approval of Street Names as described in [Section 4](#).
- 5.1.3 The Authority Address Custodian is responsible for ensuring the Street Records are entered accurately into the LLPG and must work closely with the Authority Street Custodian to ensure that the Street Records match and are consistent.
- 5.1.4 The Authority Street Custodian is responsible for ensuring that all Street Records are entered accurately into the LSG and must work closely with the Authority Address Custodian to ensure that the Street Records match and are consistent. The Authority Street Custodian is responsible for the Street Data attributes as shown in the table at [Section 5.3.3](#).
- 5.1.5 Sometimes a Street in the LSG is represented as a PAON in the LLPG, for example if a block of flats has an adopted access road of the same name. In the LSG this name is recorded as a Street but in the LLPG the name is recorded as the PAON of the block of flats and addressed to the main road off which the access road leads (This is the Approved Preferred LPI). To ensure the LSG and the LLPG match, add a type 1 or a type 2 Street for the access road and create an Alternative LPI associated with the access road.
- 5.1.6 For guidance on a legacy case when a terrace is represented as a PAON in the LLPG and as a Street in the LSG, see [Section 11.9.2.9](#).
- 5.1.7 The SNN Officer, Authority Address Custodian and the Authority Street Custodian must be conversant with the data entry conventions and guidance described in the current version of the DEC-NSG.
- 5.1.8 For the purposes of LLPG Records, a Street must be either one of the DEC-NSG: type 1, 2, 3 or 4 Street or DEC-Addresses: type 9 Street, entered within the Associated Street Gazetteer (ASG) in the LLPG.

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- 5.1.9 A type 3 (Numbered) Street defines the entirety of a numbered route, for example A24, B3350. It is the responsibility of the Authority Street Custodian to create and maintain type 3 Streets. A separate range of USRNs is allocated to the Authority Street Custodian for this purpose. Any type 3 Street that has been created by the Authority Street Custodian should be included in the ASG and the Authority Address Custodian will need to liaise with the Authority Street Custodian accordingly, especially between District and County contacts.
- 5.1.10 Within the ASG some or all lengths of the type 3 Street will relate to either a type 1 or type 2 Street (please note for the ASG, DTF7.3.3.1 has no type 12 Street Cross Reference (XRef) Record for type 3 or 4 Streets).
- 5.1.11 If a linear feature representing a river, canal, waterway or railway is needed in the LLPG, this must be entered into the ASG as a type 9 Street, as described within this DEC-Addresses implementation.
- 5.1.12 If the feature has a tow path, then the tow path must be entered as a type 1 or type 2 Street, and a type 9 Street must not be used for the feature.

5.2 Policy

- 5.2.1 The following rules must be applied to every Street within the administrative area of an SNN Authority ASG to ensure the complete Street network is defined:
- Every type 1 Street must be entered.
 - Every type 2 Street must be entered.
 - Every type 3 Street should be entered.
 - Every type 4 Street should be entered.
 - A type 9 Street may be entered if required.
- 5.2.2 The geographical extents associated with town names must be contiguous. BS 7666-1:2006 defines a town as 'city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town'. Within this definition, each town should have a defined area across the country and there should be no gaps between towns. This is particularly relevant if a Street runs through multiple towns. Also see [Section 5.3.14](#).

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- 5.2.3 The current use of the locality Field is to differentiate between two Streets with the same name in the same town. This duplication occurs for historical reasons, for example administrative boundary changes. For new Streets created by the SNN Authority, care must be taken to ensure that a Street Name and town name combination is not duplicated, see [Section 4.3.1.1](#).
- 5.2.4 Type 9 Street Records must only be used for rivers, canals, waterways and railways.
- 5.2.5 If a Postal Address is to be associated with a newly constructed Street through the LPI Record, the new Street Record must be a type 1 Street Record.
- 5.2.6 As a minimum, if a Street is entered in both an ASG and a Local Street Gazetteer (LSG), then the populated attributes which are associated with that Street must be identical in both gazetteers. The exception to this 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.
- 5.2.7 The USRN allocated must be selected from the range allocated to the SNN Authority. For further information see [Section 5.3.6.7](#).
- 5.2.8 The objective is to ensure that all the Records in an ASG are replicated in an LSG and vice versa. The LSG is maintained by the Local Highway Authority (LHA) function for the purposes of the NSG in accordance with the DEC-NSG, BS 7666-1:2006 and the New Roads and Street Works Act 1991.

5.3 Data Entry Conventions

- 5.3.1 The following levels of geometry are recorded within the LSG:
 - Level 1 (represents the start and end of the Street). See **Figure 1**.
 - Level 2 (represents the start and end of the Street but with points along it representing Street junctions on that Street). See **Figure 2**.
 - Level 3 (represents the start and end of the Street but with points along it representing Street junctions on that Street together with additional geometry alignment points along the Street). See **Figure 3**.

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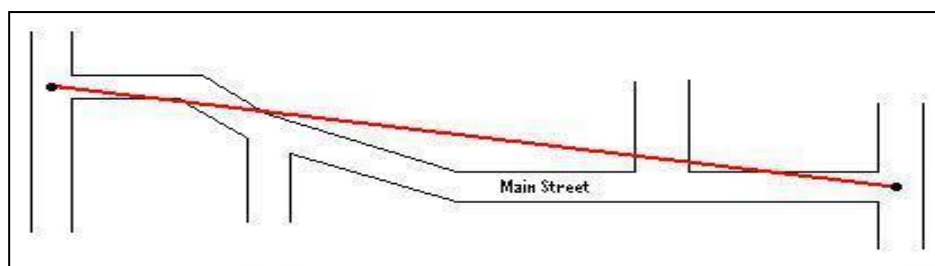


Figure 1 - Representation of a Level 1 Street

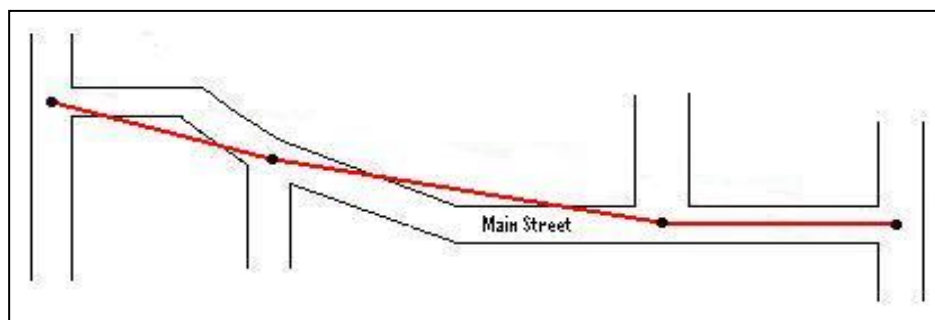


Figure 2 - Representation of a Level 2 Street

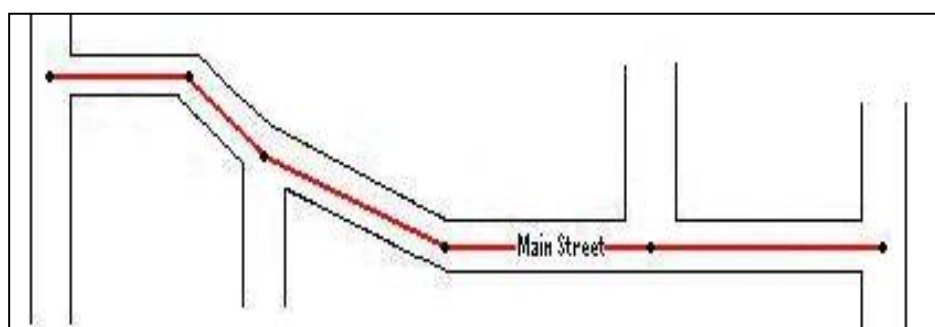


Figure 3 - Representation of a Level 3 Street

- 5.3.2 For the purposes of LLPG maintenance within an SNN Authority it is only necessary for the ASG to be created to level 1 as described in the current version of the DEC-NSG.
- 5.3.3 The core attributes of a Street and Street Descriptor Record contained within the ASG are:

Field	Description	Obligation	Responsibility
USRN	Unique Street Reference Number.	Mandatory	Type 1 LLPG Type 2 LLPG, except for Motorways and PRoWs (as defined on the Definitive Map) LSG, see DEC-NSG. Type 3 LSG Type 4 LLPG and LSG

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			Type 9 LLPG
RECORD TYPE	See Street types Section 5.3.7.	Mandatory	LLPG
STREET NAME / DESCRIPTION	Textual name or description of street.	Mandatory	Type 1 SNN Type 2 LLPG except for Motorways and PRowS (as defined on the Definitive Map) LSG, see DEC-NSG. Type 3 LSG Type 4 LLPG and LSG Type 9 LLPG
LOCATION	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	LLPG using Appendix B
LOCAL CUSTODIAN CODE	Local Authority Identification Code. See Appendix B.	Mandatory	LLPG using Appendix B
EXTREMITY POINTS	Easting, Northing and tolerance of start and end locations (see Note 1).	Mandatory	LSG see Extremity Points Section 5.3.16
START DATE	Date the Street was created (BS 7666-1:2006).	Mandatory	LLPG
ENTRY DATE	Date the Street Record was created (BS 7666-1:2006).	Mandatory	LLPG or LSG
CLOSE DATE	Date the Street was closed.	Optional	LLPG or LSG
LANGUAGE	Language for the Street Name / Description.	Mandatory	LLPG
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

Note 1: See BS 7666-1:2006, Page 11, Section 6.7.3

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- 5.3.4 The attributes in Section 5.3.3 are sufficient to capture the ASG at level 1. For further details see the DEC-NSG and BS 7666-1:2006.
- 5.3.5 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.
- 5.3.6 USRN
- 5.3.6.1 Each Street must be allocated a USRN and be maintained in accordance with the principles set out in [Appendix G](#).
- 5.3.6.2 In a two-tier District Council and County Council government structure, the Local Highway Authority function is in the County Council. In a one tier Unitary Council structure, the responsibility is that of the Unitary Council. The Local Highway Authority is responsible for the creation and maintenance of the LSG under statute.
- 5.3.6.3 The Authority Address Custodian and the Authority Street Custodian should have an information exchange process in place. This helps to ensure that information on additions or changes to the type 1, 2, 3 and 4 Street Records generated by the LLPG is transferred to the NSG via the LSG. In a two-tier authority administrative area the District Councils should work together to ensure a consistent approach within a Local Highway Authority.
- 5.3.6.4 For details of the following see [Appendix B](#):
- Each Local Highway Authority in England and Wales.
 - Each SNN Authority.
 - The USRN range prefixes.
- 5.3.6.5 Within each Local Highway Authority the Authority Street Custodian should liaise with and obtain Street related change information from one or more of the following sources:
- Each District Council.
 - Highways England.
 - Welsh Trunk Road Agencies.
 - Transport for London.
 - Network Rail.

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- Ministry of Defence.
- Royal Parks.
- Private Street Managers.

5.3.6.6 Each type of DCA Participating Authority (District, Unitary and County Council) is assigned a range of USRN's which must be used for each Street in their own administrative area. A USRN is a persistent unique integer value taken in sequence from this range. For more information see [Appendix B](#).

5.3.6.7 Each Street Record in an LSG must have a USRN within the range allocated to the SNN Authority for that administrative area. There are two exceptions to this rule:

- If the Local Highway Authority is different from the SNN Authority, then a separate USRN range is allocated for type 3 Street Records.
- If Streets are exchanged between authorities due to administrative boundary changes, the Streets must be removed from the previous SNN Authority ASG and transferred to the new SNN Authority ASG. The original USRN must be retained. This process must be undertaken in conjunction with GeoPlace.

5.3.6.8 If a Street with a PRow obligation is added to an LSG, the USRN is allocated by the Authority Street Custodian using the range allocated to the SNN Authority.

5.3.6.9 For this purpose, in a two-tier District and County Council government structure, the SNN Authority should provide the Authority Street Custodian with a range of USRN's.

5.3.6.10 In a District Council, USRN's can be:

- Obtained from the Authority Street Custodian at the County Council from their type 3 Street range. This helps to ensure synchronicity between the ASG used in the LLPG and the LSG.
- Allocated by the Authority Address Custodian if both of the following are in place:

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- An agreed service level agreement or local working arrangement between all of the Authorities within a County Council, 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.

5.3.6.11 If it is proposed to change the USRN for a length of Street, the Authority Address Custodian must consult their Authority Street Custodian before making any changes. 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. The interest is recorded in the Additional Street Data (ASD) of the NSG against the USRN of that Street. The Authority Street Custodian must consult:

- Highways England.
- Network Rail.
- Neighbouring Local Highway Authorities who have an interest Record in that Street.
- Various regional bodies.

5.3.6.12 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.

5.3.6.13 When 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.

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- 5.3.6.14 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. 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.
- 5.3.6.15 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.
- 5.3.6.16 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. 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 changes (during a transition period.)
- 5.3.6.17 All type 4 Streets must be open whilst they are active and locally known by that name. Type 4 Streets should be reviewed and when it is deemed that the Street is no longer known by, or referred to by, that colloquial name, it should be closed. Only Alternative LPIs or Historical LPIs can be linked to type 4 Streets.

5.3.7 Street types

5.3.7.1 BS 7666-1:2006 makes provision for four types of Street :

Street type	Description	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

BS 7666-1:2006 specifically excludes rivers, canals waterways and railways. These may be added to the ASG as type 9 Streets.

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Street type	Description	Example
9	River, Canal, Waterway or Railway	Horse Sand Fort - UPRN - 1775100886 – on The Solent –USRN 30590060

5.3.7.2 The following types of Streets must be included in an ASG:

- Motorways and Streets associated with Motorways (the naming conventions from the current version of the DEC-NSG must be adopted).
- Classified principal Streets including Trunk Roads and other classified numbered Streets.
- A Highway Maintainable at Public Expense
- Other publicly maintainable unclassified Streets.
- Prospective Maintainable Streets.
- Private Streets known to the Highway or Street Authority.
- Streets with a Public Rights of Way obligation.
- Any other Highway that is a Highway Maintainable at Public Expense under section 36 of Highways Act 1980.

5.3.7.3 The following types of Street dedication and obligations must be included in an ASG if present in the LSG:

- Cycle ways.
- Cycle tracks.
- Subways that are publicly maintainable.
- Footpaths.
- Public Rights of Way (PRoW).
- Byways.
- Service Roads.
- Bridleways.
- Bridges (type 1 Street).
- Tunnels (type 1 Street).

5.3.7.4 For further details of these Street types, see Section 6 of the DEC-NSG.

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5.3.7.5 A type 9 Street may be created to represent a river, canal, waterway or railway if this provides the primary access to a BLP and no other Street Record is available. An ASG type 9 Street must be allocated a USRN from the SNN Authority USRN range.

5.3.7.6 Type 9 Street Records must not be exported or provided to the Authority Street Custodian, but must be kept in the ASG. However awareness of the USRNs allocated to these type 9 Street Records must be shared between Authority Address and Authority Street Custodians to ensure that these USRNs are not duplicated across gazetteers. Type 9 Street Records must be transferred to GeoPlace.

5.3.8 Designated Street Name (type 1 Street)

5.3.8.1 If a Street has an official Street Name allocated by the SNN Authority, then it is a type 1 Street. The official designated Street Name, approved by the SNN Authority, must be recorded in full.

5.3.8.2 The following rules apply to type 1 Street Records added to the LLPG:

- Punctuation must only be included within the Street Name if the punctuation is part of the official approved SNN Authority Street Name as a type 1 Street, for example "Forget-Me-Not Way".
- 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 should not be entered to make text grammatically correct. For example, "St. Stephens Road" should only be recorded as "St." if the full stop is part of the Official Address.
- Abbreviations must only be used where they form part of the official approved SNN Authority Street Name as a type 1 Street. The only exception is "St" for "Saint".
- Ampersands must be replaced with the word "and".
- New official approved SNN Authority Street Names should not end in "s" if this can be construed as either a possessive or plural Street Name.

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- Where a new Street has an official approved SNN Authority Street Name and the construction work has yet to commence Street BLPU LOGICAL_STATUS = 6 – Provisional, must be used and STATE = 5 – Street for addressing purposes only, must also be used. See Street BLPUs, [Section 6.3.20](#).

5.3.8.3 **Figure 4** shows a legacy Record of a courtyard which meets the following criteria:

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

5.3.8.4 These Streets, which may be courts, parades, plazas or precincts should be entered as type 1 or type 2 Streets in the ASG. If a Street like this is not a Highway the Authority Street Custodian must liaise with the Authority Address Custodian and the SNN Officer to reach agreement as to whether it should be recorded as a Street or not.

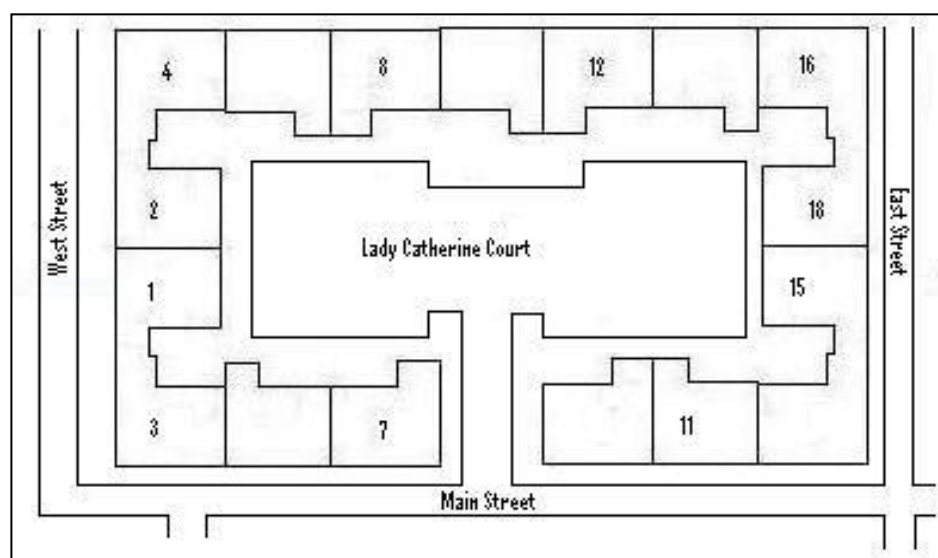


Figure 4 - Type 1 or type 2 Street Name (Courts)

5.3.8.5 If a property has a private path 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.

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- 5.3.8.6 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.
- 5.3.8.7 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.
- 5.3.8.8 Where there is a legacy case of a terrace officially named as a type 1 Street existing alongside another officially named Street, then a type 1 Street may be created for the terrace. For an example see [Section 11.9.2.9](#). The type 1 Street for the terrace must also have the following attributes:
- Street STATE = 5 – Street for addressing purposes only.
 - Street maintenance responsibility STREET_STATUS = 5 (type 61 Interest Record) – Street outside the scope of EToN.
- 5.3.8.9 If an Authority Address Custodian needs to create a Street with a Street STATE = 5, and if Street STATE = 5 is not available in the Authority Address Custodian's maintenance system, then the Authority Address Custodian must create the Street using STATE = 1 – Under construction and 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.
- 5.3.8.10 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.
- 5.3.8.11 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.

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- 5.3.8.12 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.
- 5.3.8.13 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.
- 5.3.8.14 The Authority Street Custodian must allocate 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.
- 5.3.8.15 The Street allocated by the Authority Street Custodian must have in the type 61 Interest Record a Street maintenance responsibility code STREET_STATUS = 5 – Street outside the scope of EToN, for the Whole Street.
- 5.3.8.16 The Street not allocated by the Authority Street Custodian must have a two part Street maintenance responsibility code using the following:
- Street maintenance responsibility STREET_STATUS = 5. This is for the section of Street which overlaps.
 - Street maintenance responsibility STREET_STATUS = 1, 2, 3 or 4 (as appropriate). These are for the remainder of the Street.
- 5.3.8.17 For more information on Street maintenance responsibility codes, see Section 15.3 of the DEC-NSG.

5.3.9 Street Description (type 2, 3, 4 and 9 Streets)

- 5.3.9.1 The Street Description, either approved by the SNN Authority or the Authority Address Custodian, must be recorded in full.
- 5.3.9.2 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?

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

5.3.9.3 The following rules must be applied to type 2, 3, 4 and 9 Streets when added to the LLPG:

- Punctuation must only be included in the Street Description, locality or town Records if that description includes an Official Street Name which contains punctuation, for example "Road from Forget-Me-Not Way to Fred's Farm" must be recorded as "Road from Forget-Me-Not Way to Freds Farm".
- Ampersands must be replaced with the word "and".
- Full stops must not be used as part of any Street Description.
- Abbreviations must not be used.

The exception to this rule is if the punctuation or abbreviation forms part of an official type 1 Street Name or a Primary Addressable Object Name which is included in the type 2 or 4 Street Description.

5.3.10 Type 2 Streets: Officially Described

5.3.10.1 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.

5.3.10.2 A type 2 Street must never overlap another Street.

5.3.10.3 These Streets are often in rural areas or are Access Roads or alleyways and only have a Street Description.

5.3.10.4 Type 2 Streets shall have a description and do not rely on road numbers alone.

5.3.10.5 Road numbers are not always identifiable in the real world. Therefore it is best practice to describe type 2 Streets using real world Objects.

5.3.10.6 However, sometimes it is necessary to include the road number at the start of the description as in the example at [Section 5.3.10.8](#).

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5.3.10.7 If a bridge is a Street in its own right it must be added to the NSG. 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 or the Street which represents the bridge, for example "Battersea Bridge, Battersea Bridge Road".

5.3.10.8 Type 2 Street Descriptions should start with the kind of Street, for example:

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

Except Motorway service slip roads which should be named in the following manner:

- 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."

5.3.11 Type 3 Streets: Numbered Street with a Street number

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

5.3.11.2 Some examples of a type 3 Street Descriptor from LSG are:

- A classification shown on a Street sign, for example "A48 (M)", "B4567".

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- A classification not shown on a Street sign, for example "C456".
- A numbering scheme specific to an LHA, for example "E23".
- A Public Right of Way 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".

5.3.12 Type 4 Streets: Other named Street with an unofficial Street Name

5.3.12.1 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.

5.3.12.2 The first use of a type 4 Street is the entry of a locally known name of an officially named (or officially described) Street. The second use is the aggregation of a number of roads together to make an official route. Examples are:

- "Lovers Lane".
- "The Great North Road".
- "Old A14".
- "South Circular Road".
- "Tarka Trail".
- "Cotswold Way".

5.3.13 Type 9 Streets: Rivers, Canals, Waterways and Railways

5.3.13.1 Type 9 Streets created to represent these features must include one of the following in the Street Name or Description:

- "River".
- "Canal".
- "Railway".
- "Waterway".

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5.3.14 Location

- 5.3.14.1 A location is described as a TOWN_NAME or as a combination of TOWN_NAME and LOCALITY. LOCALITY should only be used if it is necessary to distinguish between two Streets of the same name within the same town. Acceptable exceptions to this rule are identified in [Section 5.3.14.8](#).
- 5.3.14.2 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 be replaced with the word "and". Full stops or commas must not be used as part of any TOWN_NAME and LOCALITY.
- 5.3.14.3 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.
 - The name of a recognised settlement.
 - A geographical identifier.
- 5.3.14.4 If the TOWN_NAME is the same as the post town created by Royal Mail and POSTTOWN is used to create Postal Addresses, then one of the two Fields must be suppressed either for the application user or when Postal Address lists are created. For more information on how to create a Postal Address list, see [Section 13](#).
- 5.3.14.5 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.

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- 5.3.14.6 A TOWN_NAME must always be entered for type 1 and type 2 Streets and may be entered for type 3, 4 and 9 Streets.
- 5.3.14.7 A LOCALITY defines an area or geographical identifier within a town, village or hamlet that must be a recognised geographical name.
- 5.3.14.8 LOCALITY must only be used for Street Records 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 the following rules apply. For a map of the London Boroughs, see [Appendix H](#):
 - 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.
 - City of Westminster.
 - Hackney.
 - Hammersmith & Fulham.
 - Haringey.

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- Islington.
- Kensington & Chelsea.
- Lambeth.
- Lewisham.
- Southwark.
- Tower Hamlets.
- Wandsworth.
- 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'. London Boroughs must reach agreement as to how this Field is populated consistently across 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.

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- Sutton.
 - Waltham Forest.
 - The following rules must be applied 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.
 - Street names should not be entered in LOCALITY.
 - The LOCALITY must be agreed between the Authority Street Custodian and the Authority Address Custodian.
- 5.3.14.9 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.
- 5.3.14.10 If Streets pass through a number of different identified geographic locations, each Street section, to avoid ambiguity, must be recorded as a separate Street Record with the appropriate geographic location.
- 5.3.14.11 If there are no properties associated with Streets passing through a number of different locations that are recorded as single Street Records, 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.

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5.3.14.12 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 it is used to identify a local geographic boundary.
- The Street Name.
- The town name or locality name.

5.3.14.13 Type 1 Streets must not be split to show change of maintenance responsibility.

5.3.14.14 Type 2 Streets must be split only at a recognisable physical marker.

5.3.15 Administrative Area

5.3.15.1 All Street Records shall be recorded with the appropriate Local Highway Authority name. For a list of Local Highway Authorities, see [Appendix B](#).

5.3.15.2 For each District this is the name of the County Local Highway Authority and excludes the phrase County Council, for example, Kent County Council appears as "Kent" in [Appendix B](#).

5.3.15.3 For all types of Unitary this is the name of the Local Highway Authority again excluding references to the word Council, for example, Medway Council appears as "Medway" in [Appendix B](#).

5.3.15.4 For London Authorities this excludes the phrase London Borough of, for example the London Borough of Camden appears as "Camden" in [Appendix B](#).

5.3.16 Extremity Points

5.3.16.1 Each Street Record in the ASG is maintained to level 1 as defined in the DEC-NSG and shall hold the start and end Easting and Northing coordinates of the Street.

5.3.16.2 These coordinates shall be provided with a maximum tolerance for Street STATE = 2, 4 or 5 of 10m for agreed Street Records which match in the NSG and the ASG.

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- 5.3.16.3 The coordinates must be coterminous to or within the SNN Authority administrative area associated with the Street except if it is necessary to cross the border to complete a specific Street, for example a cul-de-sac.
- 5.3.16.4 For guidance on where the extremity points of a Street should be placed, see BS 7666-1:2006 page 11.
- 5.3.16.5 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.
- 5.3.16.6 The Authority Address Custodian is responsible for providing initial extremity points for a new type 2 Street and a new type 4 Street to the Authority Street Custodian who should pass any revision to those coordinates back to Authority Address Custodian.
- 5.3.16.7 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 Authority Address Custodian. The Authority Street Custodian and the Authority Address Custodian must liaise to ensure consistency of the data with Street Naming and Numbering.
- 5.3.16.8 The Authority Street Custodian is responsible for all data associated with a type 3 Street.

5.4 Best Practice

5.4.1 USRN

- 5.4.1.1 The Authority Address Custodian and the Authority Street Custodian should have an information exchange process in place. This helps to ensure that the information on additions or changes to the type 1, 2 and 4 Street Records generated by the LLPG is fed into the NSG via the LSG. In a two tier authority administrative area, the District Councils should work together to ensure a consistent approach within a Local Highway Authority, see [Appendix G](#).

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5.4.2 Record type

- 5.4.2.1 For details of which role is responsible for the creation and maintenance of each Record type, see [Section 5.3.3](#).
- 5.4.2.2 For details of the data flows which reflect the exchange process referred to in [Section 5.4.1.1](#) see [Appendix G](#).

5.4.3 Extremity points

- 5.4.3.1 When a Street is initially entered into the ASG the extremity points should be identified to a maximum tolerance of 50m for Street STATE = 1 – Under construction. Each Authority Address Custodian must try to ensure this tolerance is improved over time to a tolerance for Street STATE = 2, 4 or 5 of at least 10m for agreed Street Records which match in the NSG and the ASG. This can be done when more reliable mapping becomes available or when information is received through the exchange process described at [Section 5.4.1.1](#).

5.4.4 Tolerance

- 5.4.4.1 The tolerance Field is the radius of the influence of the chosen coordinate point and its value encompasses all likely definitions of the end of the Street.
- 5.4.4.2 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 Address Custodian should try to achieve a tolerance of 0.1m.
- 5.4.4.3 The tolerance Field has a maximum permitted value depending on the Street state code. For full details, see **Table 1**. Closed Records do not have to be retrospectively corrected. Only new Records created after 1st October 2013.

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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 1 - Maximum Permitted Tolerance Values

Section 6. - Basic Land and Property Unit (BLPU)

6. Basic Land and Property Unit (BLPU)

6.1 Definition and Background

- 6.1.1 A BLPU is defined in BS 7666-2:2006 as a real world Object which is an 'area of land, property or structure of fixed location having uniform occupation, ownership or function'. The BLPU is the core element of the data and is the Object to which Records are linked via reference to the Unique Property Reference Number (UPRN). In essence a BLPU associates a real world Object on the ground to a UPRN.
- 6.1.2 If a site contains more than one BLPU and there is a textual relationship between the LPI Records, for example a hospital, then a Parent BLPU should be created for the whole site and Child Records should be created for the BLPUs within the site.
- 6.1.3 Each BLPU Classification is based on a number of existing Classification schemes currently in use within England and Wales in both the public and private sectors. Care has been taken to facilitate compatibility with the:
- Valuation Office Agency (VOA) property Classifications, Non-domestic Rates, Rating Manual, 2014.
 - Royal Institution of Chartered Surveyors (RICS), Planning Use Class Order, Land Use Gazetteer, 3rd Edition Volume 1, printed 2005, published by Leaf Coppin.
 - National Land Use Database (NLUD), Land Use and Land Cover Classification, Version 4.4, February 2006.
 - Building Regulations 2000, Volume 2, Part B of the 2006 edition.
 - Fire Service Emergency Cover (FSEC) toolkit, Building Classifications, DCLG, circa 2012.

and the Classification codes identified in [Appendix C](#) although all are not necessarily given the same weighting. For a table of the relationship between these codes, see [Appendix D](#).

6.2 Policy

- 6.2.1 When a new BLPU Record is created for an Addressable Object which is a Postal Address which has been through the SNN process, this BLPU must only be associated with a Street Name (type 1 Street).
- 6.2.2 The exception to this rule is if all of the following criteria apply:

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- A new BLPU is created on an existing Street Description (type 2 Street).
- The Street Description is associated with existing Postal Addresses.
- The Addressable Object forms part of a Postal Address.
- The Addressable Object is approved by the SNN Authority.

6.2.3 BLPU requiring a Postal Address must not be associated with a new Street Description (type 2 Street).

6.3 Data Entry Conventions

- 6.3.1 The BLPU Classification code list of Objects has been revised. For a complete list of Classification codes, see [Appendix C](#). These must be used for the purposes of BLPU Classification.
- 6.3.2 If a BLPU Classification is not listed and is not clearly identifiable within [Appendix C](#) Authority Address Custodians must request clarification from GeoPlace who recommends the appropriate BLPU Classification. This is done by emailing support@geoplace.co.uk. In such instances Authority Address Custodians must adopt one of the following primary BLPU Classifications in BLPU_CLASS = "C", "L", "M", "P", "R", "X" and "Z" until advised of the correct Classification. If the primary BLPU Classification code cannot be identified, then BLPU Classification BLPU_CLASS = "U" may be used temporarily.
- 6.3.3 Each BLPU, by way of its LPI, must be associated with the last Street which provides access to the land or property Object described. The exception to this rule is the use of type 9 Streets. See [Section 5.3.13](#).
- 6.3.4 If a BLPU is associated with a type 9 Street, an Alternative LPI must be created linking the BLPU to the most appropriate type 1 or 2 Street to help service providers who would access the BLPU by vehicle to locate the BLPU. The exemption is if a Street BLPU is created for a type 9 Street. In that case the Approved Preferred LPI must reference the type 9 Street and an Alternative LPI should not be created.

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6.3.5 If a BLPU is associated with a type 4 Street, this must only be as an Alternative LPI or Historical LPI. The BLPU must also be associated with a type 1 or type 2 Street by its Approved Preferred LPI. The exemption is if a Street BLPU is created for a type 4 Street. In that case the Approved Preferred LPI must reference the type 4 Street and an Alternative LPI must not be created.

6.3.6 The core attributes of a BLPU Record are:

Field	Description	Obligation
UPRN	Unique Property Reference Number	Mandatory
LOGICAL_STATUS	Indicator of the stage the BLPU has reached in its lifecycle	Mandatory
BLPU STATE	Physical nature of the property or land Object	Conditional
REPRESENTATIVE POINT COORDINATE	Easting and Northing of Object	Mandatory
REPRESENTATIVE POINT CODE	Code indicating choice of Representative Point Code	Mandatory
ORGANISATION NAME	Name of occupying organisation, as shown on the fascia of a commercial BLPU	Optional
CLASSIFICATION CODE	As defined in Appendix C	Mandatory

Note: The BLPU Classification code is a Mandatory attribute under the DEC-Addresses implementation of BS 7666-2:2006.

6.3.7 UPRN

6.3.7.1 Each SNN Authority is assigned a range of UPRNs by GeoPlace. A UPRN is a persistent unique integer value that must be taken in sequence from the SNN Authority number range. A UPRN must not be reused.

6.3.8 Logical Status

6.3.8.1 All BLPUs shall have a Logical Status reflecting where the BLPU has reached in its life cycle. GeoHub contains current and historical entries to enable data users to trace changes to land and property details. The table below shows the acceptable LOGICAL_STATUS codes that must be used:

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Code	LOGICAL_STATUS Description
1	Approved
5	Candidate
6	Provisional
7	Rejected external
8	Historical
9	Rejected internal

- 6.3.8.2 Approved BLPUs (LOGICAL_STATUS = 1) are those which the Authority Address Custodian consider to be the current and complete Record of the Object.
- 6.3.8.3 Candidate BLPUs (LOGICAL_STATUS = 5) must not be created by the SNN Authority. Candidates are submitted by an external source and the correct LOGICAL_STATUS applied before insertion into the LLPG. See [Section 10](#) and [Appendix K](#).
- 6.3.8.4 Provisional BLPUs (LOGICAL_STATUS = 6) can be created for properties in the SNN / construction stages of development.
- 6.3.8.5 Historical BLPUs (LOGICAL_STATUS = 8) are used for those Objects which no longer exist as an entity in the real world.
- 6.3.8.6 Rejected BLPUs (LOGICAL_STATUS = 7 or 9) shall be recorded as follows:
- LOGICAL_STATUS = 7 Records exist when Records received as Candidates are deemed by the Authority Address Custodian to be an inappropriate or an inaccurate representation of a real world Object.
 - LOGICAL_STATUS = 9 Records exist when Records from an internal source within the SNN Authority are deemed to be an inappropriate or inaccurate representation of a real world Object.
 - Local convention determines whether rejected Records are deleted from LLPGs or retained for auditing purposes.
 - For more information on the acceptable use of the BLPU LOGICAL_STATUS Field, see **Section 6.4.1**.

6.3.9 BLPU State

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6.3.9.1 Authority Address Custodians can enter the current state of a BLPU in the BLPU State field. The state identifies the current life cycle stage of a property or land Object. This is additional to the LOGICAL_STATUS Field. The acceptable BLPU_STATE codes and their definitions are described below:

Code	BLPU_STATE	Explanatory Notes	Action
1	Under Construction	Includes BLPUs that have been through the SNN process but where construction is not yet complete.	Part of Full Supply or COU
2	In Use	A BLPU that is currently occupied or used for a particular purpose.	Part of Full Supply or COU
3	Unoccupied	A BLPU that is un-occupiable / derelict or vacant.	Part of Full Supply or COU
4	No Longer Existing	A BLPU that is no longer in existence.	Part of Full Supply or COU
5	Planning application received	Restricted to Provisional BLPUs.	Local rules. Not to be submitted to GeoPlace.
6	Planning permission granted	Restricted to Provisional BLPUs.	Part of Full Supply or COU
7	Planning permission refused	Restricted to Provisional BLPUs.	Local rules. Not to be submitted to GeoPlace.
Null	Field not completed		

6.3.9.2 Only BLPU_STATE = 1, 5, 6 and 7 may be used for BLPUs recorded with a LOGICAL_STATUS = 6.

6.3.9.3 A BLPU_STATE = 4 or null shall be used for BLPUs with a LOGICAL_STATUS = 8.

6.3.9.4 BLPU_STATE = 5, 6 and 7 are additions to those defined in the BS 7666-2:2006 document at table C.2.

6.3.10 Representative Point Coordinate

6.3.10.1 BLPU coordinates must be provided to 1m resolution (6 digits) or to 1cm resolution (6 digits and 2 decimal places). For the exception to this, see [Section 6.3.10.4](#).

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- 6.3.10.2 The coordinates must fall within the SNN Authority administrative area associated with the BLPU.
- 6.3.10.3 If the curtilage of a BLPU extent spans a SNN Authority administrative area boundary the area providing access from the Street to the BLPU in the SNN Authority is deemed to be the reference point for the BLPU using an RPC = 1. This means that the BLPU point is by the Street associated with the SNN Authority.
- 6.3.10.4 Easting and Northing coordinates for some SNN Authorities on the south west coast of England can be represented by 4 and 5 digits.

6.3.11 Representative Point Code (RPC)

- 6.3.11.1 The RPC indicates the confidence level of the coordinates as described below:

Code	RPC Description
1	Visual centre – see Section 6.3.11.2 .
2	General internal point – see Section 6.3.11.8
3	SW corner of referenced 100m grid square
4	Start of referenced Street
5	General point based on postcode unit
9	Centre of SNN Authority area

- 6.3.11.2 RPC = 1 indicates that the Authority Address Custodian is confident of the location of the coordinates as the visual centre of the primary building or structure or area (land) of the BLPU.
- 6.3.11.3 The Authority Address Custodian must decide if a primary building or structure exists within the BLPU.
- 6.3.11.4 If more than one building or structure exists within the BLPU, the Authority Address Custodian must decide which is the primary one. This building or structure may happen to be near the delivery point for mail but is not so in all cases.
- 6.3.11.5 If a BLPU has a primary building or structure and that primary building or structure is visible on the base mapping, then the following rules apply:

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- The BLPU coordinate must be placed in the visual centre of the primary building or structure.
 - An RPC = 1 – visual centre must be allocated.
- 6.3.11.6 If a BLPU does not have a primary building or structure then the following rule applies:
- The coordinate must be placed within the centre of the extent which is represented by the BLPU and an RPC = 1 – visual centre must be allocated.
- 6.3.11.7 If a BLPU is created for a site, which is in addition to an address parent BLPU for the site, for example a hospital, then the following rules apply:
- The BLPU coordinate must be placed in the visual centre of the polygon extent which represents the site.
 - An RPC = 1 – visual centre must be allocated.
 - Creation of this BLPU is not mandatory and depends on the SNN Authority's use of BLPU polygon extents.
 - The description of this BLPU must be clearly differentiated from the description of the address parent BLPU to avoid confusion for the user. For, example the description should be described as 'The John Radcliffe Hospital site'.
 - This BLPU must be classified as PP (property shell).
- 6.3.11.8 RPC = 2 indicates one of the following:
- The coordinates are located in the general internal extent of the primary building or structure or area (land) of the BLPU.
 - The coordinates represent the most spatially accurate position pending base mapping updates.
- 6.3.11.9 If a BLPU is created for a building or structure and the Authority Address Custodian is unable to establish where the visual centre of the building is, for example if the Authority Address Custodian needs to see the building on the base mapping, then the following rules apply:
- The BLPU coordinate must be placed in the position to the best of the Authority Address Custodian's knowledge.

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- An RPC = 2 – general internal point must be allocated.

6.3.11.10 These records must be corrected over time as the base mapping is updated or further intelligence is received.

6.3.11.11 RPC = 4 must only be assigned to new BLPUs created which represent a Street BLPU Record with Classification BLPU_CLASS = PS. The exception to this is that RPC = 4 may also be used as a temporary code if the Authority Address Custodian is unable to enter a Record to establish accurate enough coordinates to use RPC = 1 or 2 for an Object with a Classification of other than BLPU_CLASS = PS.

6.3.11.12 RPC = 3, 5 or 9 must not be assigned when new BLPUs are created. The RPC assigned to all BLPUs must have a minimum RPC = 1 or 2, or 4 for a Street BLPU. For guidance on improving RPCs, see [Appendix G](#).

6.3.12 Organisation Name

6.3.12.1 This is an Optional Field. If the BLPU Classification code is commercial (See [Section 6.4.3.4](#)) the fascia name of the current occupier should be recorded within the ORGANISATION Name Field. For the current master list see the support section on the GeoPlace website www.geoplace.co.uk. If historical occupier details are required within the LLPG these shall be held against a BLPU as Historical LPI Records ensuring that an appropriate END_DATE is recorded against each LPI.

6.3.12.2 Organisation Names should be removed from the Primary Addressable or Secondary Addressable Object Field and recorded within the separate Organisation Name Field. The exception to this is if the Organisation Name is the only way of uniquely identifying the BLPU in question or if the SNN Officer has approved the Organisation Name. In that case, the Addressable Object must share the same Field content as the Organisation Name.

6.3.13 BLPU Classification

6.3.13.1 The BLPU Classification allows the Authority Address Custodians to classify the type and use of land and property Objects. For a complete list of BLPU Classification codes, see [Appendix C](#).

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6.3.13.2 The BLPU Classification Field is Mandatory to primary level. All BLPUs must be classified correctly. If the Classification code is not known a temporary / default primary value should be used. To establish the Classification code of a BLPU, the Authority Address Custodian must consider the primary function of the Object.

6.3.13.3 All new Records added should be classified to tertiary level if there is one available and if the Classification is known.

6.3.13.4 The Authority Address Custodian should have a process in place to regularly review new Records and complete the Classification when known. Some examples of the source of this information are:

- If a Council Tax or Non Domestic Rates cross reference is added.
- If a Licensing application is received.
- If a Food Hygiene Registration Certificate is received.

6.3.14 Classification Codes

6.3.14.1 The following are some sources of information to assist in assigning the Classification codes:

Usage Classification	Source
Commercial	VOA property code – via VOA website
Commercial	NNDR property code (although this is not updated unless the property changes its use significantly)
Commercial	Website for organisation
Any	Planning or Building Control applications on property history
Any	Check cross references against the primary Classification: <ul style="list-style-type: none"> • If CTAX / ER reference exists the primary class should be R. • If NNDR reference exists it should be C, or X mixed if dual use identified.
Any	Aerial photography
Any	Web search by address

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6.3.15 Field Population

- 6.3.15.1 BLPU Records must have a Mandatory primary Classification, should have a recommended secondary Classification and can have an Optional tertiary Classification if the secondary Classification is populated. The exception to this is if a Candidate is received from GeoPlace as a Mandatory or Optional tertiary Classification. In these cases the tertiary Classification must be used. All Classifications must follow the BLPU Classification codes, in [Appendix C](#).

6.3.16 Record Structure

- 6.3.16.1 In recording data in a single 'Classification' Field, the BLPU Classification codes for primary and secondary Classification must be recorded as the first and second characters respectively, with further tertiary sub-Classification commencing at character position 3 onwards, for example, a zoo has a full BLPU usage Classification BLPU_CLASS = CL08 (commercial: leisure: Zoo).

6.3.17 BLPU Extent Polygons

- 6.3.17.1 If BLPU extent polygons are to form part of a Full Supply or COU they must use Data Transfer Format (DTF) Record types 25, 26 and 27.

6.3.18 BLPU Extent Provenances

- 6.3.18.1 A BLPU extent provenance is the basis for the definition of the polygon that represents the extent of the BLPU. Each BLPU extent polygon shall have at least one associated provenance. Therefore the inclusion of provenance Records within an LLPG is Optional or Conditional on the presence of BLPU extents. Details of valid provenance types are shown below:

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Provenance Code	BS 7666-2:2006 Definition	Referenced Data Source	Source Examples
"P"	Inferred from physical features	Map or coordinate based data	Imagery or geo-referenced map product
"O"	Occupancy	Residential property address file	Council tax; Electoral Register; Housing
"U"	Inferred from use	Commercial property address file	Business Rates
"T"	Registered title	Property ownership	HM Land Registry; local authority terrier
"L"	Unregistered land title	Property ownership	Asset Register
"F"	Formal tenancy agreement	Property ownership	Asset Register
"R"	Rental agreement	Property ownership	Asset Register

6.3.18.2 PROVENANCE_CODE = "P" must be assigned to the BLPU extent provenance in the following cases:

- If a Street BLPU polygon is captured.
- If a bulk data capture exercise is undertaken and the polygons are captured from base mapping.

6.3.18.3 If ownership data is used as the source material it is acceptable to use 'Registered title' "T" or other appropriate ownership provenance.

6.3.19 Provenance Unique Key

6.3.19.1 PROVENANCE Records shall be attributed with a unique key to assist in the matching of BLPU identifiers in a relational database environment. The PROVENANCE unique key shall take the form of an alphanumeric value assigned to each provenance Record in the LLPG:

- nnnnPssssssss (for example 1530P000054321) where:
 - nnnn is the LOCAL_CUSTODIAN_CODE;
 - P denotes the Provenance type of unique key;
 - ssssssss is the Provenance sequence number.

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6.3.20 Street BLPUs

- 6.3.20.1 Street BLPU Records must be created for each type 1 and type 2 Street and can be created for type 3, 4 and 9 Streets recorded in the ASG.
- 6.3.20.2 Street BLPUs are for linking attribute data to incidents at that Street such as community safety incidents, noise complaints and environmental health cases.
- 6.3.20.3 PAO_TEXT for a Street BLPU must take the form of a textual description of 'Street Record'. The name of the Street must not be recorded within the PAO_TEXT Field.
- 6.3.20.4 A Street BLPU must only have an Approved Preferred LPI unless the new Street has been officially named and the construction work has yet to commence. See **Section 6.3.20.6**.
- 6.3.20.5 Alternative LPIs must not be recorded against Street BLPUs.
- 6.3.20.6 Where a new Street has been officially named and the construction work has yet to commence the Street BLPU LOGICAL_STATUS = 6 – Provisional, must be used and a Street STATE = 5 – Street for addressing purposes only, must also be used.
- 6.3.20.7 The following preferred rules should be applied when a Street BLPU Record is created:
 - Assign the coordinates from the Easting and Northing coordinates associated with the start of the referenced Street, as defined in [Section 5.3](#).
 - Use RPC = 4.
 - Use Classification BLPU_CLASS = "PS".
- 6.3.20.8 However, if a Street is longer than 750m the following rules may be applied:
 - Assign the coordinates from the Easting and Northing coordinates associated with the mid-point of the level 3 Street carriageway between the start and end points, as defined in [Section 5.3](#).
 - Use RPC = 1.
 - Use Classification BLPU_CLASS = "PS".

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6.4 Best Practice

- 6.4.1 How to determine the Logical Status of a BLPU
 - 6.4.1.1 New development should be recorded in the LLPG and the specific use of the LOGICAL_STATUS Fields indicates the various stages of the development life cycle.
 - 6.4.1.2 In SNN Authority LLPGs, if there is 100 per cent land coverage a BLPU already exists in the LLPG for the land parcel proposed for development. In other instances if a BLPU for a land parcel does not exist within an LLPG these development areas should be input and recorded with a LOGICAL_STATUS of Approved BLPU.
 - 6.4.1.3 It is also possible to capture the physical state of a development (see table at [Section 11.5.1](#)) as identified through the planning process.
 - 6.4.1.4 Some SNN Authorities wish to capture BLPUs within their LLPGs from the first stages of planning applications. If local convention requires this, those BLPUs shall be recorded with a LOGICAL_STATUS of Provisional BLPU and a BLPU STATE = 1, 5, 6 or 7. Any Records created which represent an Object which does not physically exist must be retained locally and not transferred to GeoPlace.
 - 6.4.1.5 The capture of BLPUs at this stage is optional and depends on the LLPG's use and integration with planning systems within the SNN Authority.
 - 6.4.1.6 All new development must be recorded when the SNN Authority carries out SNN activities for these land parcels or when construction begins, whichever occurs first. [Section 11.5.1](#) outlines the recommended conventions for capturing this information throughout the development and the reasons for a change to be made in the LLPG as a result of ACI from internal and external bodies.
 - 6.4.1.7 The sources of ACI vary in each SNN Authority. Each Authority Address Custodian should establish sources and protocols for the receipt and collation of this ACI to ensure the LLPG is accurate.

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6.4.2 Representative Point Code

- 6.4.2.1 Authority Address Custodians must ensure all BLPU have an RPC = 1 or 2 (or 4 as permitted in [Section 6.3.11.11](#)).
- 6.4.2.2 All RPC values of BLPU must be as precise as possible. Users need the RPC = 1, 2 or 4 to know how much they can rely on a Record's coordinate position. Inaccurate coordinates and / or imprecise RPC values could cause service failures.
- 6.4.2.3 For more information on RPC allocation, see [Appendix G](#).

6.4.3 Organisation Name

- 6.4.3.1 This section describes two common scenarios an Authority Address Custodian can encounter when adding Organisation Names.

Scenario 1

If the BLPU is described by an LPI which has a building number and / or name, the Organisation Name must only be entered into the ORGANISATION Name Field.

UPRN	123400000001
PAO_TEXT	
PAO_NO	"14"
ORGANISATION	"Thomas Cook"
BLPU Classification	"CR02"

UPRN	123400000001
PAO_TEXT	"Festival House"
PAO_NO	"14"
ORGANISATION	"Thomas Cook"
BLPU Classification	"CR02"

Scenario 2

If the BLPU is described by an LPI which has no building number or name, the Authority Address Custodian must apply the following rules:

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- The Organisation Name must be added into the PAO_TEXT or SAO_TEXT Field in the LPI Record.
- The Organisation Name must be added into the ORGANISATION Name Field in the BLPU Record.
- Both the PAO_TEXT or SAO_TEXT Field and ORGANISATION must contain the same name.
- Consideration should be given to ensure that the SNN Officer numbers these properties.

SAO_TEXT	
PAO_TEXT	"Morrisons"
ORGANISATION	"Morrisons"
BLPU Classification	"CR08"

- 6.4.3.2 If the property has a commercial Child BLPU, then the SAO_TEXT Field and the ORGANISATION Field are populated as below:

UPRN	123400000003
Parent_UPRN	123400000002
SAO_TEXT	"Unit 12"
PAO_TEXT	"St Stephens Shopping Centre"
ORGANISATION	"Next"
BLPU Classification	"CR01"

- 6.4.3.3 For a list of the most frequently used Organisation Names, see the GeoPlace authority contacts group forum thread relating to the Organisation Name list. To join the GeoPlace authority contacts group, see <https://khub.net>. The list must be referred to each time a new Organisation Name is added to the LLPG to provide consistency.

- 6.4.3.4 The list currently contains Organisation Names which should have the following tertiary BLPU Classification codes:

- "CI03", "CR01", "CR02", "CR05", "CR07", "CR08", "CR09", "CR10" and "CR11".

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This list will be extended to include more nationally recognised Organisation Names, excluding any local names. The BLPU Classification code must be assigned to the BLPU as the Organisation Name function and fascia name dictates.

- 6.4.3.5 If the Organisation Name is local or does not appear on this list, the name must be captured from what is on the fascia of the property. If punctuation and abbreviations are part of the business name on the fascia, then they are allowed in ORGANISATION in the BLPU Record. They are also allowed in the PAO / SAO text Fields in the LPI Record if there is an identical entry in ORGANISATION.
- 6.4.3.6 When an organisation vacates a BLPU, the names of landlords, receivers, administrators and liquidators should not be entered into the ORGANISATION Field or the PAO Field in its place. The ORGANISATION Field should continue to contain the information on the property's fascia until the fascia is removed or changed. If there is no fascia upon or after vacation, the data in the ORGANISATION Field should be removed.
- 6.4.4 Maintaining the Master List of Organisation Names
 - 6.4.4.1 The master Organisation Name list is dynamic, searchable and is regularly reviewed by the DCA-DECTWG.
 - 6.4.4.2 If an Authority Address Custodian sees a need for a new national Organisation Name to be added to the list or believes an amendment should be made, an appropriate posting should be made in the GeoPlace authority contacts group forum thread relating to the Organisation Name list. To join the GeoPlace authority contacts group, see <https://khub.net>. This should include the BLPU Classification code and any additional information which is useful in establishing how ORGANISATION should be formatted, applying the rules in [Section 6.4.3](#).
 - 6.4.4.3 The DCA-DECTWG will establish whether or not the Organisation Name should be added and the format to be used for that Organisation Name. The list will then be updated by DCA-DECTWG.

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6.4.5 Sourcing and Allocating Organisation Names

- 6.4.5.1 For a process flow diagram which shows how ACI is used to inform the Authority Address Custodian of changes required to the Organisation Name Field, see [Appendix G](#).

7. Land and Property Identifier

7.1. Definition and Background

- 7.1.1. An LPI is a Record containing structured data that identifies a BLPU with a simple identifier or description. The richness of the data structure provides a way of describing a BLPU by more than one LPI. [Section 7.3.4.7](#) outlines some of the circumstances in which an Alternative LPI can be used.

7.2. Policy

- 7.2.1. If the Addressable Object is approved through the official SNN process, then the Official Address Field must be OFFICIAL_FLAG = "Y".
- 7.2.2. If a new Addressable Object is entered for an Official Address Object which has been through the SNN process, that Object should only have a current LPI Record which is the Approved Preferred LPI (or a separate Approved Preferred LPI if the Welsh Language is used). However, if a Record already exists and there is irresolvable conflict between the manners in which the Object is described, then the use of an Alternative LPI provides a mechanism for ensuring consistent textual reference to a BLPU. For example, if a flat has not been through the official SNN process and is known as both "Flat 1" and "Flat A", then an Alternative LPI Record should be created.
- 7.2.3. The Alternative LPI is also useful when entering Objects which are not subject to the SNN process but still require representation. This is a key element of the data structure because it enables users to locate an Object in the real world even if the Official Address is not used to describe it. It also supports the use of the UPRN to match with other datasets, if the Official Address is not always used.
- 7.2.4. If an Addressable Object Record exists which has not been subject to the SNN process and the geographical address differs from the Postal Address in use, then the former should be created as the Approved Preferred LPI and the latter as an Alternative LPI.

Section 7. - Land and Property Identifier

7.3. Data Entry Conventions

7.3.1. The core attributes of an LPI Record contained within the LLPG are:

Field	Description	Obligation
PAO	Primary Addressable Object	Mandatory
SAO	Secondary Addressable Object	Conditional
LPI_KEY	Alphanumeric value to identify LPI as unique	Mandatory
LANGUAGE	Code identifying the language used	Mandatory
LOGICAL_STATUS	Point LPI has reached in its lifecycle	Mandatory
LEVEL	Vertical position of the BLPU described in relation to the ground	Optional
POSTAL_ADDRESS	Indicator as to whether Object receives mail deliveries via a postbox or letterbox	Mandatory
POSTCODE	Code allocated by Royal Mail to assist delivery	Conditional
POST_TOWN	Postal town allocated by Royal Mail to assist delivery	Conditional

7.3.2. Primary Addressable Object and Secondary Addressable Objects

7.3.2.1. Each LPI shall contain a PAO number and / or PAO name. This provides details of the Street number and / or building name of a property. If those details are approved or are assumed to have been approved by the SNN Authority the LPI is indicated as the Official Address or description of the BLPU.

7.3.2.2. See [Section 2.5](#) for rules relating to the use of:

- 7.3.2.2.1. Hyphens.
- 7.3.2.2.2. Full stops.
- 7.3.2.2.3. Use of the elision of vowels in the Welsh language.
- 7.3.2.2.4. Ampersands.
- 7.3.2.2.5. Abbreviations.

7.3.2.3. Each LPI must contain a USRN, obtained from the LLPG ASG, to enable it to be geographically referenced in relation to a Street.

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- 7.3.2.4. If a BLPU is associated with a type 9 Street Record, an Alternative LPI must be created linking the BLPU to the most appropriate type 1 or type 2 Street Record. This ensures that the emergency services can find BLPUs when accessing them by vehicle. This does not apply to Street BLPUs with a Classification BLPU_CLASS = "PS".
- 7.3.2.5. Approved Preferred LPIs must not be associated with type 3 and 4 Street Records unless they are Street BLPUs.
- 7.3.2.6. If a BLPU is associated with a type 4 Street Record through an Alternative LPI, that BLPU must also have an Approved Preferred LPI associated with a type 1 or 2 Street Record.
- 7.3.2.7. A current LPI Record must be unique in respect of the combination of its PAO (SAO) and USRN values. The exception to this is if two properties on the same street use the same PAO Name with no number, then the postcode may be taken into account. This only applies to legacy Records.
- 7.3.2.8. Each LPI shall also be attributed with a unique key to assist in the matching of address identifiers in a relational database environment. The LPI unique key shall take the form of an alphanumeric value assigned to each LPI in the LLPG:
- nnnnLssssssss (for example, 1530L000054321) where:
 - nnnn is the LOCAL_CUSTODIAN_CODE
 - L denotes the LPI type of unique key
 - ssssssss is the LPI sequence number
- 7.3.2.9. For example, the BLPU 100081247184 has two LPIs, each with individual LPI keys:

LOGICAL_STATUS	Approved Preferred LPI
PAO_TEXT	"Templars Retail Park"
USRN	37804933
POSTCODE	"SG1 1HN"
LPI_KEY	1935L000024793

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LOGICAL_STATUS	Alternative LPI
PAO_TEXT	"The John Allen Centre"
USRN	37804933
POSTCODE	
LPI_KEY	1935L000024794

7.3.3. Language

- 7.3.3.1. Each LPI Record shall have a flag indicating the language used for the LPI descriptor. A default language for all LPIs should also be associated through a definition in the LLPG metadata Record (BS 7666-0:2006). This enables the language to be automatically specified in the LPI.

Language code	Language
"ENG"	English
"CYM"	Welsh

7.3.4. Logical Status

- 7.3.4.1. An LPI shall have a LOGICAL_STATUS reflecting the current stage that it has reached in its life cycle. Sometimes, this is different from the BLPU's LOGICAL_STATUS.
- 7.3.4.2. An Approved Preferred LPI Record (LOGICAL_STATUS=1) shall exist for an Approved BLPU for each language used. This LPI shall reflect the name of the Street providing access to the BLPU, which is not necessarily the Street which is used in the Postal Address.
- 7.3.4.3. An LPI Record with a LOGICAL_STATUS = 1 shall only be associated with a BLPU Record with a LOGICAL_STATUS = 1. For full details of acceptable LPI and BLPU LOGICAL_STATUS combinations see the table at [Section 7.3.4.6](#).
- 7.3.4.4. Permitted LPI LOGICAL_STATUS codes are shown below:

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Code	LOGICAL_STATUS Description
1	Approved Preferred
3	Alternative
5	Candidate (reserved for the Candidate process)
6	Provisional
7	Rejected Record (externally sourced reserved for the Candidate process)
8	Historical
9	Rejected Record (internally sourced)

7.3.4.5. More than one LPI for a BLPU must be created in the following cases:

- If there are alternative identifiers or descriptions in common use for the same BLPU.
- In a bilingual gazetteer, if the same address is described in two different languages which are given the same weighting.
- If an LPI is associated with a type 4 or type 9 Street Record.
- If a Provisional LPI exists on an Approved BLPU.
- If a Historical LPI exists on an Approved BLPU.

For more examples, see [Section 7.3.4.7](#).

7.3.4.6. LOGICAL_STATUS is a core attribute of both the LPI and BLPU Record. The relationship between the LOGICAL_STATUS of a BLPU and an LPI must be maintained in accordance with the table below.

BLPU LOGICAL_STATUS	Mandatory single LPI LOGICAL_STATUS	Other Permitted multiple LPI LOGICAL_STATUS codes	Permitted BLPU STATE codes
1	1	1 ^a , 3, 5 ^b , 6, 7, 8, 9	Null, 1, 2, 3
5 ^b	5 ^b	5 ^b	1, 2, 3, 4, 6
6	6	6, 7, 8, 9	1, 5 ^c , 6, 7 ^c
7	7	7, 9	Null, 1, 2, 3, 4, 6
8	8	7, 8, 9	Null, 4, 7 ^c
9	9	7, 9	Null, 1, 2, 3, 4, 5 ^c , 6, 7 ^c

Note a: Multiple Approved Preferred LPIs are only allowed if they have different languages.

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

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

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7.3.4.7. The following provides some examples of the uses of an Alternative LPI which:

- Must be used if an alternative name is in common use, to aid location of the property. An example of this is "Slab Square" which is a local name for the Old Market Square in Nottingham. The description can also be derived from legacy datasets, but it is not feasible to subject all these Objects to the SNN process retrospectively.
- Should be used if a land parcel is described according to the Streets which are used to access it, for example Clifton Park has a primary access in Summerwood Lane but has a secondary access in Fairham Road. A user can describe either access point, both of which have equal merit, therefore it is appropriate for both descriptions to be represented.
- Should be used for commercial sites such as a hospital or university whose buildings can have a Postal Address on a 'generic' Street on the site but whose physical location is accessible from another Street. For example, Lenton Lodge, University of Nottingham, The Boulevard has The Boulevard as the Street Name in the Postal Address but the building is actually accessed from Beeston Lane. In this example, The Boulevard is associated with the Alternative LPI because it provides primary access to the site but not to the building.
- Should be used for commercial properties, for example, shops, which have two entrances from different Streets and their Official Address has never been subject to the official SNN process. In this scenario the Street identified within the Postal Address can differ from the Street which is used to gain access for services.

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- Should be used for units within, for example, a shopping centre, if the units themselves are accessed from named Malls within the shopping centre, but the service areas within those units are accessed from an external Street. Both addresses would describe the same unit and therefore the same BLPU, but the Street Name or Description would differ for different users for different purposes. A similar example is a railway station, where pedestrians gain access from a Street, but vehicles gain access from another.

7.3.5. Postal Address / Postcode / Post town

- 7.3.5.1. An LPI which describes an Object as a Postal Address which has its own postbox or letter box must have the appropriate postcode and post town information, as supplied by the Royal Mail AMU. All mail carriers are only licensed to deliver mail to a postbox or letter box. This forms part of the contract when paying for carriage or postage of mail.
- 7.3.5.2. All postcode and post town information must adhere to the correct formatting regulations outlined by Royal Mail. For full details of these conventions see [Appendix E](#).
- 7.3.5.3. LPIs without a Postal Address (that is those indicated as POSTAL_ADDRESS = "N") entered must not contain any values in POSTCODE or POSTTOWN, because they do not receive mail as recognised by Royal Mail. The exception to this rule is if the LPI LOGICAL_STATUS is set to Provisional LPI.
- 7.3.5.4. If an LPI becomes a Postal Address then the POSTCODE and POSTTOWN values must be obtained from Royal Mail and added to the existing LPI Record.
- 7.3.5.5. If the PAO or SAO Fields change because the LPI becomes a Postal Address through the SNN process a new Approved Preferred LPI must be created and the existing LPI Record must be reclassified accordingly.

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- 7.3.5.6. The purpose of POSTAL_ADDRESS = "A" and "P" described in this Section is to allow SNN Authorities to add a postcode which is not officially allocated by Royal Mail to the Record.
- 7.3.5.7. Best Practice is for the POSTCODE and POSTTOWN values to be populated only if those attributes are officially allocated by Royal Mail. However, it is recognised that some SNN Authorities have an operational need to populate those Fields even if the values are not officially allocated.
- 7.3.5.8. The following codes must be used if the postcode added to an LPI Record is not allocated by Royal Mail:
- POSTAL_ADDRESS = "A", (indicating an Assumed post town and postcode for the LPI if the LPI describes an existing Postal Address). This code must be used if all of the following conditions apply:
 - An LPI is not officially allocated a postcode by Royal Mail.
 - An LPI is not officially allocated a name or number by the SNN Authority.
 - An Object is next to or within an Object which has a postcode officially allocated by Royal Mail.
 - The SNN Authority needs to include the Record in a Postal Address list generated from the LLPG. For more information on generating a postal address from an LLPG, see [Section 13](#).

An example is residential accommodation within a commercial property. In this case, it is sufficient for the Royal Mail to have one entry for the property because the name of the occupier forms part of the Postal Address. There is therefore no need for Royal Mail to have two separate records to distinguish between the commercial and residential parts of the property.

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If a postcode is added to a Record which represents a flat within a house which shares a letterbox with other flats, then

POSTAL_ADDRESS = "A" must be used. In this case, the Parent BLPU has POSTAL_ADDRESS = "Y". Additional filtering of the data is required to create a mailing list, see [Section 13](#).

- POSTAL_ADDRESS = "P", (indicating a Pseudo postcode for the LPI if the Object is associated with a postcode in the vicinity of the Object to be described). This code must be used if all of the following conditions apply:
 - An LPI does not have an active postcode allocated a postcode by Royal Mail.
 - An LPI is not officially allocated a name or number by the SNN Authority.
 - An LPI cannot receive mail.
 - An Object is in the same postcode area as an Object which has a postcode officially allocated by Royal Mail.
 - The SNN Authority needs to indicate that the Object is near to another Object, and understands that postcodes are not geographical identifiers.

For example, a car park next to a shop. In this case, Royal Mail does not have an entry for the land and it is not a Postal Address.

However, as some users use the postcode as a search tool within their software, this code shows the reason why a postcode is recorded against the LPI.

If a postcode is added to a Parent Record which does not have an official postcode, then POSTAL_ADDRESS = "P" must be used, for example a tower block which contains flats which have individual postcodes.

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If the postcode recorded on the LPI is a large user postcode, then POSTAL_ADDRESS = "L" must be used. A large user postcode is defined by Royal Mail as a unique postcode allocated by Royal Mail to requesting organisations who receive large volumes of mail (at least 1000 items of mail a day) to an individual address for the purposes of segregating their mail. See page 9 - http://www.royalmail.com/sites/default/files/docs/pdf/programmers_guide_edition_7_v5.pdf (accessed February 2016).

7.3.5.9. If a postcode is added to a Record which is not ready to receive mail, POSTAL_ADDRESS = "N" must be used whilst the LPI has LOGICAL_STATUS = 6 - Provisional.

7.3.5.10. LPI Records containing POSTAL_ADDRESS = "N" or "P" must not be used for the generation of a Postal Address from an LLPG, see [Section 13](#).

7.3.5.11. Permitted Postal Address values are shown below:

Value	Description	Post town Field Completion	Postcode Field Completion
"Y"	A Postal Address	Mandatory	Mandatory
"N"	Not a Postal Address	No data entered unless LPI LOGICAL_STATUS = 6 - Provisional LPI.	No data entered unless LPI LOGICAL_STATUS = 6 - Provisional LPI.
"A"	An Assumed post town and postcode for the LPI if it describes an Object which can receive mail but the post town and postcode are not officially allocated by Royal Mail. For example bedsits within a house.	Mandatory	Mandatory
"P"	A Pseudo postcode for the LPI if it is an LPI which cannot receive mail. This postcode is allocated by selecting a postcode in the vicinity of the Object. It must not be used as a Postal Address. For example, a car park or an area of land.	No data entered	Mandatory
"L"	Postcode and post town used as a large user Postal Address.	Mandatory	Mandatory

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7.3.6. Other Fields

- 7.3.6.1. The Official Address Field is an optional Field within BS 7666-2:2006. If it is used, it shall determine the 'official' LPI used for identifying a BLPU. The intention of this Field is to indicate that the LPI is a valid Record and that it is the Official Address that has been subject to the official SNN process of the SNN Authority.
- 7.3.6.2. Official Address = "R" or "C" are available to show that a postcode has been requested by the Authority Address Custodian or that the LPI has been confirmed by the Authority Address Custodian and is ready for notification to a specified list of third parties. This is in addition to those values defined in BS 7666-2:2006.
- 7.3.6.3. Permitted values are:

Value	Description
"Y"	Official Address
"N"	Unofficial Address
"R"	Postcode and post town requested from Royal Mail
"C"	Postal Address confirmed and ready for notification
Blank	Not defined

7.4. Best Practice

7.4.1. Primary Addressable Object and Secondary Addressable Object

- 7.4.1.1. If a BLPU is described in the LPI by reference to another BLPU (as a Child to a Parent), then in order to uniquely identify it the LPI must contain a SAO. For example a flat SAO within a block should reference the block name in its PAO ("Flat 1, Alpha House"). For the description of the structure of 'Parent / Child' Record see [Section 11.9.1](#).
- 7.4.1.2. If a BLPU is within another BLPU and the description does not reflect this, for example legacy Records of suffixed flats with a shared access, then it is acceptable for the Child Record to have an entry in the PARENT_UPRN and for there to be no SAO present in the Child Record.

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- 7.4.1.3. For best practice on numbering flats with a shared access, see [Section 4.3.2.7](#).
- 7.4.1.4. For guidance on how to enter a PAO and a SAO, depending on the nature of the Object to be recorded, see [Section 11](#).

7.4.2. Language

BS 7666:2006 extends the scope for the recording of LPI and Street information to support the Welsh Language Act and to facilitate the creation and compilation of regional and national gazetteers across the entire UK with the formal recognition of 6 languages. At present English and Welsh are the only two languages used.

7.4.3. Logical Status

- 7.4.3.1. LOGICAL_STATUS = 5 - Candidate Records must not be created by the SNN Authority. Each Candidate received from an external source must have the correct Logical Status applied before insertion into the LLPG.
- 7.4.3.2. All Rejected LPI Records must be recorded in accordance with the following framework:
 - LOGICAL_STATUS = 7 must be used if Records received as Candidates or from external sources are deemed by the Authority Address Custodian to be inappropriate or inaccurate representations of a real world Object.
 - LOGICAL_STATUS = 9 must be used if data from an internal source within the SNN Authority is deemed to be an inappropriate or inaccurate representation of a real world Object. For example, "Dunroaming Orwell Avenue Stevenage" was never built, but is retained as a Rejected Record, rather than deleted, so that users of the data do not assume that the property was simply left out by accident.
- 7.4.3.3. Rejected Records (LOGICAL_STATUS = 9) may either be deleted from LLPGs or retained for auditing purposes if required.

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7.4.3.4. LOGICAL_STATUS = 6 may be used for properties in the planning / construction stages of development. For more information see [Section 11.5.1](#).

7.4.4. Level

7.4.4.1. The LEVEL Field is an Optional Field. If it is populated it should contain a textual description such as "Basement", "Ground", "First", "Second", "Third" etc. If the BLPU occupies more than one level this must be recorded with the lower level first in sequence, for example, "First and Second".

7.4.4.2. In some instances more detail may be added after the position to provide more definition to assist in the location of the BLPU, for example "First Floor Rear".

7.4.5. Postal Address

7.4.5.1. The POSTCODE and POSTTOWN Fields which have POSTAL_ADDRESS = "Y", "A" or "L" help with generating Postal Addresses, if required. For more information on the generation of Postal Addresses for use with Royal Mail's or other agents' postal services, see [Section 13](#). The inclusion of postal county information is no longer required for a Postal Address or delivery purposes. Therefore not only does this Field not appear in an address, but it also has no effect on producing a Postal Address for mailing purposes.

Section 8. - Application Cross References

8. Application Cross References

8.1. Background

8.1.1. Application Cross References do the following things:

- Provide additional information indicating the source of a Record entered into an LLPG.
- Confirm data integrity by showing which datasets have been successfully matched to a given Record.
- Show that a Record is matched to an entry in another dataset if the description is not identical.
- Show that the original source of a Record is the SNN Authority.

8.1.2. When the UPRN is integrated into matched additional datasets the requirement for maintenance of a cross reference table will substantially diminish.

8.2. Policy

8.2.1. The Application Cross Reference SOURCE Field must be used to identify the name of a dataset within a SNN Authority which is matched to a BLPU Record.

8.3. Data Entry Conventions

8.3.1. The core attributes of a Cross Reference Record are:

Field	Description	Obligation
SOURCE	Code which identifies the external dataset to which the record is matched	Mandatory
CROSS_REFERENCE	Unique key of entry in external dataset	Mandatory
XREF_KEY	Unique identifier within the LLPG for this Record	Mandatory

Section 8. - Application Cross References

8.3.2. Source Codes

8.3.2.1. The convention when creating Application Cross Reference Records is to concatenate the LOCAL_CUSTODIAN_CODE with a 2 character SNN Authority dataset identifier for the source application data. For example Council Tax data, (which has a 2 character identifier of CT) contained within the LLPG for Shropshire, (which has a Local Custodian Code = "3225") would contain the SOURCE = "3225CT". Similarly Electoral Registration and Non Domestic Rates would be "3225ER" and "3225ND" respectively.

8.3.2.2. All other codes must follow the same format. The table below provides a list of codes and shows whether they must be transferred to GeoPlace or only held locally.

Suffix	Data Source	To be transferred	Capture within LLPG
"CT"	Council Tax	Y	Mandatory
"ND"	Non Domestic Rates	Y	Mandatory
"ER"	Electoral Registration	Y	Mandatory
"S1"	Street Naming and Numbering Conversion	Y	Mandatory
"S2"	Street Naming and Numbering Demolition	Y	Mandatory
"S3"	Street Naming and Numbering New Build	Y	Mandatory
"S4"	Street Naming and Numbering Renaming / Renumbering	Y	Mandatory
"S5"*	Street Naming and Numbering Retrospective	Y	Mandatory
"BC"	Building Control	N	
"BG"	Linked LPI (Bilingual Gazetteers Only)	Y	Conditional
"IA"	Candidate Record received from GeoPlace	Y	Conditional
"CM"	Customer Relationship Management	N	
"EH"	Environmental Health	N	
"EM"	Estates Management	N	
"FI"	Finance	N	
"HO"	Housing	N	
"LB"	Listed Buildings	N	
"LC"	Land Charges	N	
"OS"	Ordnance Survey received from GeoPlace	Y	
"PA"	Postcode Address File	Y	
"PL"	Planning	N	
"RC"	Refuse Collection	N	

***Note:** "S5" should be used if the official SNN Authority process is used to confirm an existing address.

Section 8. - Application Cross References

8.3.3. Cross Reference

- 8.3.3.1. If no external cross reference code is available, this Field can be populated with the UPRN and the relevant source code used to show within an LLPG that a Record exists and has been matched to an equivalent Record in an external dataset.

8.3.4. Cross Reference Unique Key

- 8.3.4.1. Each Application Cross Reference Record must be attributed with a unique key to assist in the matching of address identifiers in a relational database environment. The Application Cross Reference unique key must take the form of an alphanumeric value assigned to each Application Cross Reference Record in the LLPG:

- nnnnXssssssss (for example, "1530X000054321") where:
 - nnnn is the LOCAL_CUSTODIAN_CODE.
 - X denotes the Application Cross Reference type of unique key.
 - sssssssss is the Application Cross Reference sequence number.

8.4. Best Practice

- 8.4.1. Whilst Application Cross Reference Records do not form part of the data specification for BS 7666-2:2006, the Records which are mandatory for transfer if they exist provide an important way for GeoPlace to measure the match to additional datasets.
- 8.4.2. Authority Address Custodians may also maintain local cross reference Records for internal purposes. These local Records do not need to be sent to GeoPlace but should be maintained to a similar format as described above.
- 8.4.3. For information about linking to VOA Records, see [Appendix L](#).
- 8.4.4. For information about linking to Electoral Registration Records see [Appendix M](#).

Section 9 - Additional Data Required

9. Additional Data Required

9.1. Background

- 9.1.1. This Section describes additional information which informs users about the quality and currency of the data they receive. For further details about interacting with GeoPlace, see [Appendix K](#).

9.2. File Details

9.2.1. Metadata

- 9.2.1.1. All LLPGs contain a scoping and metadata statement identifying the content type and degree of frequency to which the LLPG is updated. This information must be recorded by the Authority Address Custodian in the LLPG Metadata Record (DTF7.3.3.1 type 29 Record) and must be transferred to GeoPlace with a Full Supply and subsequently whenever the Authority Address Custodian makes a change to the LLPG metadata Fields.

9.2.2. Conformance statement

- 9.2.2.1. A conformance statement is required to be associated with the content and accuracy of each constituent LLPG. One part of the conformance statement is the measure of the completeness of data as compared to another nationally recognised dataset. Currently, a regular linking process is in place to compare the GeoHub to the Valuation Office Agency and Royal Mail data. For details of the linking process and guidance, see [Appendix L](#).

9.2.3. Header and Trailer Record

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

Section 10. - Using the Candidate Process to Receive ACI

10. Using the Candidate Process to Receive ACI

10.1. Background

- 10.1.1. The following details the protocols and processes which have the fundamental objective of improving the AddressBase products.
- 10.1.2. As the AddressBase products are used, queries, anomalies and omissions will arise. These need to be answered to help the user to further understand the data and how it can help drive their business processes.
- 10.1.3. GeoPlace receives and processes requests for additions and amendments. Any valid requests are sent to the Authority Address Custodian as 'Candidate Records' for action. It is in the interests of each AddressBase products user to be as rigorous as possible in confirming the validity of each request before sending it to GeoPlace. This does the following:
 - Minimises the work required by an SNN Authority in determining the correct action.
 - Ensures the resulting dataset is of the highest quality.
 - Ensures the resulting dataset meets user requirements.
- 10.1.4. This section defines a valid Candidate. An SNN Authority is obliged to accept those Objects defined as Mandatory into the LLPG. However, there is no suggestion, commitment, or obligation for a SNN Authority to capture every Object of the same Classification. These Classifications are identified as 'Mandatory' in [Appendix C](#). Classification codes are available for other Objects which, if a Candidate is provided, are Optional for a SNN Authority to accept. These Classifications are identified as 'Optional' in [Appendix C](#).

10.2. What is a valid Candidate?

- 10.2.1. Requests for additions and amendments to a BLPU and / or LPI may be made if the data is inaccurate for any of the following reasons:
 - Incorrect spatial location.
 - Missing real world Object.
 - Incorrect address.
 - Incorrect or missing organisation.

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- Incorrect Classification.

10.2.2. Requests should also meet the following conditions:

- The Object is within the defined scope (see Appendix C).
- The request conforms to the published rules and conventions of this DEC-Addresses document.
- The request represents an accurate and current representation of a real world Object.

10.3. Candidate Submitter Process

10.3.1. GeoPlace will undertake the following checks before forwarding the Candidate Record to the SNN Authority – for Authority Address Custodian approval:

- Check that the Candidate Record complies with the data specification.
- Check that the Object does not already exist or has not already been updated in GeoHub.

10.3.2. Candidate Records rejected by GeoPlace will not be forwarded to the Authority Address Custodian.

10.3.3. For information on how the Authority Address Custodian must process a Candidate Record, see [Appendix K](#) and guidance in Helpdesk section of the GeoPlace website.

Section 11. - Managing Land and Property Records

11. Managing Land and Property Records

11.1. Background

11.1.1. This section is compiled from issues which have arisen as this document has grown. It is not an exhaustive list of every scenario which can arise; rather it describes the fundamental principles of how the rules must be applied. This section does the following things:

- Demonstrates to Authority Address Custodians and SNN Officers in SNN Authorities how to apply the policy, background, best practice and data entry conventions described earlier in this document to specific scenarios.
- Gives guidance to Authority Address Custodians and SNN Officers in SNN Authorities on the creation, management and updating of Records.

11.2. Property Lifecycle

11.2.1. Background

11.2.1.1. This section outlines the conventions for capturing information throughout the duration of property development and the events which should necessitate a change to be made, for example receipt of ACI from internal and external bodies.

11.2.1.2. These events can vary in each SNN Authority based upon levels of user system dependency upon the data, for example development control, building control and revenues. Those functions with a higher level of dependency are more likely to be a useful source of ACI. Each Authority Address Custodian must establish protocols for the receipt and collation of this ACI to ensure the LLPG is accurate.

11.2.2. Policy

11.2.2.1. All address change throughout the development life cycle should be kept within the LLPG through the creation of additional LPI Records. For example, a property can go through the following address changes:

- "Plot 1, Alpha Development Site King Street, Anytown".

Section 11. - Managing Land and Property Records

- “Show Home, Alpha Development Site, King Street, Anytown”.
- “14 Prince Drive, Anytown”.

11.3. New Developments

11.3.1. Convention

- 11.3.1.1. All new developments must be recorded in the LLPG when SNN Authority activities for these sites or when construction begins whichever occurs first.

11.3.2. Best Practice

- 11.3.2.1. New developments should be recorded in the LLPG in accordance with [Section 11.5.1](#).
- 11.3.2.2. In SNN Authority LLPGs, if there is 100 per cent land coverage, a BLPU already exists in the LLPG for any land parcel proposed for development. In other cases if a BLPU for a land parcel does not exist within an LLPG these development areas should be recorded with a LOGICAL_STATUS of Approved BLPU.
- 11.3.2.3. If a BLPU is officially named or numbered by the SNN Authority before construction begins, a Record should be added to the LLPG with LOGICAL_STATUS = 6 - Provisional BLPU, and BLPU STATE = 6 – planning permission granted. The Record should be transferred to GeoPlace.
- 11.3.2.4. If construction begins before a BLPU is officially named or numbered, a Record should be added to the LLPG with LOGICAL STATUS = 6 - Provisional BLPU and BLPU STATE = 1 - under construction. The Record should be transferred to GeoPlace.
- 11.3.2.5. Records with BLPU STATE = 5 - planning application received or BLPU STATE = 7 - planning permission refused must not be transferred to GeoPlace.
- 11.3.2.6. Where a new Street has been officially named and the construction work has yet to commence the Street BLPU LOGICAL_STATUS = 6 – Provisional, must be used and a State STATE = 5 – Street for addressing purposes only, must also be used.

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11.4. Tracking ACI

11.4.1. Conventions

- 11.4.1.1. At each stage of the life cycle, one LPI Record is deemed to be the Approved Preferred LPI and the Official Address for the BLPU. As change occurs on the ground, the Approved Preferred LPI and the Official Address value must be amended as appropriate.
- 11.4.1.2. It is possible that the completed property is accessed from a different Street from the original development site because of the construction of new estate roads. In this case it is likely that some Historical LPIs for a property refer to a different USRN from the Approved Preferred LPI's USRN. More detail of the life cycle of BLPUs within LLPGs is outlined in the table below.

11.5. Lifecycle of a BLPU

11.5.1. Best Practice

- 11.5.1.1. The table below shows the preferred process for creating new BLPUs Records, which are subject to SNN, in the LLPG. For a diagram showing the lifecycle of a BLPU, see [Appendix G](#).

Event	LLPG Action
Street Naming and Numbering	<p>New BLPUs and LPIs are created, as required and referenced to the Street with the Official Address information. If the development is on a new site and detailed base mapping is unavailable create the BLPU coordinates either at the start of the referenced Street (RPC = 4) or if an estimate is made of the actual location enter the RPC = 1.</p> <p>At this stage if the development is yet to commence on the ground, the Authority Address Custodian must ensure all ACI and development monitoring protocols are in place. The BLPU STATE = 1 (under construction / SNN Official Address) must be used. Where a new Street has been officially named and the construction work has yet to commence the Street BLPU LOGICAL_STATUS = 6 – Provisional, must be used and a State STATE = 5 – Street for addressing purposes only, must also be used.</p> <p>When complete make sure the development addresses are the same as the Official Address captured in the LLPG. In other instances if the</p>

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	<p>development site was created as the PAO set these LPIs as historical Records.</p> <p>If the development plans change after the initial application, it is possible that some of the following changes are required:</p> <ul style="list-style-type: none"> • If the physical location of a BLPU changes modify the BLPU coordinates. • If the extent of a BLPU changes, modify the BLPU extent if drawn. • If BLPUs are withdrawn reject these Records. • If BLPUs are added to the development, create additional BLPUs with LOGICAL_STATUS = 6 - Provisional BLPU. • Upon commencement of the construction of a new Street a Street BLPU LOGICAL_STATUS = 1 – Approved BLPU, must be used and STATE = 1 – Under Construction, must be used.
Completion	<p>LOGICAL_STATUS = 1 - Approved BLPU and Approved Preferred LPI, must be used. BLPU STATE = 2 – in use, must be used.</p> <p>If an original site BLPU and LPI were created the PAO should be amended to, for example, "Former Development Site", including an appropriate description of the site. LOGICAL_STATUS = 8 – Historical for the site BLPU and LPI must be used together with the appropriate End Date. BLPU STATE = 4 - no longer in use must be used.</p> <p>Upon completion of construction when public access has been granted to the Street or part thereof, STATE = 2 – Open, must be used.</p>
Occupation	<p>None – unless there is a change to incorporate a house / building name by the occupier, for example Rose Cottage, which must be agreed by the SNN Authority as an Official Address. In this case either add the building name to the PAO or SAO or create an Alternative LPI Record against the BLPU.</p> <p>If it is a commercial premise the Organisation Name Record must also be completed, if known.</p>
Base mapping amended to include full details of estate	<p>Where RPC = 2 is used to indicate the most spatially accurate position pending base map updates (see Section 6.3.11.8), then use SNN Application Cross Reference SOURCE = "S3" and start date of Application Cross Reference Record to identify those BLPUs that need to be checked. Amend BLPU coordinates and RPC value to reflect the new BLPU centroid coordinate, if necessary. If appropriate, BLPU extents should be created or amended. This process should also be adopted if the SNN Authority administrative area is subject to an Ordnance Survey Improvement Programme, in terms of repositioning any BLPU that is affected by a programme.</p>

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11.6. Linking BLPUs to Streets

11.6.1. Background

- 11.6.1.1. The following guidance is for Authority Address Custodians when entering BLPUs which traditionally have not been officially named or numbered. All new build and conversion (splits or mergers) Records created should be officially named or numbered.

11.6.2. Conventions

- 11.6.2.1. A Street is an access route to a BLPU, so the last Street used to access the BLPU should be the Street by which the property is referenced. Each ASG shall consist of a register of all Streets within a geographic area, regardless of maintenance or responsibility.
- 11.6.2.2. BLPUs must only be associated with a type 1, 2 or 9 Street Record.
- 11.6.2.3. This means that the Approved Preferred LPI of a BLPU cannot be associated with a type 3 or type 4 Street Record. However in some circumstances it is possible to associate an Alternative LPI with a type 4 Street.
- 11.6.2.4. If access to the BLPU can only be described via a river, canal, railway or waterway this should be recorded as a type 9 Street. In this case the Approved Preferred LPI references the type 9 Street and the BLPU must be associated with the most appropriate type 1 or type 2 Street through an Alternative LPI. The Street referenced in the Alternative LPI must be the last road or footway traversed before the type 9 Street referred to in the Approved Preferred LPI.

11.6.3. Best Practice

- 11.6.3.1. A Street should not have more than one building of the same name on it. If exceptions to this exist because of historical naming and numbering, the buildings should be clearly distinguished by separate numbers. See [Figure 7](#).

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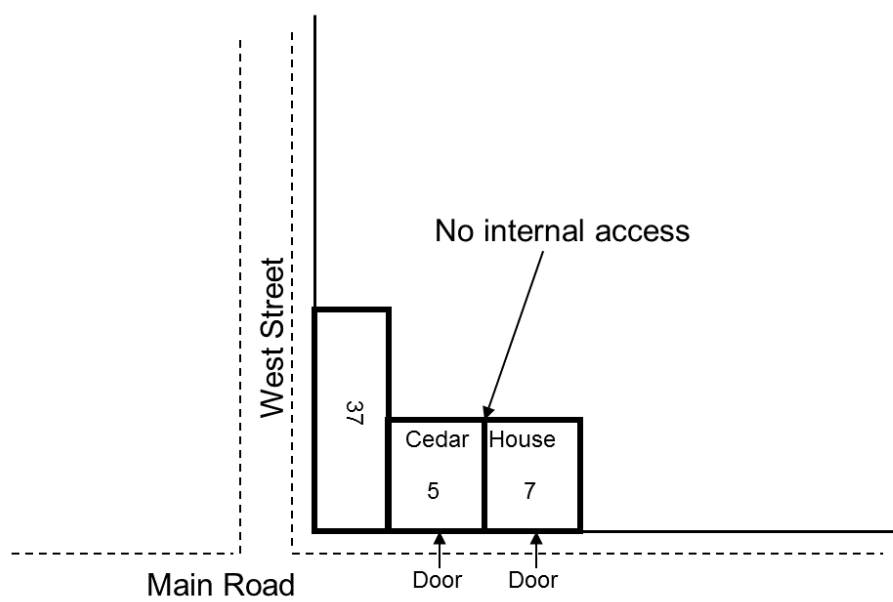


Figure 5 - One block with two access points

- In **Figure 5**, one block has two access points but no internal access between the blocks. The two access points on Main Road are addressed as:
 - “Cedar House 5 Main Road”
 - “Cedar House 7 Main Road”

11.6.3.2. If there is more than one access Street or the property is on a Street corner, assign the BLPU to the most commonly used access route to the property, for example, the shortest route, the access to the main entrance of the property or car parking etc.

11.6.3.3. For a new Record requested by a user, possibly, that user can provide this information. For an existing Record, check to see which Application Cross References are linked to the BLPU to ascertain which external application or user can provide help.

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- 11.6.3.4. When the most appropriate Street is identified this Street must be associated with the Approved Preferred LPI Record for the BLP. All other Streets giving access to this BLP should be recorded using Alternative LPIs (LOGICAL_STATUS = 3 - Alternative). In this scenario the Approved Preferred LPI has a different USRN from each of the Alternative LPIs. See **Figure 6**.

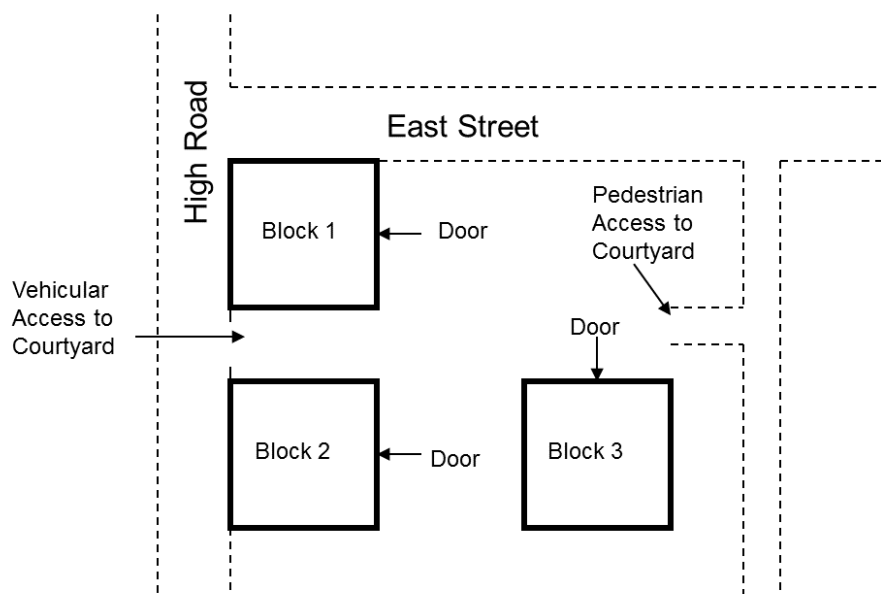


Figure 6 - Blocks with multiple accesses

- In **Figure 6**, each block is addressed to High Road because that provides the primary access to the development. Alternative LPIs should be created using "East Street".
- 11.6.3.5. If all of the following conditions are true a Parent BLP must be created for each block:
- A building has a primary access on more than one Street.
 - Each block has the same building name.
 - Each block is numbered to the street.
 - There is no internal access between the blocks.

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- 11.6.3.6. As described in [Section 11.6.3.1](#) it is acceptable in this scenario for a building name to appear twice on the same Street, provided the blocks are differentiated by building numbers. See **Figure 7**.

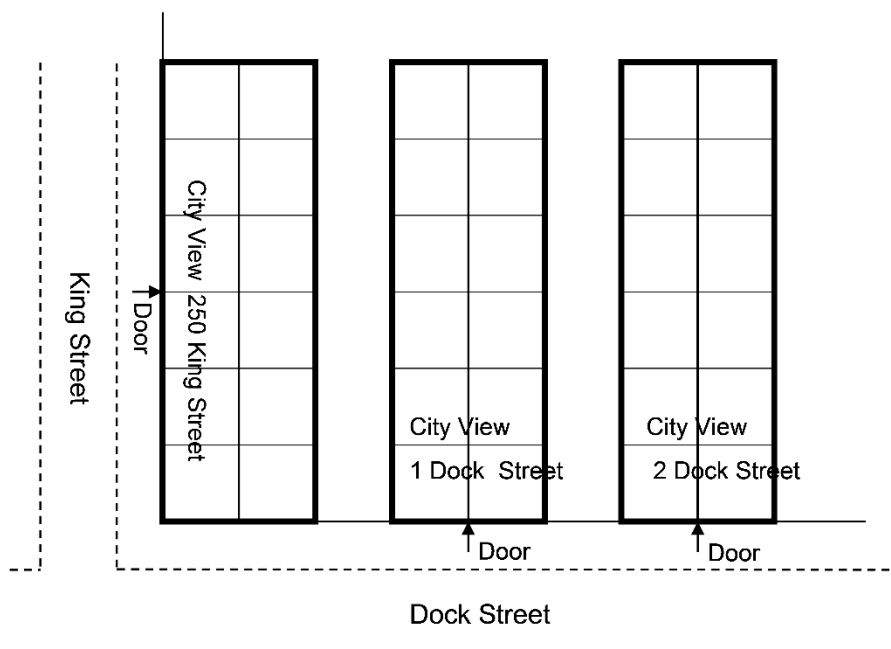


Figure 7 - Building name appearing twice on the same Street

- In **Figure 7**, 3 Parent BLPUs must be created:
 - “City View 250 King Street”
 - “City View 1 Dock Street”
 - “City View 2 Dock Street”

- 11.6.3.7. If a group of properties relate to a common Parent BLPU but are accessed from different Streets (for example a hospital or university) the following Records must be created. See **Figure 8**:

- A Parent BLPU associated with the Street providing the primary access for the site.
- Each Child BLPU, associated with the Street which provides access to the BLPU. This can be different from the Street associated with the Parent BLPU or other Child BLPUs.

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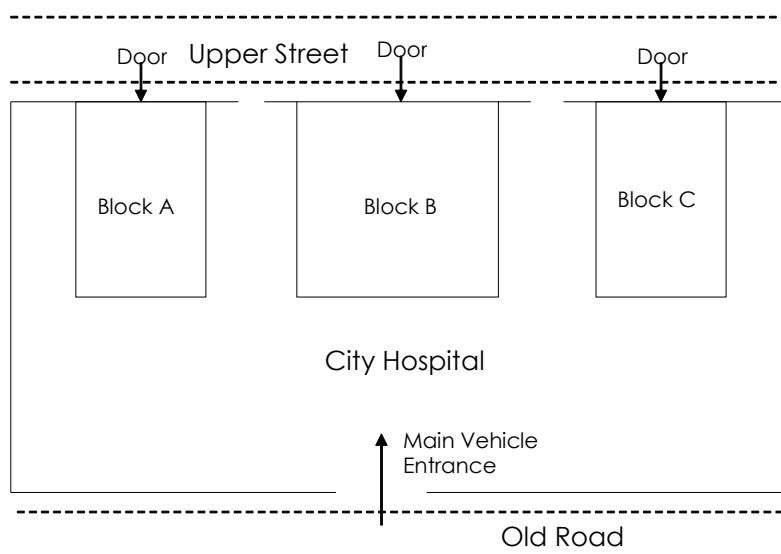


Figure 8 - Grouped properties accessed from different Streets

- In **Figure 8**, it is acceptable for “Block” “A”, “B” and “C” to have Upper Street in their address, whilst the Parent BLPU of the hospital is addressed to “Old Road”.

11.6.3.8. If there is no road, track or footpath giving direct access to the BLPU and the BLPU is not within the curtilage of another BLPU, then the property can only be described by reference to another BLPU in the LLPG. Create an LPI referring to the other BLPU in the PAO, for example “land to the rear of [another BLPU]” or “workshop to the rear of [another BLPU]” and associate the BLPU with the street used in the BLPU providing the access. See **Figure 9**.

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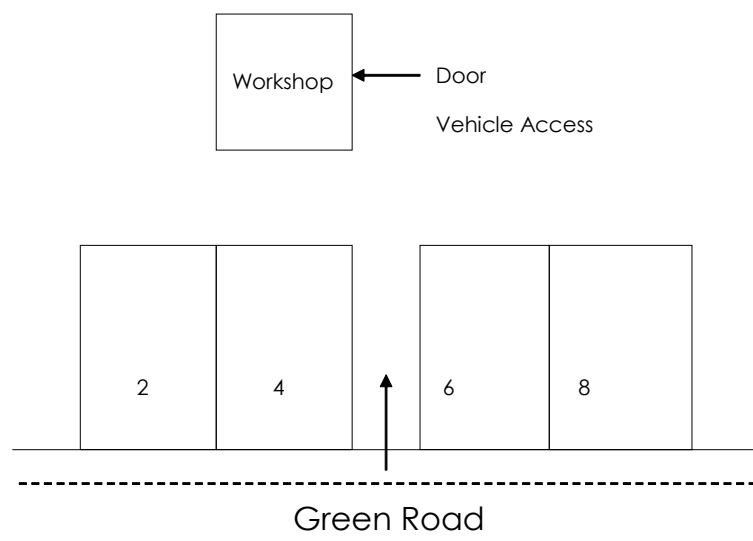


Figure 9 - BLPU referenced to another BLPU

- This workshop has an address of:
 - "Workshop to the rear of 4 Green Road"
- This address shall be structured as follows:

UPRN	123400000005
SAO_TEXT	
PAO_TEXT	"Workshop to the rear of 4"
STREET NAME	"Green Road"

11.6.3.9. If there is no apparent Street or appropriate BLPU, for example a remote property accessed only on foot with no defined footpath, the last Street traversed should be used. See **Figure 10**.

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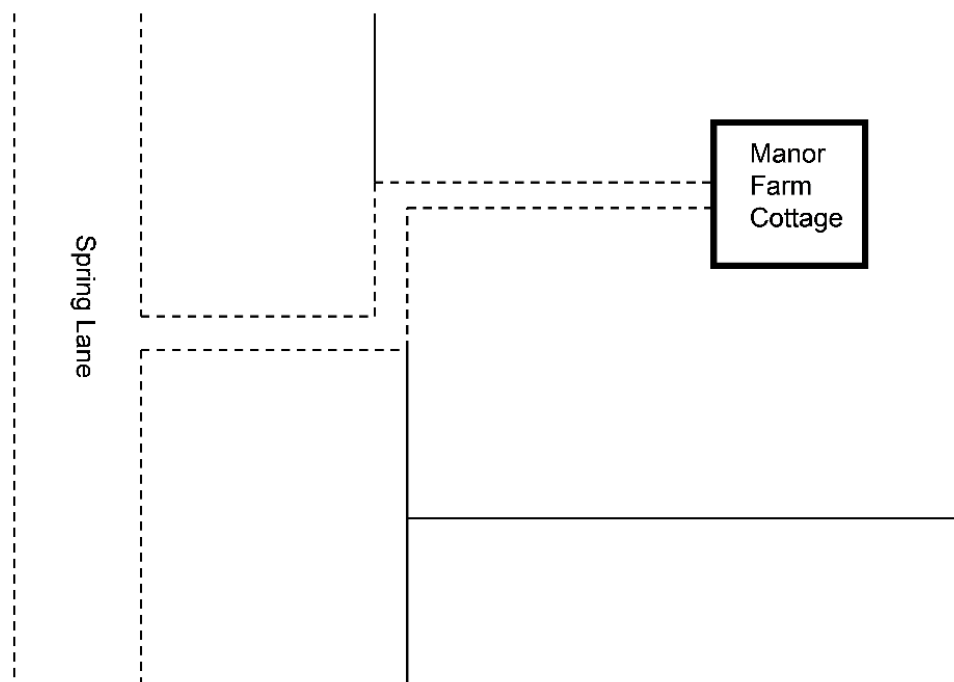


Figure 10 - BLPU with no apparent Street or referenced BLPU

- In **Figure 10**, “Manor Farm Cottage” is accessed via a footpath which is within the boundary of a farm site. The last Street to be traversed before reaching the footpath is “Spring Lane”, therefore the address is:
 - “Manor Farm Cottage”, “Spring Lane”

11.6.3.10. If a type 1 Street is required for the BLPU Record and the following conditions apply, a request must be made for the SNN Officer to officially name the Street using the conventions and policies described in [Section 4](#).

11.6.3.10.1. The type 1 Street is not in the NSG or ASG.

11.6.3.10.2. The type 1 Street is within the SNN Authority administrative area.

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11.6.3.11. If a type 2, 4 or 9 Street is required, then the Authority Address Custodian should follow internal processes established to obtain a USRN and then create the Record in the LLPG.

11.6.3.12. Streets representing a village must not be created for the purposes of assigning BLPUs. Either the SNN Officer must create a type 1 Street or the Authority Address Custodian, in consultation with the SNN Officer, must create a type 2 Street for settlements where no Street currently exists in the LLPG.

11.6.4. Linking a BLPU to a type 2 Street

11.6.4.1. If properties are not assigned to a Street Name, for example, houses at the end of tracks or footpaths or in hamlets etc, the most appropriate type 2 Street must be used.

11.6.4.2. In these cases, the most appropriate type 2 Street must be identified with which the BLPU is associated. For example the address can read:

“Rose Cottage”

“Road from Littleton to Fred Farm”

“Little Village”

“Anywhere”

“AN1 1AA”

11.6.4.3. For information on how an address created in this way should be reformatted to create a Postal Address if required, see [Section 13](#).

11.6.5. Linking a property to a Street in a neighbouring SNN Authority

11.6.5.1. If a property is in the SNN Authority administrative area but the relevant Street exists in a neighbouring SNN Authority a new Street in the ASG must not be created. Instead the appropriate USRN with both the type 11 Interest and 15 Street Description Records (see DEC-NSG) must be obtained from the neighbouring SNN Authority / Local Highway Authority, Authority Street Custodian and entered into the SNN Authority LLPG. See **Figure 11**.

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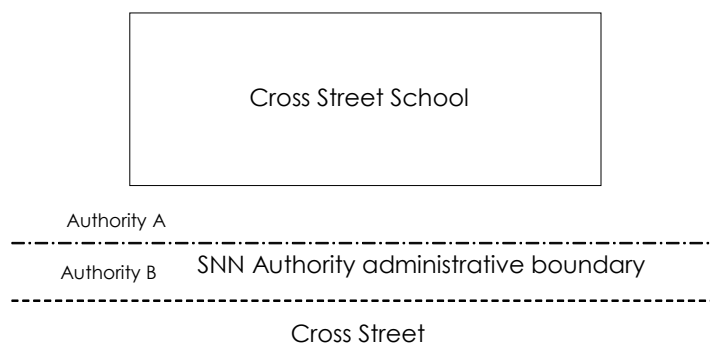


Figure 11 - Street in neighbouring SNN Authority

- In **Figure 11**, a property is on the boundary of an SNN Authority administrative area and must be associated with a Street in the adjacent SNN Authority because that Street provides the primary access. Details of the Street, when added to the LLPG of the SNN Authority (Authority A), must be flagged for exclusion from transfer to GeoPlace. This is because the SNN Authority is not allowed to modify the details associated with any Street which is allocated a USRN within the range for an adjacent SNN Authority. However, the BLPU created with its LPI associated with the excluded Street must be transferred to GeoPlace. This must include the BLPU Record, the LPI Record and any associated cross reference Records.

11.6.5.2. If the administrative boundary runs down the centre line of a Street resulting in one half of the Street being in one Local Highway Authority (a County Council or Unitary Council) and the other side in the adjacent Local Highway Authority (a County Council or Unitary Council), two USRNs shall exist within the NSG. Each SNN Authority either a District Council or a Unitary Council shall create the appropriate USRN for their respective SNN Authority administrative area. See **Figure 12**.

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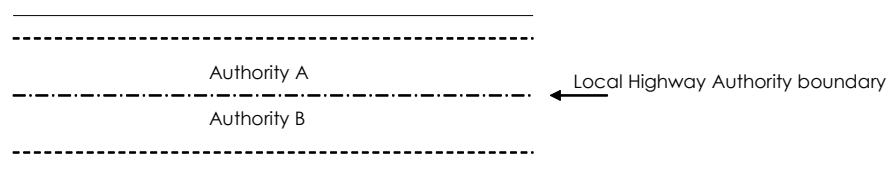


Figure 12 - Local Highway Authority administrative boundary in centre line of Street

- In **Figure 12**, both SNN Authorities must enter a Record for the Street. It is the responsibility of each Authority Address Custodian to identify which SNN Authority (a District Council or Unitary Council) and Local Highway Authority (a County Council or Unitary Council) has an interest in which part of the Street.
- 11.6.5.3. If a District Council boundary runs parallel to or down the centre of a Street and the adjoining District Council is within the same Local Highway Authority (a County Council), only one USRN for that Street shall exist within the ASG and NSG. The District Councils must agree between themselves which USRN is used.
- 11.6.5.4. The start and end points must be the same in both the NSG and the ASGs, providing that the Local Highway Authority administrative boundary continues along the Street centre line.

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- 11.6.5.5. If the SNN Authority administrative boundary dissects a Street resulting in one Street being in two SNN Authorities, two USRNs shall exist with each SNN Authority creating the appropriate Street Record for their respective SNN Authority administrative area. The locality Field or town name Field shall be used if both sections are the responsibility of the same Local Highway Authority to ensure each USRN has a unique textual identifier. The start and end points must be agreed between the Authority Street Custodian and both the Authority Address Custodians. See **Figure 13**.

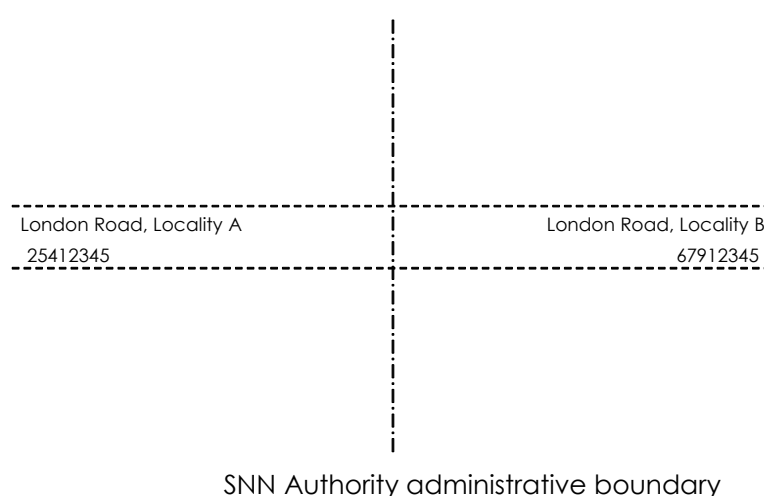


Figure 13 - SNN Authority administrative boundary dissects Street

11.7. Demolished Properties

11.7.1. Conventions

- 11.7.1.1. All demolished properties must be retained in GeoHub and LLPG for historical purposes, to maintain the link to associated cases such as Planning, Environmental Health and Enforcement. The following actions should be taken, depending on the situation.

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11.7.2. Best Practice

11.7.2.1. If the property is demolished and the site with the same BLPU extent is left without any buildings for some time, the following changes should be made to the Record:

- Set the Approved Preferred LPI and any Alternative LPIs as historical Records.
- Add an Approved Preferred LPI giving a description of the land in its current state using the conventions described in [Section 11.11](#) for describing land parcels.
- Also add an Alternative LPI giving reference to the former Addressable Object, for example "Site of the Queens Arms".
- If the land is later reused in some way, edit the Approved Preferred LPI as appropriate, for example "Station Car Park".
- Keep the BLPU LOGICAL_STATUS = 1 - Approved BLPU, throughout.
- This method is to be used if the extent of the BLPU does not change.

11.7.2.2. If the property is demolished and the site is to be redeveloped with multiple properties, the following changes should be made to the Record:

- Close the original LPI.
- Add LPIs as at [Section 11.7.2.1](#) until development commences.
- Add a developer's site name as a Provisional LPI, if required.
- When the development is complete, set the site BLPU as historical.
- This method is to be used if the original BLPU extent no longer represents a discrete parcel of land.

11.7.2.3. If the property is within a redevelopment and demolition on the entire site happens straight away the following changes should be made to the Record:

- Set all the BLPUs within the site as historical.

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- Create a new BLPU for the whole site. This BLPU should have LPIs as at [Section 11.7.2.1](#) reflecting addresses that existed within the site, such as "Land at 2 to 12 High Street and Burton House" or some other comprehensive description.
- Add a developer's site as a Provisional LPI, if required.
- If demolition of the whole site does not happen all at the same time, then the actions at [Section 11.7.2.1](#) can be used until the whole site is a single cleared area.

11.7.2.4. If the development involves the re-use of the existing address, for example a house at "1 Adam Street" is to be demolished and a bungalow built, the following changes should be made to the Record:

- At demolition set the existing LPI as historical.
- Add a new Approved Preferred LPI of "Site of 1" on Adam Street.
- When the new building is officially addressed by the SNN Authority, set the "Site of 1" LPI as historical and add a new LOGICAL_STATUS = 1 - Approved Preferred LPI, on "Adam Street".
- If Provisional LPIs are added at SNN stage before development commences, add an LPI of "Replacement for 1" on "Adam Street". This then indicates that the address is to be reused but referring to a different building if the development takes place.
- If the development does not happen and the original building remains, delete the Provisional LPIs, if required.

11.7.2.5. A rule that allows consistency in the text for demolished or changed properties is to always use "Former..." when demolition occurs, and the property name or number will be reused by the SNN Authority. If no redevelopment takes place use "Site of...".

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11.8. Splits and Mergers

11.8.1. Background

11.8.1.1. A BLP can be split into two or more units. Conversely two or more can be merged into a single BLP.

11.8.2. Convention

11.8.2.1. In the case of a split, the original BLP must be set as historical and two (or more) new BLPS must be created. If these two BLPS are remerged, the historical BLP must be restored to a Logical Status of Approved BLP and a new Approved Preferred LPI must be created. The two remaining BLPS become historical Records.

11.8.3. Best Practice

11.8.3.1. In **Figure 14**, "Unit 1" is made historical and the LPI is changed to "Former Unit 1". Two new BLPS are created for "Unit 1" and "Unit 1A".

Example 1: Unit 1 is split into two units

UPRN	123400000020
PAO_PAO_TEXT	"Unit 1"

UPRN	123400000020
BLP LOGICAL_STATUS	8
PAO_TEXT	"Former Unit 1"

UPRN	123400008001
BLP LOGICAL_STATUS	1
PAO_TEXT	"Unit 1"

UPRN	123400008002
BLP LOGICAL_STATUS	1
PAO_TEXT	"Unit 1A"

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11.8.3.2. If “Unit 1” and “Unit 1A” are then merged back together, the historical BLPU must then be restored to a LOGICAL_STATUS = 1 - Approved BLPU and the two ‘new’ BLPUs set as historical Records. A new Approved Preferred LPI must be added describing the property as it is currently known.

11.8.3.3. Example 2: Units 1 and 1A are merged:

UPRN	123400000020
BLPU LOGICAL_STATUS	1
PAO_TEXT	“Former Unit 1”
LPI LOGICAL_STATUS	8
PAO_TEXT	“Unit 1”
LPI LOGICAL_STATUS	1

UPRN	123400008001
PAO_TEXT	“Former Unit 1”
BLPU LOGICAL_STATUS	8

UPRN	123400008002
PAO_TEXT	“Former Unit 1A”
BLPU LOGICAL_STATUS	8

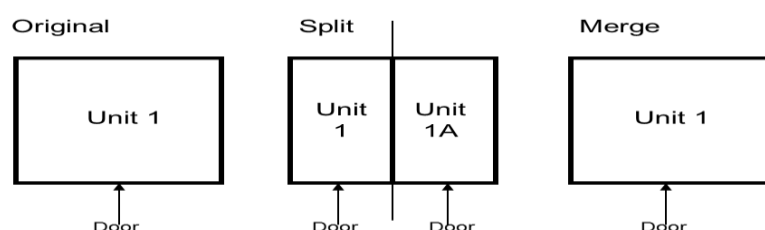


Figure 14 - Splits and mergers

Note: In **Figure 14**, it is assumed that “Unit 1” and “Unit 1A” revert to the original state after the merge which follows the split.

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11.8.3.4. Authority Address Custodians do not have to capture land relating to historical planning documents. The inclusion of land which relates to historical planning application data within LLPGs is optional and depends on the corporate use of the data for Local Land Charge searches and other planning related uses. The dissemination of this information to GeoPlace does not cause any problems, subject to the Records being correctly formatted, set as historical and not duplicating any current data.

11.8.4. Property Conversions

11.8.4.1. This section provides guidance on dealing with conversions and internal numbering that should be advised through the SNN processes within an SNN Authority. If a premises number exists it must be used at all times in each new Addressable Object to facilitate the differentiation of all units and sub-units of the property.

11.8.4.2. If the property being converted is named then this name must endure throughout all newly created subdivisions of this property. If the property only has a name then the SNN Officer should use the change of Addressable Object as grounds for officially allocating an SNN Authority number to the property, as well as its name.

11.8.4.3. Conversion of a house into two or more residential flats with one door providing access to all flats:

- The Parent building shell shall be recorded as a PAO with the property number (and name where applicable) and Child BLPUs created as SAOs each numbered as Flat 1, Flat 2 and so on, for example; "Flat 1", "29 Wigan Road", "Pemberton".
- Parent BLPU Classification must be recorded as BLPU_CLASS = "PP" (property shell).
- If a location description for the flat exists such as ground floor these details should be entered into the level Field.

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- 11.8.4.4. Conversion of a house into two or more residential flats with separate external doors providing access to each of the flats:
- 11.8.4.5. PAOs for all flats must be created with Addressable Objects suffixed to the property number of the existing property, for example; "29A", "Wigan Road", "Pemberton" and "29B", "Wigan Road", "Pemberton".
- 11.8.4.6. If one door provides access to more than one flat then see [Section 11.8.4.3](#) above, for example; "Flat 1", "29A", "Wigan Road", "Pemberton".
- 11.8.4.7. If a single building contains flats and / or shops with single or multiple access doors to each or all flats:
- The building shell shall be created as a PAO with the building name and / or number as the Addressable Object.
 - Child BLPUs shall be created for each flat / shop with the SAO as "1", "2", "3", "4" etc.
 - To avoid confusion, numbers should be subdivided into suffixed properties or prefixed with the words "Office", "Unit", "Suite", "Apartment" or "Flat". If location descriptions exist for these properties these should be entered into the level Field. See **Figure 15**. For further information on the level Field see [Section 7.4.4.1](#).

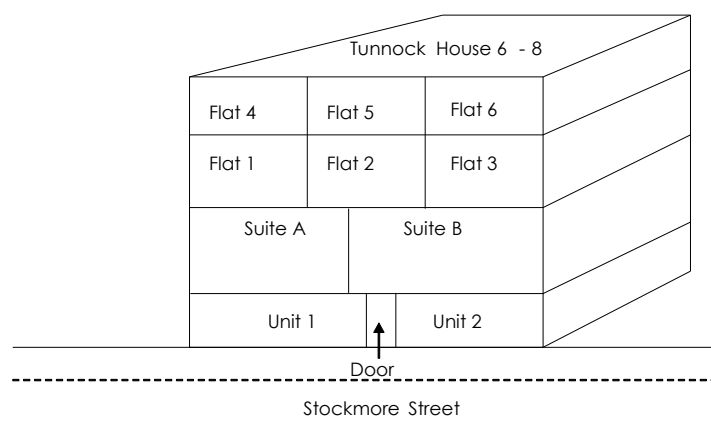


Figure 15 - Parents and children

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11.8.4.8. In **Figure 15**, a Parent BLPU should be created with an address of:

- “Tunnock House”, “6-8”, “Stockmore Street”
- Ten Child BLPUs should be created:
 - “Unit xx”, “Tunnock House”, “6-8”, “Stockmore Street”
 - “Suite xx”, “Tunnock House”, “6-8”, “Stockmore Street”
 - “Flat xx”, “Tunnock House”, “6-8”, “Stockmore Street”

11.9. Grouped Properties

11.9.1. Hierarchical and Parent Child Relationships

11.9.1.1. The advice in this section relates to the textual attributes contained within Addressable Objects which create hierarchical relationships between addresses.

11.9.1.2. A Parent Child relationship exists if one BLPU is identified by reference to another BLPU. The LPI of the Parent record shall contain a PAO only and the LPI of the Child record shall contain both a SAO and a PAO. In most cases the Child inherits the PAO from its Parent.

11.9.1.3. If the hierarchy extends to a third or fourth level, then the entry in the PAO does not have to be identical for all records within the structure.

11.9.1.4. A Parent Record must be created first, and the relationship is established when a Child Record is created and an existing UPRN is recorded in the Parent UPRN field.

11.9.1.5. A historical child BLPU may be linked to a Parent Approved BLPU. However, a Parent Historical BLPU shall not be referenced by a Child Approved BLPU.

11.9.1.6. If an LPI with an entry in the SAO is made historical, and the BLPU remains live, then the relationship with the existing Parent must be broken.

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- 11.9.1.7. In a Parent / Child relationship a Parent BLPU is represented by an LPI that contains an entry in the PAO but no entry in the SAO.
- 11.9.1.8. A Child BLPU is represented by an LPI that contains an entry in both the SAO and PAO. This LPI must have a LOGICAL_STATUS = 1, 3 or 6 - Approved Preferred, Alternative or Provisional.
- 11.9.1.9. If a Parent BLPU is created for an Object solely to provide a holding Record for a group of properties, the BLPU Classification BLPU_CLASS = "PP" must be used for the Parent Property Shell.
- 11.9.1.10. If a Parent BLPU is created for an Object which does exist in the real world the appropriate Classification codes must be used regardless of the Object's status as a Parent BLPU, for example; an airport referenced by several Child BLPUs is classified as BLPU_CLASS = "CT01".
- 11.9.1.11. This is a conditional requirement. Any BLPU that is referenced using a SAO in its associated LPI Record must contain the UPRN of its Parent BLPU in the PARENT_UPRN Field. There is no requirement for the Child BLPU to share or inherit an identical PAO or USRN from the Parent BLPU. This methodology provides a framework to extend the hierarchical relationship to grandchild and great grandchild Records for buildings in multiple occupation, for example airport complexes or university campus sites.
- 11.9.1.12. A maximum of four levels can exist in the hierarchy:
 - PARENT – The top level of a BLPU hierarchy.
 - CHILD – The second level of a BLPU hierarchy.
 - GRANDCHILD – The third level of a BLPU hierarchy.
 - GREAT GRANDCHILD – The fourth level of a BLPU hierarchy.

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11.9.1.13. The PAO does not need to be identical for each level of the BLPU hierarchy. This means that multiple levels can be combined into the PAO and allows for truncated versions of an address element to be displayed, thereby ensuring that a meaningful address can be viewed by a user, regardless of the hierarchy behind the BLPU. For example, Terminal 1 Heathrow Airport may be shortened in the LPI relating to the BLPU in the next level down in the hierarchy to Terminal 1 Heathrow.

11.9.1.14. If there are 3 or 4 levels in a BLPU hierarchy where grandchild and great grandchild Records exist, the following rules must be applied:

- If 3 levels are required the PAO for the grandchild Record should be inherited from the Parent Record. The SAO should include reference to the bottom two levels of the hierarchy that is both the Child Record and itself, for example:

PARENT	UPRN 1	"University of Nottingham"
CHILD	UPRN 2	"Lenton Hall"
GRANDCHILD	UPRN 3	"Flat 1"

UPRN 1	
PAO	"University of Nottingham"
SAO	

UPRN 2	
PAO	"University of Nottingham"
SAO	"Lenton Hall"

UPRN 3	
PAO	"University of Nottingham"
SAO	"Flat 1 Lenton Hall"

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11.9.1.15. If 4 levels are required the PAO for the great grandchild Record should be inherited from the top two levels of the hierarchy. The SAO should include reference to the bottom two levels of the hierarchy that is both the grandchild Record and itself, for example:

PARENT	UPRN 1	"Gatwick Airport"
CHILD	UPRN 2	"North Terminal"
GRANDCHILD	UPRN 3	"Departure Building"
GREAT GRANDCHILD	UPRN 4	"Kiosk 1"

UPRN 1	
PAO	"Gatwick Airport"
SAO	

UPRN 2	
PAO	"Gatwick Airport"
SAO	"North Terminal"

UPRN 3	
PAO	"Gatwick Airport"
SAO	"Departure Building North Terminal"

UPRN 4	
PAO	"North Terminal Gatwick Airport"
SAO	"Kiosk 1 Departure Building"

11.9.1.16. In the case of sites which contain Street Names, it can be appropriate to enter the site as a town or locality to allow for sensible addresses to be constructed where many levels of hierarchy exist.

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11.9.2. Terraces

- 11.9.2.1. Named terraces fronting an existing type 1 or type 2 Street which do not have their own access or service road should be entered as a PAO. A type 4 Street should not be entered for a terrace. For the exception to this rule, see [Section 11.9.2.9](#). A Parent Record must be created to represent the terrace, (note the SAO must be null). Therefore a BLP must be inserted to represent the Child Records as follows:

UPRN	123400000010	
SAO_TEXT		
PAO_TEXT		"Railway Terrace"
STREET	"Station Road"	

- 11.9.2.2. All individual premises within the named terrace must then be entered as children of the Parent property by using the SAO, for example:

UPRN	123400000011
PARENT_UPRN	123400000010
SAO_TEXT	"Rose Cottage"
PAO_TEXT	"Railway Terrace"
STREET	"Station Road"

- 11.9.2.3. If premises on the terrace are further subdivided, then grandchild BLPs must be created with the appropriate PARENT_UPRN and either the SAO and PAO Record of all hierarchical levels. Additional levels of Addressable Object are managed as in [Section 11.9.1](#) above, as follows:

Example 1

UPRN		123400000012
PARENT_UPRN	123400000011	
SAO_TEXT		"Flat 1 Rose Cottage"
PAO_TEXT		"Railway Terrace"
STREET		"Station Road"

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Example 2

SAO_TEXT		
PAO_START_NUMBER	28	
STREET		"Brunswick Terrace"

11.9.2.4. In Example 2, a named terrace has its own access road (front or rear). The terrace name must be created as a type 1 or a type 2 Street in the ASG. Each property within the terrace must then be created as a BLPU on that Street.

11.9.2.5. If a collection of buildings has a collective name the inclusion of the premises number in the PAO description shall not be used. A Parent Record must be created for the collective name and a Child Record for any other BLPU's referencing it, for example:

SAO_START_NUMBER	PAO_START_NUMBER	PAO_TEXT	Acceptable?
	3	Railway Cottages	N
3		"Railway Cottages"	Y
		3 Railway Cottages	N

11.9.2.6. If a legacy address appears to relate to a collection of properties but describes a stand-alone property, then it is acceptable for the PAO_TEXT to begin with a number. For example, A single property addressed as "1 Grove Cottage" may be recorded as follows:

SAO_START_NUMBER	PAO_START_NUMBER	PAO_TEXT	Acceptable?
		"1 Grove Cottage"	Y

11.9.2.7. If this is a single structure containing more than one BLPU, then the rules described in [Section 11.9.2.5](#) apply.

11.9.2.8. The example described in **Section 11.9.2.6** is an exception to the Health Check validation rules. For details of how to report a Health Check exception to GeoPlace, see [Appendix K](#).

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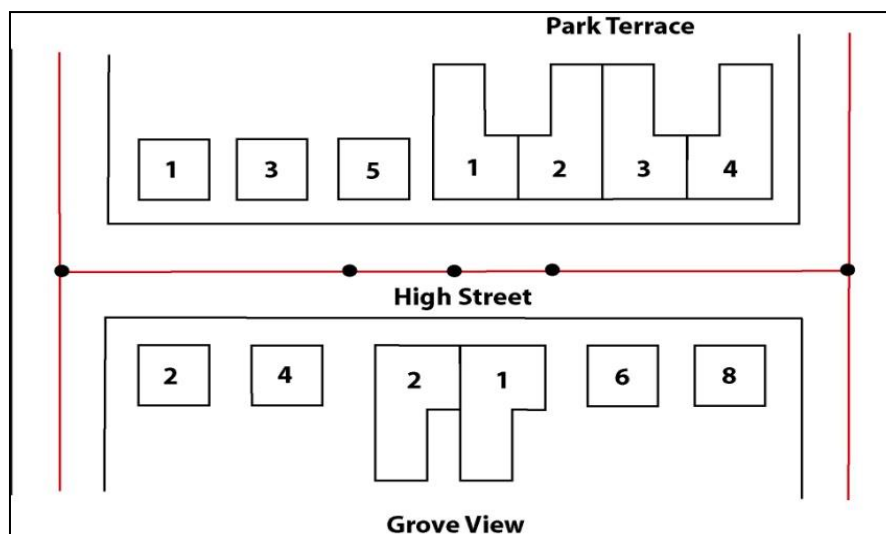


Figure 16 - Type 1 Street Name Park Terrace

- 11.9.2.9. Where there is a legacy case of a terrace officially named as a type 1 Street existing alongside another officially named type 1 Street, then a type 1 Street may be created for the terrace. The type 1 Street for the terrace must be set with Street STATE = 5 – Street for addressing purposes only. For an example see **Figure 16**.
- 11.9.2.10. 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 an official name.
- 11.9.2.11. 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.

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11.9.3. Parades

11.9.3.1. The concepts described above in [Section 11.9.2](#) for terraces also apply to parades. In addition some parades also consist of enclosed pedestrian areas around a central_courtyard. If these walkways / courtyards are not publicly maintainable or private Streets (they are therefore ASG entries) the named parade should form the PAO with each unit / premises in the parade represented as a SAO, for example:

- SAO = "Unit 1"
- PAO = "Newton Parade"
- Street = "Station Road"

11.9.3.2. As in [Section 11.9.2](#) a Parent BLPU must be created for the named parade.

11.9.4. Shopping Centres and Markets

11.9.4.1. If a shopping centre contains Street Names, these Streets must be created as a type 1 or a type 2 Street within the ASG. These Street Records should be submitted to the Authority Street Custodian for inclusion in the NSG and treated the same as other Streets.

11.9.4.2. Each retail unit within the shopping centre must then be created as a separate BLPU assigned to the appropriate USRN. If the name of the shopping centre forms part of the address LOCALITY_NAME in the Street Record may be populated with the name of the centre, for example:

PAO_TEXT	"Unit C6"
STREET	"Upper Rose Gallery"
LOCALITY	"Bluewater Shopping Centre"
TOWN	"Greenhithe"

11.9.4.3. Shopping precincts and centres with no internal Streets should be addressed to the Street. In these instances the shopping centre should be created as a Parent Record and each retail unit created as a Child Record, for example:

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SAO_TEXT		"Unit 1"
PAO_NUMBER	21 23	
PAO_TEXT	"The Shires"	
STREET	"High Street"	
TOWN	"Leicester"	

11.9.4.4. Permanent indoor and outdoor markets should be treated in the same manner as shopping centres.

11.9.4.5. If shopping centres are serviced from multiple Streets these shall be recorded against the BLP with Alternative LPIs recording all associated USRNs, for example "Mall Chequers" is located from Pads Hill and King Street in Maidstone.

11.9.5. Tower Blocks

11.9.5.1. Residential tower blocks must be recorded as PAOs if accessed directly from a Street. If the 'block' is serviced by a private courtyard or driveway a consistent approach must be adopted in ascertaining the building details – the block name must be in the PAO. This is perceived to be a high priority for emergency services.

SAO_NUMBER		13
PAO_TEXT		"Blakeney House"
STREET	"Blakeney Road"	
TOWN	"Stevenage"	

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11.10. Accommodation Sites

11.10.1. This section provides guidance on how to enter accommodation sites which are occupied by more than one household.

Object	Recommendation	Examples	Code
Bedsit / HMO / Womens' Refuge / Nursing Homes / Serviced apartments	A BLPUs shall be created for the Parent property where the bedsit / HMO is located. If there are sub-properties whose occupants receive service delivery from the SNN Authority these may be captured as BLPUs in their own right captured as an SAO. See Figure 17.	PAO: "Victoria House" Street: "Station Road" Town: "Ipswich"	"RH01"
		SAO: "Bedsit 7" PAO: "Victoria House" Street: "Station Road" Town: "Ipswich"	"RH02"
Camping and Caravan Sites	Create 1 BLPUs for the campsite. Individual pitches shall not be captured as BLPUs if the campsite is used for the purposes of holiday accommodation. If there is a service delivery requirement other building structures (for example toilet block, shop) may be captured as a Child BLPUs. Static caravan sites should be treated as dwellings and recorded as individual BLPUs if they are liable for council tax.	SAO: "Camping Site" PAO: "Moyne Hall" Street: "Back Lane" Town: "Holywell"	"CL02"
		SAO: "Shop Camping Site" PAO: "Moyne Hall" Street: "Back Lane" Town: "Holywell"	"CR08"
		SAO: "Caravan 12" PAO: "Oaks Park" Street: "Mildenhall Road" Town: "Brandon"	"RD01"
Hospitals	An internal Street within the site should be captured as a type 2 Street. For more details, see Section 11.13.1	ORG_NAME: "Nottingham University Hospital Trust" PAO: "Queens Medical Centre" Street: "Derby Road" Town: "Nottingham"	"CM03"
Hostels etc.	Create 1 BLPUs for the hostel. If the residents are deemed to be permanent and can be assessed for benefits or are able to vote their unit of occupation	PAO: "The Youth Hostel" Street: "Market Street" Town: "Wolverhampton"	"CH01"
		SAO: "Room 1" PAO: "The Youth Hostel"	"RH02"

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Object	Recommendation	Examples	Code
	should be captured as Child BLPUs.	Street: "Market Street" Town: "Nottingham"	
Hotels / B&Bs	Create 1 BLPU for the Hotel / B&B. Individual rooms should not be captured as separate BLPUs unless there are sub-properties whose occupants receive service delivery from the SNN Authority; these may be captured as BLPUs in their own right as a SAO.	PAO_START_NUMBER: 4 PAO_TEXT: "The Bull Hotel" Street: "Crouch Street East" Town: "Colchester"	"CH03"
		SAO: "Staff Flat" PAO: 4 "The Bull Hotel" Street: "Crouch Street East" Town: "Colchester"	"RD06"
Nurses Accommodation	See Universities below. Nurses' accommodation should be treated in the same manner as halls of residence.	SAO: "Flat 5 Victoria House" PAO: "Hinchingsbrooke Hospital" Street: "Hinchingsbrooke Park Road" Town: "Huntingdon"	"RD06"
Universities	For campus Universities the university name is created as the PAO. Halls of residence, faculty buildings etc. are created as SAOs. If internal Streets exist within the campus these are captured within the LSG and may be referred to by Alternative LPIs. Individual student rooms may further be recorded in the SAO Record with a local convention for identifying any blocks or further subdivisions prior to SNN or recording the entire site in the LLPG.	PAO: "University of Nottingham" Street: "University Boulevard" Town: "Nottingham" Postcode: "NG7 2RD"	"CE05"
		SAO: "Cripps Hall" PAO: "University of Nottingham" Street: "University Boulevard" Town: "Nottingham" Postcode: "NG7 2QW" LOGICAL_STATUS = 1	"RI03"
		SAO: "Cripps Hall" PAO: "University of Nottingham" Street: "Lenton Hall Drive" Town: "Nottingham" Postcode: "NG7 2QW" LOGICAL_STATUS = 3	
		SAO: "First Floor Flat Block A" PAO: "Rutland Hall University of Nottingham" Street: "Beeston Lane" Town: "Nottingham" Postcode: "NG7 2QZ" LOGICAL_STATUS = 1	"RD06"
		SAO: "Room 1 First Floor Flat"	"RH02"

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Object	Recommendation	Examples	Code
		PAO: "Block A Rutland Hall University of Nottingham" Street: "Beeston Lane" Town: "Nottingham" Postcode: "NG7 2QZ" LOGICAL_STATUS = 1	

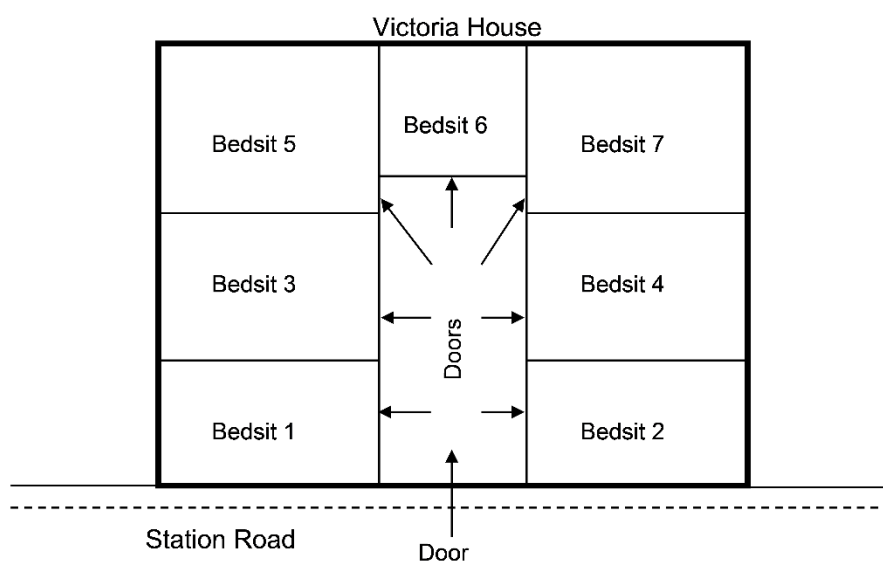


Figure 17 - Accommodation sites

- **Figure 17** shows how Bedsits, HMOs, Womens' Refuges, Nursing Homes and Serviced apartments are dealt with as described in [Section 11.10](#).

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11.11. Describing Land Parcels

11.11.1. Conventions

Convention	Examples
Start PAO with set text of "Land...".	"Land south west of 17"
Exceptions are land use or name if obtained from a trusted source.	"Playing field opposite Village Hall" "Allotments west of 22 High Road" "Sports ground south east of Burton School, Barkers Wood"
If local or unofficial name exists, use this as an Alternative LPI.	"Bluebell Wood" "Sausage Island"
Ensure accurate location in PAO by use of compass direction or by reference to existing LPIs.	"Land north west of Rose Cottage" "Land between 66 and 68 Lloyd Road"
If capturing Records without any other form of identification, use centre grid reference to form LPI.	"Field at grid reference 456789 345678"
Reference by any other identifiable features if necessary.	"Field west of Lewes Hill"

11.11.2. The Approved Preferred LPI should be associated with the Street from which access to the land is gained. If multiple accesses exist, create Alternative LPIs for all other Streets, ensuring the Street providing primary access retains the Approved Preferred LPI.

11.11.3. Always put the whole of the descriptive text in the Addressable Object; do not place any property numbers used as part of the description within the PAO start or end number Fields, for example allotments west of 22 High Road must be described as "Allotments west of 22" in the PAO_TEXT Field.

11.11.4. Best Practice

11.11.4.1. Wherever possible, when describing a land parcel avoid use of terms such as:

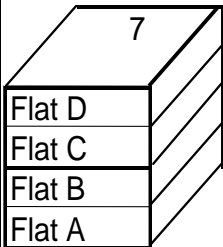
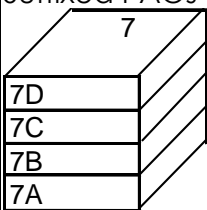
- Adjacent.
- Next to.
- Unused.
- Derelict.
- Vacant.

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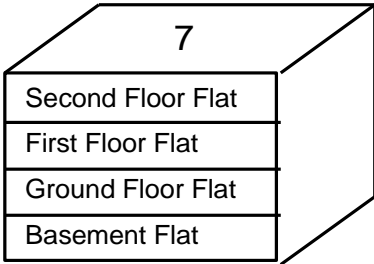
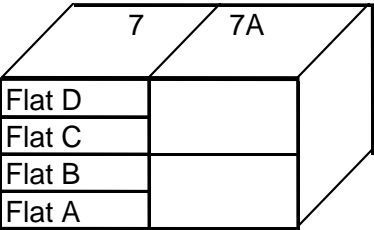
11.12. Complex and Grouped Property Type Examples

11.12.1. These examples illustrate how best to enter address details for complex and grouped properties into an LLPG. They show Authority Address Custodians how to deal with legacy data which are addresses that are in common use but have not necessarily been subject to the SNN process. New addresses created should not be numbered in the way these examples are, rather the conventions and best practice described in [Section 4](#) should be adhered to. For this document's definition of a House in Multiple Occupation (HMO), see [Appendix J](#).

11.12.2. Legacy data examples:

	Legacy Data Example	Issue	Recommendation	Classification
1	Alpha Flat IDs 	A house is divided into 4 flats which are addressed Flat A to Flat D. All flats are accessed by a single door.	Create BLPUs for each of the flats, with SAOs as: "Flat A", "Flat B", "Flat C", "Flat D", under a Parent of: 7.	7 "PP" "Flat A" – "RD06" "Flat B" – "RD06" "Flat C" – "RD06" "Flat D" – "RD06"
2	Suffixed PAOs 	A house is divided into 4 flats which are addressed 7A to 7D. All flats are accessed individually by a single door for each flat off the Street.	Create four BLPUs with PAOs as: 7"A", 7"B", 7"C" and 7"D" respectively, therefore all the BLPUs are numbered directly into the Street.	7"A" – "RD06" 7"B" – "RD06" 7"C" – "RD06" 7"D" – "RD06"

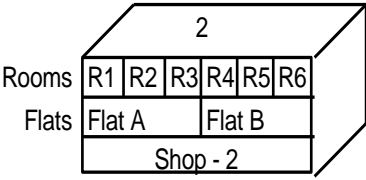
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	Legacy Data Example	Issue	Recommendation	Classification
3	<p>Descriptive Flat</p> 	<p>A house is divided into 4 flats which are addressed descriptively.</p> <p>All flats are accessed by a single door.</p> <p>This example is typical of data from many Council Tax systems, where descriptive flat locations are preferred instead of flat identifiers. In many cases these flats also have either alpha or numeric identifiers.</p>	<p>If alphabetical or numeric identifiers exist, use these instead of descriptions.</p> <p>Only in exceptional circumstances should descriptive flat LPIs be added to the LLPG as approved Records. They may, however, be captured as Alternative LPIs or more appropriately in the LEVEL Record within the LPI Record.</p> <p>Create BLPUs for each of the flats, with SAOs as "Basement Flat", "Ground Floor Flat", "First Floor Flat", "Second Floor Flat", under a Parent of: 7.</p>	<p>7 "PP"</p> <p>"Basement Flat" – "RD06"</p> <p>"Ground Floor Flat" – "RD06"</p> <p>"First Floor Flat" – "RD06"</p> <p>"Second Floor Flat" – "RD06"</p>
4	<p>Flats and Suffixed Building</p> 	<p>Two houses which are addressed 7 and 7A. 7 is divided into flats which are addressed Flat A to Flat D.</p>	<p>Create a Parent BLPU: 7 and a BLPU with a PAO of: 7"A".</p> <p>Create BLPUs for each of the flats, with SAOs as: "Flat A", "Flat B", "Flat C", "Flat D", under the Parent: 7.</p>	<p>7 "PP"</p> <p>"Flat A" – "RD06"</p> <p>"Flat B" – "RD06"</p> <p>"Flat C" – "RD06"</p> <p>"Flat D" – "RD06"</p> <p>7"A" – "RD03"</p>

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	Legacy Data Example	Issue	Recommendation	Classification								
5	<div>Flats over shops</div> <div><table><tr><td>27C</td><td>Flat C</td></tr><tr><td>27B</td><td>Flat B</td></tr><tr><td>27A</td><td>Flat A</td></tr><tr><td>27</td><td>29</td></tr></table></div>	27C	Flat C	27B	Flat B	27A	Flat A	27	29	<div>A building is divided with shops on the ground floor and flats on the upper floors.</div> <div>Flats are accessed by one door.</div>	<div>Create BLPU with PAOs of: 27, 27"A", 27"B" and 27"C".</div> <div>Create BLPU with a PAO of: 29 for the shop which acts as a Parent.</div> <div>Alternatively create Parent BLPU with a PAO of: 29 and a Child BLPU with a SAO of: "Shop".</div> <div>Create BLPU with a SAO of: "Flat A", "Flat B", "Flat C", under a Parent of: 29.</div>	<div>27 "CR08"</div> <div>27"A" – "RD06"</div> <div>27"B" – "RD06"</div> <div>27"C" – "RD06"</div> <div>29 – "CR08"</div> <div>29 – "PP"</div> <div>"Shop" – "CR08"</div> <div>"Flat A" – "RD06"</div> <div>"Flat B" – "RD06"</div> <div>"Flat C" – "RD06"</div>
27C	Flat C											
27B	Flat B											
27A	Flat A											
27	29											
6	<div>Flats over common shop</div> <div><table><tr><td>27C</td><td>29C</td></tr><tr><td>27B</td><td>29B</td></tr><tr><td>27A</td><td>29A</td></tr><tr><td colspan="2">27-29</td></tr></table></div>	27C	29C	27B	29B	27A	29A	27-29		<div>A building is divided with a shop on the ground floor and flats on the upper floors.</div> <div>Flats are accessed by two doors.</div>	<div>Create BLPU with PAOs of: 27-29, 27"A", 27"B", 27"C", 29"A", 29"B", 29"C".</div>	<div>27-29 - "CR08"</div> <div>27"A" "RD06"</div> <div>27"B" "RD06"</div> <div>27"C" "RD06"</div> <div>29"A" "RD06"</div> <div>29"B" "RD06"</div> <div>29"C" "RD06"</div>
27C	29C											
27B	29B											
27A	29A											
27-29												

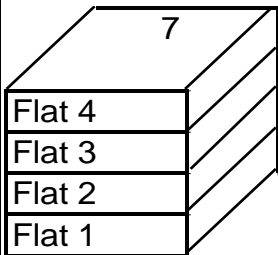
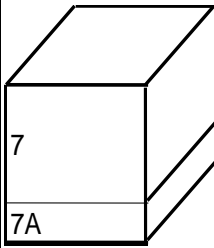
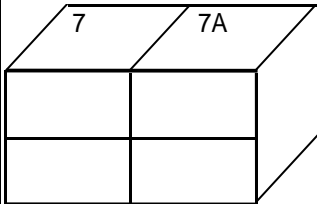
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	Legacy Data Example	Issue	Recommendation	Classification
7	<p>Complex Block</p> 	<p>A building is divided with a shop on the ground floor, two flats on the first floor and rooms within a flat in multiple occupation on the second floor. (Flat C)</p>	<p>Create BLPU with a PAO of: 2 for the shop, which acts as a Parent.</p> <p>UPRN: 1 PAO: 2</p> <p>Alternatively create Parent BLPU with a PAO of: 2, and a Child BLPU with a SAO of: "Shop".</p> <p>UPRN: 2 PAO: 2 SAO: "Shop"</p> <p>Create BLPU with SAOs of: "Flat A" and "Flat B", under the Parent: 2.</p> <p>UPRN: 3 PAO: 2 SAO: "Flat A"</p> <p>Create BLPU with a SAO of: "Flat C", under the Parent: 2.</p> <p>UPRN: 4 PAO: 2 SAO: "Flat C"</p> <p>Create BLPU with a SAO of: "Room 1 to Room 6", "Flat C", under the Parent: Flat and grandparent 2.</p> <p>UPRN: 5 PAO: 2 SAO: "Room 1 Flat C"</p>	<p>2 "CR08" or "PP"</p> <p>"Shop" – "CR08"</p> <p>"Flat A" – "RD06"</p> <p>"Flat B" – "RD06"</p> <p>Second Floor "Flat" – "RH01"</p> <p>"Room 1 to 6" – "RH02"</p>

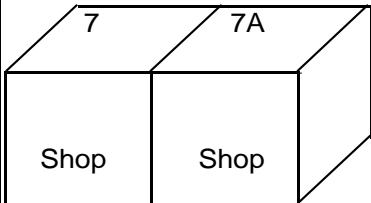
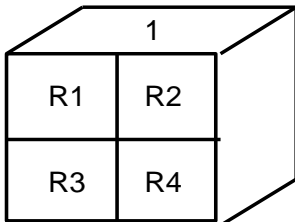
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11.12.3. These examples show Authority Address Custodians how to deal with addresses which are either in the dataset as legacy addresses or which have been newly created as the formats described meet current conventions and best practice described at [Section 4](#).

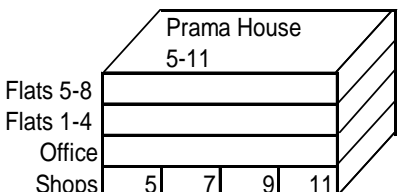
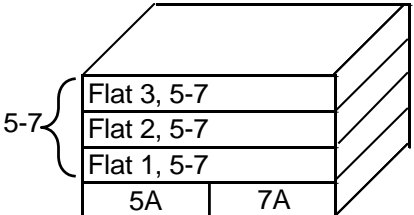
11.12.4. Current or new data examples:

	Current or new data Example	Issue	Recommendation	Classification
1	<p>Numeric Flat IDs</p> 	<p>A house is divided into 4 flats which are addressed Flat 1 to Flat 4.</p> <p>All flats are accessed by a single door.</p>	<p>Create BLPUs for each of the flats, with SAOs as: "Flat 1", "Flat 2", "Flat 3", "Flat 4", under a Parent of: 7.</p>	<p>7 "PP"</p> <p>"Flat 1" – "RD06"</p> <p>"Flat 2" – "RD06"</p> <p>"Flat 3" – "RD06"</p> <p>"Flat 4" – "RD06"</p>
2	<p>Basement Flat</p> 	<p>A house is divided into two flats which are addressed 7 and 7A. Both flats are accessed by separate doors.</p>	<p>Create two BLPUs with PAOs of: 7 and 7"A".</p> <p>Creating "Flat A" as a Child BLPU of: 7 can cause confusion (mail being delivered to 7 by mistake).</p>	<p>7 - "RD06"</p> <p>7"A" – "RD06"</p>
3	<p>Suffixed Building</p> 	<p>Two separate houses which are addressed 7 and 7A.</p>	<p>Create two BLPUs with PAOs of 7 and 7"A".</p>	<p>7 - "RD03"</p> <p>7"A" – "RD03"</p>

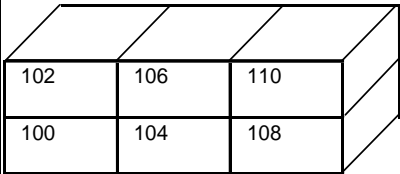
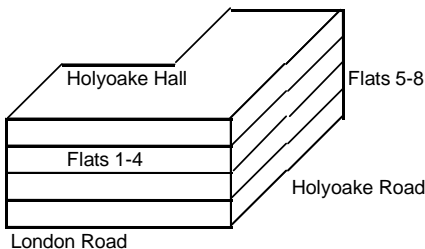
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	Current or new data Example	Issue	Recommendation	Classification
4	Suffixed Building 	Two separate shops which are addressed 7 and 7A.	Create two BLPUs with PAOs of: 7 and 7A.	7 "CR08" 7A – "CR08"
5	House in Multiple Occupation 	A building is divided into rooms occupied by separate households. This example is typical of data from many Electoral Registration systems, where properties are canvassed according to occupation as opposed to physical features.	Create a Parent BLPU with a PAO of: 1. Create BLPUs with SAOs of: Room 1 to Room 4, under the Parent: 1.	1 "RH01" Room 1 – "RH02" Room 2 – "RH02" Room 3 – "RH02" Room 4 – "RH02"

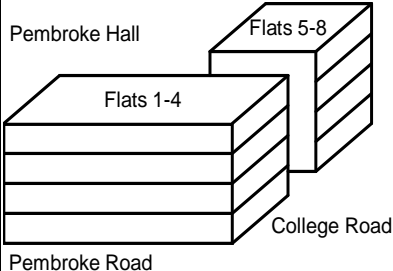
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	Current or new data Example	Issue	Recommendation	Classification
6	<p>Complex Block</p> 	<p>A building is divided into a mix of commercial and residential units. The upper floors are accessed by a separate door.</p>	<p>Create BLPUs with PAOs of: 5, 7, 9, 11.</p> <p>Create a Parent BLPU: "Prama House 5-11".</p> <p>Create BLPUs for each of the flats with SAOs: Flat 1 to Flat 8, under the Parent: Prama House 5-11.</p> <p>Create a BLPU for the office with a SAO of Office, under the Parent: 5-11.</p>	<p>5 "CR08"</p> <p>7 "CR08"</p> <p>9 "CR08"</p> <p>11 "CR08"</p> <p>"Prama House 5-11" "PP"</p> <p>Flats 5-8 "RD06"</p> <p>Flats 1-4 "RD06"</p> <p>Office "CO01"</p>
7	<p>Complex Block</p> 	<p>A building is divided into residential units. The ground floor flats which are addressed as flats 5A and 7A are accessed by separate doors.</p>	<p>Create BLPUs with PAOs of: 5A and 7A.</p> <p>Create a Parent BLPU: 5-7.</p> <p>Create BLPUs for each of the flats with SAOs of: Flat 1 to Flat 3, under the Parent 5-7.</p>	<p>5-7 "PP"</p> <p>Flat 1 "RD06"</p> <p>Flat 2 "RD06"</p> <p>Flat 3 "RD06"</p> <p>5A "RD06"</p> <p>7A "RD06"</p>

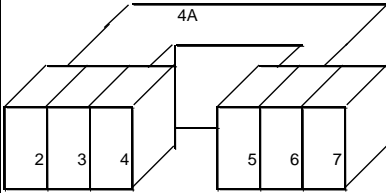
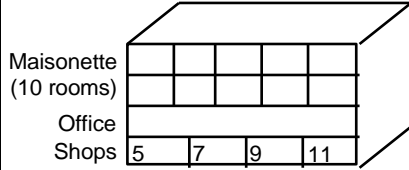
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	Current or new data Example	Issue	Recommendation	Classification
8	<p>Individually Numbered Maisonettes</p> 	<p>A single building can have two addresses and two access doors, typically giving individual access to an upper and lower flat or maisonette.</p>	<p>Create BLPUs with PAOs of: 100, 102, 104, 106, 108, 110.</p>	<p>100 to 110 "RD06"</p>
9	<p>Block on two Streets</p> 	<p>A complex property with a single block which is accessed from different Streets.</p>	<p>Create a Parent BLPU for Holyoake Hall 21 London Road, with an Alternative LPI of Holyoake Hall 45 Holyoake Road.</p> <p>Create BLPUs with SAOs of: Flat 1 to Flat 4 on London Road, under the Parent Holyoake Hall, 21 London Road.</p> <p>Create BLPUs with SAOs of: Flat 5 to Flat 8 on Holyoake Road, under the Parent Holyoake Hall, 45 Holyoake Road.</p>	<p>"Holyoake Hall", "21 London Road"</p> <p>(Alternative LPI: "Holyoake Hall", "45 Holyoake Road") "PP"</p> <p>Flat 1 to Flat 8 "RD06"</p>

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10	<p>Two blocks, two Streets</p> 	<p>A complex property with more than one block which are accessed from different Streets but share a building name.</p> <p>Addresses should be created for Block 1 and Block 2 under the shared building name</p>	<p>Create a Parent BLPU for Pembroke Hall with two LPIs, the Approved Preferred LPI associated with Pembroke Road, Alternative LPI associated with College Road.</p> <p>UPRN: 1 PAO: Pembroke Hall 21 Street: Pembroke Road</p> <p>Create 2 Child BLPUs with SAOs of: Block 1 and Block 2 to identify each building but indicate they have a relationship</p> <p>UPRN: 2 PAO: Pembroke Hall 21 SAO: Block 1 Street: Pembroke Road Parent UPRN: 1</p> <p>UPRN: 3 PAO: Pembroke Hall 21 SAO: Block 2 Street: College Road Parent UPRN: 1</p> <p>Create 4 Child BLPUs with SAOs of: Flat 1 to Flat 4 Block 1 on Pembroke Road.</p> <p>UPRN: 4 PAO: Pembroke Hall 21 SAO: Flat A Block 1 Street: Pembroke Road Parent UPRN: 2</p> <p>Create 4 Child</p>	<p>"Pembroke Hall" "PP"</p> <p>Block 1 "PP"</p> <p>"Flat 1 to Flat 4" "RD06"</p> <p>"Flat 5 to Flat 8"</p>
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			BLPUs with SAOs of: Flat 5 to Flat 8 Block 2 on College Road. UPRN: 8 PAO: Pembroke Hall 45 SAO: Flat 5 Street: College Road Parent UPRN: 3	
11	Rear Workshops / Block 	A workshop to the rear of a group of houses is addressed with a number and suffix.	Create BLPUs with PAOs of: 2, 3, 4, 4A, 5, 6, 7.	2 "RD04" 3 "RD04" 4 "RD04" 4A "CI03" 5 "RD04" 6 "RD04" 7 "RD04"
12	Complex Block 	A building is divided with shops on the ground floor, a single office on the first floor and rooms within a maisonette in multiple occupation on the second and third floor.	Create BLPUs with PAOs of: 5, 7, 9, 11. Create a Parent BLPU: 5-11. UPRN: 1 PAO: 5-11 Create a BLPU with a SAO of: Office, under the Parent 5-11. UPRN: 2 PAO: 5-11 SAO: Office Parent UPRN: 1	5 "CR08" 7 "CR08" 9 "CR08" 11 "CR08" 5-11 "PP" Office "CO01"

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			<p>Create a BLPU with a SAO of Second and Third Floor Maisonette, under the Parent 5-11.</p> <p>UPRN: 3 PAO: 5-11 SAO: Second and Third Floor Maisonette Parent UPRN 1</p>	<p>Second and Third Floor Maisonettes "RH01"</p>
			<p>Create BLPUs with a SAO: of Rooms 1-10, Second and Third Floor Maisonette, under the Parent Second and Third Floor Maisonette and grandparent 5-11.</p> <p>UPRN: 4 PAO: 5-11 SAO: Room 1 Second and Third Floor Maisonette Parent UPRN 3</p>	<p>Rooms 1 to 10 "RH02"</p>

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11.13. Property Types

11.13.1. The table below provides more advice for the capture of various complex property types in order to create consistent data capture and maintenance. The second column provides Authority Address Custodians with the recommended text to include as the Addressable Object. The official property / feature name must be included together with the standard property type description.

Object	Recommendation	Examples
Airports	<p>A BLPU shall be created for the whole airport (same principle as universities, hospitals etc.).</p> <p>If the airport covers an extensive site and is made up of a number of linked terminals each terminal should be captured as a Child of the whole site BLPU.</p> <p>Under BS 7666-2:2006 the Parent UPRN Record can be used to indicate the hierarchical relationship between the complex arrangements identified above. In these cases the same PAO does not need to be referred to in the Child Record. Examples of an address structure are provided in the column to the right.</p> <p>For further examples of hierarchical relationships, see Section 11.9.</p> <p>For guidance on how to deal with a site which is accessed by Streets in different Authorities, see Section 11.6.5</p>	<p>UPRN: 1 PAO: "Gatwick Airport"</p> <p>UPRN: 2 PAO: "Gatwick Airport" SAO: "North Terminal" PARENT_UPRN: 1</p> <p>UPRN: 3 PAO: "Gatwick Airport" SAO: "Departure Building North Terminal" PARENT_UPRN: 2</p> <p>UPRN: 4 PAO: "North Terminal Gatwick Airport" SAO: "Kiosk 1 Departure Building" PARENT_UPRN: 3</p>
Bus Stations	<p>Create a BLPU for the station with a PAO of the station name and append the text 'Bus Station' or 'Interchange'.</p> <p>If required create other units within the bus station as SAOs.</p>	<p>PAO: "Central Bus Station" Street: "Dane Street" Town: "Stevenage"</p>
Farms	<p>Create a BLPU for the farm as a PAO. If there are associated properties or functions within the farm curtilage these should be created as SAOs.</p>	<p>SAO: "Cherry Orchard" PAO: "Nickle Farm" Street: "Nickle Lane" Town: "Chartham"</p>

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Object	Recommendation	Examples
Harbours, Ports and Docks	<p>Create a BLPU for the Harbour or Port as a PAO including the official name as part of the PAO.</p> <p>Any associated properties shall be created as SAOs.</p>	<p>PAO: "Shoreham Harbour" Street: "Basin Road South" Town: "Portslade"</p> <p>PAO: "Wivenhoe Port" Street: "The Quay" Town: "Wivenhoe"</p> <p>SAO: "Warehouse" PAO: "Wivenhoe Port" Street: "The Quay" Town: "Wivenhoe"</p>
Hospitals	<p>Create a BLPU for the hospital. Alternative LPIs should be created to represent alternate access roads to the site.</p> <p>Emergency Services have a requirement for identifying specific buildings and parts of buildings on hospital sites to enable them to deal with very specific risks. If the information is available to the SNN Authority the means of access to these sub locations should be referenced in the LPI AO and Street providing the most appropriate access.</p> <p>The same principles should be adopted for power stations and other industrial sites (mining, chemical plants etc.).</p>	<p>PAO: "Lister Hospital" Street: "Coreys Mill Lane" Town: "Stevenage"</p> <p>SAO: "North Hertfordshire Maternity Unit" PAO: "Lister Hospital" Street: "Coreys Mill Lane" Town: "Stevenage"</p>
Level Crossings	<p>If not already captured within the ASG they shall be captured as BLPU's related to the Street they cross and referenced as a PAO. If known the name of the level crossing shall be used in the PAO.</p>	<p>PAO: "Level Crossing" Street: "Holme Fen" Town: "Holme"</p>
Marinas	<p>Create a BLPU for the marina as a Parent property. Any other infrastructure within the marina should be captured as a Child BLPU.</p> <p>If a jetty or walkway is not recorded as a type 2 Street, then it should be entered as a Child BLPU of the marina.</p> <p>Individual moorings should be entered as a Child BLPU.</p>	<p>PAO: "Foxes Marina" Street: "The Strand" Town: "Wherstead"</p> <p>SAO: "Yacht Zena" PAO: "Foxes Marina" Street: "The Strand" Town: "Wherstead"</p>

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Object	Recommendation	Examples
Motorway Service Stations	<p>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, see Section 5.3.10. These are known as the on and off slip roads.</p> <p>The off slip road is that which leaves the Motorway and enters the service station.</p> <p>The service station BLPU should be associated with the off slip road.</p> <p>If a service station is not accessed directly from a Motorway, for example, if it accessed from a Motorway 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 the M42.</p>	<p>PAO: "Mayday Service Area North"</p> <p>Street: "M6 Lancaster Services Off Slip Road between Junction 32 and Junction 33"</p>
<p>Petrol Stations, Service Stations, Filling Stations, Gas Stations</p> <p>For Motorway services refer to motorway service stations above.</p>	<p>Unless officially named all of these types of properties shall be described as Petrol Filling Stations.</p> <p>If appropriate other parts of the service station should be recorded as Child Records.</p>	<p>PAO: "Glenfield Service Station"</p> <p>Street: "Station Road"</p> <p>Town: "Glenfield"</p> <p>PAO: "Petrol Filling Station"</p> <p>Street: "Simone Weil Avenue"</p> <p>Town: "Ashford"</p> <p>SAO: "Car Wash"</p> <p>PAO: "44 – 48 Cowley Petrol Filling Station"</p> <p>Street: "Garsington Road"</p> <p>Town: "Oxford"</p> <p>SAO: "ATM"</p> <p>PAO: "44 – 48 Cowley Petrol Filling Station"</p> <p>Street: "Garsington Road"</p> <p>Town: "Oxford"</p>

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Object	Recommendation	Examples
Police / Fire / Ambulance Stations	Create a BLPU for the station with a PAO including the official name and append the text 'Police Station' or 'Fire Station' or 'Ambulance Station'.	PAO: "Newcastle Central Police Station" Street: "Pilgrim Street" Town: "Newcastle Upon Tyne"
Prisons / Remand Centres	Create a BLPU for the prison with a PAO including the official name and include the text 'HM Prison' or 'Prison'. All subdivisions, if required, should be recorded as SAOs.	PAO: "HM Low Newton Prison" Street: "Finchale Avenue" Town: "Brasside" SAO: "Staff Mess and Club" PAO: "Littlehey Prison" Street: "Crow Spinney Lane" Town: "Perry"
Public Houses	If the property does not have a number, create a BLPU for the public house with the pub name as part of the PAO. The use of 'PH' or 'public house' shall be excluded from the PAO. If the property has a number, enter the number in the PAO and the pub name in the Organisation Name Field. If the pub contains living accommodation this should be captured as Child Record of the pub.	PAO: "Welby Arms" Street: "Church Street" Town: "Denton" SAO: "Managers Accommodation" PAO: "Welby Arms" Street: "Church Street" Town: "Denton"
Railway Sidings	Create a land parcel BLPU for these areas if access is provided directly from a Street, for example, access for contractors / workers at the site.	SAO: "Land used for sidings and depot" PAO: "Fordton Station" Street: "Station Road" Town: "Fordton"
Railway Stations	Create a BLPU for the station with a PAO of the station name and append the text 'Railway Station' or 'Interchange'. If required create other units within the railway station as SAOs.	PAO: "Chilham Railway Station" Street: "Station Approach" Town: "Chilham" SAO: "Bookstall" PAO: "Faversham Railway Station" Street: "Station Road" Town: "Faversham"

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Object	Recommendation	Examples
Schools	<p>The education function can provide the definitive name of the establishment which should form the content of the PAO. Ancillary buildings (as defined by the Education Asset Management register) within the school curtilage should be captured as SAOs of the school, if required. The Approved Preferred LPI shall be the address used by the education function or the school itself. Alternative LPIs should be captured if access can be gained to the site from more than one Street.</p> <p>If possible the type of school shall be included in the PAO, for example Primary School, Grammar School, Comprehensive School. For faith schools abbreviations shall not be used to indicate the denomination, for example, Roman Catholic, Church of England shall be used rather than RC or C of E. Full stops shall not be used.</p> <p>Any associated residential accommodation such as caretaker's house or school house should be created as a Child BLPU of the Parent BLPU for the school site.</p> <p>If a school is split over more than one site or land parcels (for example playing fields) these should be treated as BLPUs in their own right and addressed to the Street providing access. However the name of the school shall be included as part of the PAO.</p>	<p>PAO: "Kings School" Street: "Brook Street" Town: "Grantham"</p> <p>SAO: "Library" PAO: "Kings School" Street: "Brook Street" Town: "Grantham"</p> <p>PAO: "St Barnabas Church of England First School" Street: "Hart Street" Town: "Oxford"</p> <p>SAO: "Ground Keepers House" PAO: "Kings School Playing Field" Street: "South Parade" Town: "Grantham"</p> <p>PAO: "Kings School Playing Field" Street: "South Parade" Town: "Grantham"</p>

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Object	Recommendation	Examples
Signal Boxes	<p>Create a BLPU for the signal box with the appropriate name included as the PAO. If in a remote location, that is not part of the station, the signal box BLPU is a PAO. If the signal box is associated with a type 9 Street, it must also be associated with the most appropriate type 1 or type 2 Street which provides vehicular or pedestrian access.</p> <p>In all other cases the signal box should be created as a SAO for the most appropriate BLPU to which the signal box belongs (usually a station or land parcel for sidings).</p>	<p>PAO: "Signal Box" Street: "Station Road" Town: "Holme"</p>
Theme Parks	<p>Create a single BLPU for the theme park as a whole. Child Records for each attraction should not be created within the gazetteer unless there is a prescribed service provision requirement. If this requirement exists, areas within the theme park should be captured as SAOs.</p>	<p>PAO: "Chessington World of Adventure" Street: "Leatherhead Road" Town: "Chessington"</p> <p>SAO: "Staff Canteen" PAO: "Chessington World of Adventure" Street: "Leatherhead Road" Town: "Chessington"</p>
Town Halls	Create a BLPU for the town hall.	<p>PAO: "Town Hall" Street: "High Street" Town: "Colchester"</p>
Traffic Information Boards	Create a BLPU if it is free standing. If it is attached to a property then create a Child Record of the BLPU to which it is attached.	<p>PAO: "Traffic Information Board" Street: "A12 Southbound" Town: "Dedham"</p>
Train Depots	These features can form part of railway sidings. If this is the case they should be captured as a SAO to the land parcel captured for the sidings.	<p>SAO: "Train Depot" PAO: "Land South East of Colchester Station" Street: "Clarendon Way" Town: "Colchester"</p>

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Object	Recommendation	Examples
Tunnels	<p>Tunnels that are officially named shall be captured as BLPUs.</p> <p>Any associated infrastructure should be captured as a SAO to the Parent property.</p>	<p>PAO: "North Downs Tunnel" Street: "Blue Bell Hill" Town: "Aylesford"</p> <p>SAO: "Stores" PAO: "Chestfield Tunnel" Street: "Molehill Road" Town: "Chestfield"</p>
Underground / Metro Stations	<p>Create a BLPU for the Street entrance / ticket hall. Alternative LPIs should be created for each separate Street access. As for Railway stations above the station name shall be included in the PAO.</p> <p>Any related commerce / office within the station should be recorded as a Child Record of the Underground/Metro Station.</p>	<p>PAO: "83 Kennington Underground Station" Street: "Kennington Park Road" Town: "London"</p> <p>SAO: "Photo Kiosk" PAO: "Earls Court Underground Station" Street: "Earls Court Road" Town: "London"</p>
Village and Parish Halls	See Town Halls above.	<p>PAO: "Village Hall" Street: "Main Street" Town: "Worlington"</p>

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11.14. Addressable Objects without a Postal Address

11.14.1. Background

11.14.1.1. This section provides guidance for Authority Address Custodians on how to describe Addressable Objects which are not subject to the SNN process.

11.14.2. Conventions

11.14.2.1. The Addressable Object description shall be the name of the Addressable Object as locally prescribed and must be used in the LLPG if it exists.

11.14.2.2. The Classification description shall be the Addressable Object type and shall be used either as part of the PAO or if no official name exists. All types shall be recorded as recommended in [Appendix C](#) to ensure consistency of data entry.

11.14.2.3. For further information on how to enter these Addressable Objects into the LLPG, see [Appendix C, Section 2](#).

11.14.3. Best Practice

11.14.3.1. If known, Authority Address Custodians should include the locally known name of the Addressable Object or feature as part of the Addressable Object. For standard textual attributes used to identify a feature, see [Section 11.13.1](#).

11.14.3.2. In [Appendix C, Section 2](#) the following convention is used in the generation of the Addressable Object:

- The Addressable Object forms part of either the PAO or SAO depending on how the BLPU is accessed or located.
- The Authority Address Custodian should obtain the Addressable Object description and Classification description of property when creating these Addressable Objects within their LLPG.

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11.14.3.3. Street vendors are defined as permanent pitches which are used by moveable market stalls, can attract business rates, and should be created as BLPUs within the LLPG. Examples are flower and fruit stalls outside stations and road side cafes.

11.15. Excluded Addressable Objects

11.15.1 Policy

11.15.1.1. The items shown in [Appendix C, Section 5](#) must not be transferred to GeoPlace.

11.15.2. Convention

11.15.2.1. If any of those items are included in an LLPG, the Authority Address Custodian must ensure that they are not transferred to GeoPlace. If more than one item exists on the same Street, each BLPU must be uniquely identified to avoid the potential duplication of similar Addressable Objects on a Street.

11.15.3. Best Practice

11.15.3.1. Authority Address Custodians should seek to ascertain a naming and numbering scheme for these items from the service area responsible for maintaining these features.

11.16. Bilingual Gazetteers

11.16.1. DCA Participating Authorities in Wales are developing a consistent approach to bilingual LLPG and LSG data entry conventions. This work is being carried out by the Welsh Language Commissioner – see - <http://www.comisiynyddygymraeg.cymru/English/infrastructure/Pages/Technology,-Websites-and-Software-Welsh-Language-Considerations.aspx> (accessed January 2016) which is developing protocols for the standardisation of place names. The following guidance addresses two primary issues confronted by those compiling a dual language gazetteer, with Welsh being the second language;

- i. The technical issues of using two alphabets in a software system; and
- ii. The SNN conventions which are required to facilitate this.

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11.16.2. The guidance below outlines the SNN conventions which must be in place to ensure consistency of translation between the two languages in all instances:

- For future developments SNN / LLPG should only allow building numbering schemes and letter suffixes must not be used. Using numbers therefore allows for a UNED 1, UNED 2 (or UNIT 1, UNIT 2 etc.) monolingual PAO / SAO and for a bilingual rendering as UNED 1 / UNIT 1 without any problem of a divergent numbering / lettering system. In particular, this rule facilitates consistent data sorting within any application.
- Legacy Welsh language addresses should be recorded correctly with a 2 character suffix if that is the Official Address. If the Welsh language flag is set, two characters may be entered into the PAO and SAO suffix Fields.
- Although having the superset 'Welsh + English' alphabet available as a software sorting device incorporated within business applications is necessary for data application users, it should not be used as the basis for allocating building lettering / numbering systems themselves. That causes confusion especially for someone looking for buildings on the ground who does not know that all the letters from two alphabets are incorporated.
- If there are good reasons why a numerical system cannot be used, then the sequence should be in one language only that allows for example UNED A, UNED B, UNED C, UNED CH, etc. (not UNIT A....UNIT CH). If this remains without a translation of the 'uned' element in the ENG side of the gazetteer entry then it reinforces that a non-English language system is used and thus there should be no confusion.
- Similarly if only an English text is used then the sequence would run UNIT A, UNIT B, UNIT C, UNIT D in both the ENG and the CYM entries thus ensuring that no-one should be looking for the missing 'UNIT CH'.

11.16.3. If an address is provided within an LLPG which is identified as being a bilingual gazetteer it must be provided in both languages. A bilingual gazetteer is identified in the LLPG Metadata Record using the code "BIL" in the language Field.

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- 11.16.4. For example, a public building such as a library must be recorded in the LLPG as a BLPU and must have two Approved Preferred LPIs (LOGICAL_STATUS=1), one with the language flag set to "ENG" (English) and the other to "CYM" (Welsh) with the Addressable Object either translated into or captured in the appropriate language. In some instances there is no difference between these values, for example property numbers, as no literal translation is either applicable or appropriate.
- 11.16.5. Any number of further Alternative or Historical LPIs can be held and flagged under the appropriate language. For example the Welsh speakers in the community may have a local descriptive name for the library but for each LPI created in one language a mirror version must be created in the other language, thus, there is a 1:1 relationship between each ENG and CYM LPI.
- 11.16.6. Each Street Record must be identified according to which language is in use. This information must be recorded against each Street Record. All new Streets can be specifically named officially in English only or officially in Welsh only or officially in both.
- 11.16.7. In the first case, English only, both the Welsh and English flagged Street Records must contain the same "English" name, in the second case, Welsh only, both must contain the "Welsh" name and in the third case, English and Welsh, the English and Welsh translations must be held against the appropriate flags.
- 11.16.8. In all cases the Welsh flagged Street Records must hold locality, where applicable, town and Local Highway Authority information in their Welsh forms and the English flagged Street Records must hold the English forms. Mixed language locality, town and Local Highway Authority constructs are not allowed.
- 11.16.9. There is not always a complete translation of all address elements, therefore it follows that not all locations have a direct alternative language translation and some property names or place names are the same in either language. If this is the case the Authority Address Custodian must ensure that both language versions of the LPI Records are recorded consistently.
- 11.16.10. Each LPI Record must be identified according to which language is in use. This language information must be recorded against each LPI.

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11.17. Administrative Boundary Changes

11.17.1. If there is an administrative boundary change and a BLPU moves from one gazetteer administration area to that of another Authority the following rules apply:

- The UPRN shall be retained for this BLPU.
- The LOCAL_CUSTODIAN_CODE shall change to that of the new Authority.
- The BLPU and associated Records shall be retained within the former LLPG with a LOGICAL_STATUS = 8 (historical) and an END_DATE so that all property / planning history can be accessed in accordance with local policy and convention.
- The BLPU and all associated Records must be flagged as local only Records (and / or read only) so as to avoid the dissemination of these Records to either GeoPlace or other internal departments linked to and using LLPG addresses.

11.17.2. If a change in administrative area boundary occurs and Streets 'move' Local Highway Authority or District Council area, USRNs shall endure to the new Authority Street and Authority Address Custodian and the AUTHORITY_CODE shall be changed accordingly. [Appendix B](#) deals with a Unitary created as a result of a Local Government reorganisation exercise.

11.18. Improving Representative Point Code Allocation, (see [Appendix G](#))

11.18.1. Using postcodes to assist in geographically referencing an Addressable Object:

- Postcodes should not be used to help indicate a geographic identifier of an Addressable Object. The purpose of a postcode is for the Royal Mail to identify a delivery point for an Addressable Object, not to indicate a geographical representation of the position of an Addressable Object in the real world. For example, a church can have an address with a pseudo postcode allocated but it is unlikely that the church building itself has a letterbox, rather the post is likely to be delivered to, and therefore be allocated the postcode of, the associated presbytery or vicarage which possibly is not in the same postcode unit as the church itself.

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- Some LLPGs include Records which do not formally have a postcode allocated to them at all (they are non-postal, or not known to Royal Mail), but which are allocated a pseudo one in the LLPG and therefore in GeoHub. An example is lock-up garages which may have the nearest house's postcode allocated to them.
- This scenario is dealt with in the current guidance by the addition of POSTAL_ADDRESS = "A" - Assumed or "P" - Pseudo postcode see [Section 7.3.5.11](#). If a Record is flagged in this way, then this is an indication that the postcode quoted is not allocated by Royal Mail to the Addressable Object.
- Postcodes are susceptible to typographical errors. Just one digit wrong can make a BLPU appear to be in an incorrect postcode area. An error in a Street Name, on the other hand, would usually result in a match failure, so the fault would be spotted.
- In areas of redevelopment, new buildings are often allocated a different postcode from that of their predecessor. Use of the former postcode leads to properties that cannot be located when geocoding data with an updated postcode look-up table. This is an example of bad practice which must be avoided, but, if such practice was used in the past, then each Authority Address Custodian needs to be aware of potential inaccuracies in their data and ensure these Records are corrected.

11.18.2. Locating commercial BLPUs

11.18.2.1. The following provides some ways in which an Authority Address Custodian can establish the correct RPC value coordinates for a BLPU:

- By searching the internet to find a photograph. This can be useful for locating the building on aerial photography. However, be aware that if the website visited is not the official website of the organisation, the information might not be accurate.
- By speaking to the company currently occupying the property. Telephone numbers can often be found on a website or in a directory.

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- By asking Tax and Revenues inspectors who often have extremely good working knowledge of their clients and areas.
- By asking the Environmental Health or Licensing functions within the SNN Authority if the property requires SNN Authority licensing under the Licensing Act or Food and HELA inspections under the Act.
- By using their own local knowledge. This is one of the best sources of commercial address change intelligence. The knowledge of an Authority Address Custodian familiar with their geographical area should not be underestimated.
- By liaising with the local VOA office who, possibly, can supply site plans of commercial properties. This can often enable an Authority Address Custodian to associate a BLPU Record with specific building or land parcel.
- By establishing a good relationship with the managers of town centres, shopping centres and chambers of commerce. Possibly, they can provide information on when and where different shops are opening and premise names have changed.
- By liaising with the officer responsible for carrying out duties relating to the Factories Act 1961. Under section 137 of this act, factories must keep the SNN Authority up-to-date with various details including the name of the occupier or the title of the firm, the Postal Address of the factory, and the nature of the work.
- By liaising with the Estates or Facilities function if the SNN Authority owns or leases commercial units.
- By liaising with the officer responsible for carrying out duties under the Offices Shops and Railways Premises Act 1963.

11.18.3. Locating residential BLPUs:

- Possibly, the Council Tax inspectors in a SNN Authority can help.

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- If a SNN Authority uses its own officers to deliver leaflets, letters, poll cards etc., those officers can often provide useful information, for example, details of flats with access from the rear of a building.
- The SNN Authority's refuse collection or Streetscene service operatives can be familiar with the geography of the local area.
- Building Control and Development Control staff often have extensive knowledge of where properties are, and know local names for places.

Section 12. - Ensuring Data integrity and Consistency

12. Ensuring Data Integrity and Consistency

12.1. Background

- 12.1.1. This section provides the Authority Address Custodian with guidance on how to improve the quality of data.
- 12.1.2. GeoPlace carries out DTF validation checks and monthly Health Checks on GeoHub data. For a full list of DTF validation and Health Check errors and warnings see the document in the resources section of the GeoPlace website.
- 12.1.3. Several online forums or collaborative platforms are available to provide peer support and advice on gazetteer related issues. To join the GeoPlace authority contacts group, see <https://khub.net>.

Section 13. - Generating Postal Addresses

13. Generating Postal Addresses

13.1. Background

- 13.1.1. This section provides the Authority Address Custodian with information on how to generate a Postal Address from an LLPG.
- 13.1.2. If an LLPG is used to generate Postal Addresses, then to meet the requirements of Royal Mail, the Authority Address Custodian must ensure an LPI with POSTAL_ADDRESS = "Y" or "A" has the correct postcode and post town Fields populated to facilitate delivery. Authority Address Custodians should contact their LLPG software vendor to ascertain how this is done.
- 13.1.3. Records with POSTAL_ADDRESS = "Y" or "A" should be included in a mailing list. However, if these flags are set against a Parent BLPU and its Child Records, further filtering is required to ensure that the Parent Record is excluded from the mailing list.
- 13.1.4. If the LLPG is used to generate mail appropriate for delivery by Royal Mail, then a number of processes are available to manipulate the core BS 7666:2006 data Fields in order to generate a conventional Royal Mail Postal Address. If it is intended to export the LLPG data into a system that is not BS 7666:2006 compliant (for example a system which uses five 'address line' Records instead), then it can also be necessary to reformat the data.
- 13.1.5. In this suggested process, the required Fields are:

Field Name	BS 7666:2006 Record	Example
ORGANISATION	BLPU	"Consultants Ltd"
SAO_START_NUMBER	LPI	
SAO_START_SUFFIX	LPI	
SAO_END_NUMBER	LPI	
SAO_END_SUFFIX	LPI	
SAO_TEXT	LPI	"Third Floor"
PAO_START_NUMBER	LPI	1
PAO_START_SUFFIX	LPI	
PAO_END_NUMBER	LPI	5
PAO_END_SUFFIX	LPI	
PAO_TEXT	LPI	"Ivybridge House"
STREET_DESCRIPTOR *	STREET_DESCRIPTOR	"Adam Street"
LOCALITY_NAME *	STREET_DESCRIPTOR	
TOWN_NAME *	STREET_DESCRIPTOR	"London"
POST_TOWN	LPI	"London"
POSTCODE	LPI	"WC2N 6DD"

* means data obtained by USRN reference associated to LPI Record

Section 13. - Generating Postal Addresses

- 13.1.6. The resulting Postal Address can then be generated following a set of business rules based on the conversion of data in various Record positions as follows:

Consultants Ltd
Third Floor
Ivybridge House
1-5 Adam Street
LONDON
WC2N 6DD

Field Name	BS 7666:2006 Record	Example
ORGANISATION	BLPU	
SAO_START_NUMBER	LPI	1
SAO_START_SUFFIX	LPI	"A"
SAO_END_NUMBER	LPI	1
SAO_END_SUFFIX	LPI	"B"
SAO_TEXT	LPI	"The Coach House"
PAO_START_NUMBER	LPI	15
PAO_START_SUFFIX	LPI	
PAO_END_NUMBER	LPI	17
PAO_END_SUFFIX	LPI	
PAO_TEXT	LPI	"Victoria Lodges"
STREET_DESCRIPTOR *	STREET DESCRIPTOR	"London Road"
LOCALITY_NAME *	STREET DESCRIPTOR	
TOWN_NAME *	STREET DESCRIPTOR	"Greendale"
POST_TOWN	LPI	"Post Town"
POSTCODE	LPI	"Postcode"

- 13.1.7. In this example the resulting Postal Address reads:

The Coach House
1A-1B Victoria Lodges
15-17 London Road
Greendale
Post Town
Postcode

Section 13. - Generating Postal Addresses

13.2. Notes

- Royal Mail no longer requires the postal county to be entered into an address to deliver mail and this no longer forms part of the Postcode Address File (PAF). It is recommended that all SNN Authorities adopt this protocol in the address information they use within their area. If traditional county names are required, and they are not identical to the administrative area of the LLPG, they should be held outside the LLPG database or as a linked dataset.
- If TOWN_NAME and POST_TOWN contain identical values only one shall be used in the generation of a Postal Address.
- If LOCALITY_NAME, POST_TOWN or TOWN_NAME are null, these lines in the generated address should be removed.
- If the Organisation Name Field is populated and there is an identical entry in the PAO field, then one of those Fields must be suppressed when generating a Postal Address.

13.3. Generating Postal Addresses for properties with no Street Names

- 13.3.1. If properties are associated with a type 2 Street, Authority Address Custodians should consider excluding the STREET_DESCRIPTOR from any Postal Address. However, if an address is generated for another reason, for example for a site visit, this information should be included to help locate the Addressable Object.

Field Name	BS 7666:2006 Record	Example
PAO_TEXT	LPI	"Rose Cottage"
STREET_DESCRIPTOR *	STREET_DESCRIPTOR	"Road from the A991 to Harry Farm"
LOCALITY_NAME *	STREET_DESCRIPTOR	
TOWN_NAME *	STREET_DESCRIPTOR	"Allonby"
POST_TOWN	LPI	"Tolltown"

* means data obtained by USRN reference associated to LPI Record

- 13.3.2. Generated address:

Rose Cottage
Allonby
TOLLTOWN
AL9 9AA

Section 13. - Generating Postal Addresses

Field Name	BS 7666:2006 Record	Example
SAO_TEXT	LPI	"Telecommunications Mast"
PAO_TEXT	LPI	"Harry Farm"
STREET_DESCRIPTOR *	STREET DESCRIPTOR	"Road From Littleton to Harry Farm"
LOCALITY_NAME *	STREET DESCRIPTOR	
TOWN_NAME *	STREET DESCRIPTOR	"Allonby"
POST_TOWN	LPI	

* means data obtained by USRN reference associated to LPI Record

13.3.3. Generated address:

Telecommunications Mast
Harry Farm
Road From Littleton to Harry Farm
Allonby

13.4. Generating Postal Addresses for grandchild Records

- 13.4.1. If a BLPU is a grandchild (it has a Parent BLPU, and that Parent also has a Parent BLPU), it is important to understand how LPIs are maintained to ensure consistency of data capture.
- 13.4.2. In this example of an office, the method for recording the grandchild property in LPI Records is shown.

PARENT

Field Name	BS 7666:2006 Record	Example
PAO_START_NUMBER	LPI	5
PAO_TEXT	LPI	"Pineapple House"
STREET_DESCRIPTOR	STREET DESCRIPTOR	"Victoria Lane"
TOWN_NAME	STREET DESCRIPTOR	"Stevenage"
POST_TOWN	LPI	"Stevenage"
POSTCODE	LPI	"SG1 1XA"

CHILD

Field Name	BS 7666:2006 Record	Example
SAO_TEXT	LPI	"East Wing"
PAO_START_NUMBER	LPI	5
PAO_TEXT	LPI	"Pineapple House"
STREET_DESCRIPTOR	STREET DESCRIPTOR	"Victoria Lane"
TOWN_NAME	STREET DESCRIPTOR	"Stevenage"
POST_TOWN	LPI	"Stevenage"
POSTCODE	LPI	"SG1 1XA"

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GRANDCHILD

Field Name	BS 7666-2:2006 Record	Example
SAO_TEXT	LPI	"Suite 3"
PAO_START_NUMBER	LPI	5
PAO_TEXT	LPI	"East Wing Pineapple House"
STREET_DESCRIPTOR	STREET DESCRIPTOR	"Victoria Lane"
TOWN_NAME	STREET DESCRIPTOR	"Stevenage"
POST_TOWN	LPI	"Stevenage"
POSTCODE	LPI	"SG1 1XA"

- 13.4.3. In this situation, the grandchild created can be processed like other LPIs to produce this address:

Suite 3
East Wing Pineapple House
5 Victoria Lane
Stevenage
SG1 1XA

- 13.4.4. This method can be further extended to great grandchildren, if necessary.

Appendix A: – Glossary of Defined Terms

Appendix A: - Glossary of Defined Terms

Appendix last reviewed February 2015.

The words and phrases in this glossary of defined terms and used throughout the DEC-Addresses and the DEC-NSG have the meanings set out below.

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).	

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Item	Description	Comments/Legislation/Source
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.
Associated Street Gazetteer	ASG. Street Gazetteer used for the purposes of an LLPG and is present in GeoHub. 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 GeoHub.
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.	

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Item	Description	Comments/Legislation/Source
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: A general term for a little used minor rural road. A Byway Open to All Traffic. A Restricted Byway.	Section 66(1) of the Wildlife and Countryside Act 1981. Section 48 of the Countryside and Rights of Way Act 2000.
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.	
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.

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Item	Description	Comments/Legislation/Source
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 Roads 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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
CO	Cabinet Office	
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 document 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 and from which other wheeled traffic is excluded. The term does not imply the existence of public rights, although it is possible that they exist.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	
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.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	
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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	
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.	

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Item	Description	Comments/Legislation/Source
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.	
LAID	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.

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Item	Description	Comments/Legislation/Source
Lane	In this document one of the following: <ul style="list-style-type: none"> • A narrow road. • A rural road. • Part of a road delineated by road markings, for example a bus lane or a cycle lane. • 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 document 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.	

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Item	Description	Comments/Legislation/Source
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 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.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	
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 Sustrans. NCR numbers have no statutory basis.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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 document one of the following: <ul style="list-style-type: none"> • A Road or Path network. • 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.	
NSG	National Street Gazetteer.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Parent	A Record which represents the highest level in the hierarchy if two or more BLPUs 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.	
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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.
Point	In this document a specific coordinate location.	
Polygon	In this document a series of closed coordinate Points that describes a specific area or physical object.	
Priority Lane	A specific section of Street dedicated to use by certain types of vehicle.	
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.
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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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 Object	An Object which has been identified by GeoPlace in third party source data that requires to be present in GeoHub 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.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.
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

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Public Right of Way	<p>PRoW. One of the following:</p> <ul style="list-style-type: none"> • 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. • 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.
Record	The collection of an ordered set of Fields described in the current version of the DTF.	
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.
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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	
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 managed by Highways England, Transport for London and the South Wales Trunk Road Agent (SWTRA) and North & Mid Wales Trunk Road Agent (NMWTRA).	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Street	<p>In this document one of the following:</p> <ul style="list-style-type: none"> • As described in the New Roads and Street Works Act 1991: a highway, road, lane, footway, alley, passage, square or court. • As described in Towns Improvement Clauses Act 1847 s3: any road, square, court, alley, and thoroughfare. • As described in BS 7666-1:2006, page 2, section 3.7. 	<p>Section 48 of the New Roads and Street Works Act 1991.</p> <p>Section 3 of the Towns Improvements Clauses Act 1847.</p>
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.
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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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 BLPU 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.	
TRAILER	A Record at the end of each COU or Full Supply transfer file.	DTF current version.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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 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 designation is for the purposes of Street works.	Section 64 of the New Roads and Street Works Act 1991.
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.

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
Under Consultation	The legal status of a PRoW where the rights are being formally consulted upon.	Wildlife and Countryside Act 1981.
Unitary Council	In this document 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 Trunk Road Agency	An organisation responsible for maintaining Trunk Roads in Wales.	
Works Promoter	An organisation wishing to carry out Street works.	

Appendix A: – Glossary of Defined Terms

Item	Description	Comments/Legislation/Source
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.	

Appendix B: - USRN Allocations

Appendix B: - Local Custodian Code and USRN allocations by Authority

Appendix last reviewed February 2016

Local Custodian Code and USRN allocations by Authority

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

USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
3805	Adur	00200000	00299999	District
905	Allerdale	00300000	00399999	District
2905	<i>Alnwick</i>	00400000	00499999	<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>	27300000	27399999	<i>Former District</i>
235	Bedford	27300000	27399999	Unitary
5120	Bexley	20100000	20199999	Unitary
225	<i>Bedfordshire</i>	80100000	80199999	<i>Former County</i>
2910	<i>Berwick-upon-Tweed</i>	02500000	02599999	<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>	03200000	03299999	<i>Former District</i>
1010	Bolsover	03300000	03399999	District
4205	Bolton	03400000	03499999	Unitary
2505	Boston	03600000	03699999	District

Appendix B: - USRN Allocations

USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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	Bridgnorth	04300000	04399999	Former District
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	Caradon	05700000	05799999	Former District
6815	Cardiff	05800000	05899999	Unitary
915	Carlisle	05900000	05999999	District
6825	Carmarthenshire	47200000	47299999	Unitary
810	Carrick	06100000	06199999	Former District
2920	Castle Morpeth	06200000	06299999	Former District
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	Cheshire	80500000	80599999	Former County
665	Cheshire West and Chester	8600000	8699999	Unitary
605	Chester	06900000	06999999	Former District

Appendix B: - USRN Allocations

USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
660	Cheshire East	6400000	6499999	Unitary
1305	<i>Chester le Street</i>	07000000	07099999	Former District
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
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>	09100000	09199999	Former District
6905	Conwy	46600000	46699999	Unitary
920	Copeland	09200000	09299999	District
2805	Corby	09300000	09399999	District
800	<i>Cornwall</i>	80700000	80799999	Former County
840	Cornwall	9000000	9099999	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>	09800000	09899999	Former District
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>	11000000	11099999	Former District
1155	Devon	81000000	81099999	County
4410	Doncaster	11200000	11299999	Unitary
1245	Dorset	81100000	81199999	County

Appendix B: - USRN Allocations

USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
2220	Dover	11300000	11399999	District
4615	Dudley	11400000	11499999	Unitary
1345	Durham	81200000	81299999	Former County
1355	Durham	11600000	11699999	Unitary
1320	Durham	11700000	11799999	Former District
5270	Ealing	20600000	20699999	Unitary
1325	Easington	11900000	11999999	Former District
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
1410	Eastbourne	13200000	13299999	District
1715	Eastleigh	13300000	13399999	District
925	Eden	13500000	13599999	District
5300	Enfield	20700000	20799999	Unitary
620	Ellesmere Port and Neston	13600000	13699999	Former District
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

Appendix B: - USRN Allocations

USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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
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>Kennet</i>	18500000	18599999	<i>Former District</i>
5600	Kensington and Chelsea	21700000	21799999	Unitary
2275	Kent	82100000	82199999	County
815	<i>Kerrier</i>	18600000	18699999	<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

Appendix B: - USRN Allocations

USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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	Macclesfield	24100000	24199999	Former District
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	Mid Bedfordshire	25200000	25299999	Former District
1135	Mid Devon	25300000	25399999	District
3520	Mid Suffolk	25500000	25599999	District
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	North Cornwall	27400000	27499999	Former District
1115	North Devon	27500000	27599999	District
1215	North Dorset	27600000	27699999	District
1035	North East Derbyshire	27700000	27799999	District

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USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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	North Shropshire	28200000	28299999	Former District
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	North Wiltshire	28600000	28699999	Former District
2745	North Yorkshire	82600000	82699999	County
2825	Northampton	28700000	28799999	District
2800	Northamptonshire	82700000	82799999	County
2900	Northumberland	82800000	82899999	Former County
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	Oswestry	29600000	29699999	Former District
3110	Oxford	29700000	29799999	District
3100	Oxfordshire	83000000	83099999	County
6845	Pembrokeshire	47000000	47099999	Unitary
2340	Pendle	29800000	29899999	District
825	Penwith	29900000	29999999	Former District
1255	Poole	30300000	30399999	Unitary
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	Restormel	31400000	31499999	Former District
6940	Rhondda Cynon Taf	47400000	47499999	Unitary
2350	Ribble Valley	31800000	31899999	District
5810	Richmond upon Thames	22400000	22499999	Unitary

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USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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	Salisbury	33500000	33599999	Former District
4620	Sandwell	33600000	33699999	Unitary
2730	Scarborough	33700000	33799999	District
1330	Sedgefield	33900000	33999999	Former District
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	Shrewsbury and Atcham	34700000	34799999	Former District
3235	Shropshire	83100000	83199999	Former County
3245	Shropshire	34800000	34899999	Unitary
350	Slough	34900000	34999999	Unitary
4625	Solihull	35000000	35099999	Unitary
3300	Somerset	83200000	83299999	County
220	South Bedfordshire	35100000	35199999	Former District
410	South Bucks	35200000	35299999	District
530	South Cambridgeshire	35300000	35399999	District
1040	South Derbyshire	35400000	35499999	District
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

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USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
3225	South Shropshire	36500000	36599999	Former District
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	Teesdale	39700000	39799999	Former District
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
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

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USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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	Tynedale	41300000	41399999	Former District
1570	Uttlesford	41400000	41499999	District
3120	Vale of White Horse	41600000	41699999	District
635	Vale Royal	41700000	41799999	Former District
4725	Wakefield	41800000	41899999	Unitary
4630	Walsall	41900000	41999999	Unitary
5930	Waltham Forest	22800000	22899999	Unitary
5960	Wandsworth	22900000	22999999	Unitary
2930	Wansbeck	42000000	42099999	Former District
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	Wear Valley	42800000	42899999	Former District
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	West Wiltshire	43800000	43899999	Former District
1235	Weymouth and Portland	44000000	44099999	District
4250	Wigan	44100000	44199999	Unitary
3930	Wiltshire	83800000	83899999	Former County
3940	Wiltshire	44200000	44299999	Unitary
1765	Winchester	44300000	44399999	District
355	Windsor and Maidenhead	44400000	44499999	Unitary
4325	Wirral	44500000	44599999	Unitary
3655	Woking	44600000	44699999	District

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USRN allocations by Authority as at April 2009				
Local Custodian Code	Authority name	USRN Start	USRN End	Authority Type
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: – BLPU Classifications

Appendix C: - BLPU Classifications

Appendix last reviewed September 2016

1. Table of the Classification of BLPU Addressable Objects.

Please note those Addressable Objects:

- Shaded grey are retired BLPU Classification codes.
- In *italic text* are the descriptive name or function (from Ordnance Survey Large Scale data) of the Classification of the BLPU.
- In **bold** for **Bus Shelter** (CT02), **Electricity Sub Station** (CU01), **Named Pond** (LW02), **Telephone Box** (CU11) and public **Tennis** facility (CL06 described in explanatory notes) are based upon Ordnance Survey Large Scale data for the production of the AddressBase™ products from 1st October 2011. The exceptions to this are if an Addressable Object exists as a GeoHub Record before this date or is created by an Authority Address Custodian after this date.

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	Commercial Attracts Non Domestic Rates and / or use is of a business nature	A	Agricultural Applicable to agricultural enterprise, not land (see "land agricultural")	01	Farm / Non- Residential Associated Building	Mandatory	Includes: <i>Apiary, Arable, Mushroom, Poultry, Livestock (Beef, Cattle, Dairy, Pig, Sheep, Rabbit, etc), Barn, Silo, Silage Storage and Shed.</i>
				02	Fishery	Mandatory	To be used for commercial production only, includes: <i>Fish Farm, Hatchery or Curing / Processing of Cockle, Crab, Mussel, Oyster, Trout or Salmon Farm, Hatchery or Processing.</i> Please note that Leisure

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		A		02			Fishing must be recorded with classification CL06.
				03	Horticulture	Mandatory	Includes: Market Garden, Smallholding, Vineyard, <i>Fruit Growing, Herbarium, Watercress Bed</i> and Nursery.
				04	Slaughter House / Abattoir	Mandatory	Includes: <i>Knackery</i> .
		B	Ancillary Building			Mandatory	For Child Records of large sites such as School, College and Hospital, where no other suitable secondary or tertiary classification is available. E.g. School is listed as Parent but science building needs to be entered separately for emergency services reasons. It can be coded using this classification. Includes: <i>Security Hut, Site Office, Control Building</i> .
							The Parent Record holds the main classification. This code must only be used if Parent BLPU is a large site such as a Port, large Farm, or educational facility.
		B					

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		C	Community Services	01	Fire, Police / Ambulance Station		Code retired and replaced with multiple classifications CX01 – CX09
				02	Law Court	Mandatory	Includes: Court Of Session, Sheriff Court, Magistrates Court, High Court, Crown Court, Coroners Court and County Court.
				03	Prison	Mandatory	Includes: Custody, Detention, Immigration, Probation, Reception, Remand, Resettlement, Youth Offender Centre and Secure Residential Accommodation.
				04	Public / Village Hall / Other Community Facility	Mandatory	"and other Community Facility". Includes: Scouts, Sea Scouts, Sea Cadets, Boys Brigade, Guides, Youth Club, Day Care Centre, Sure Start (Nursery / Creche) and Community Centre, Hall, Assembly, Meeting, Recreation, Parish, Hall / Room. Also includes: Adult Day Care, Children's Resource Centre, Community Centre For Physical or Mental Disability, Miners' Welfare, Red Cross, Residents' Centre, Road

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		C		04			<i>Safety Centre, Sailors' Welfare, The Blind, Voluntary Centre.</i>
				05	Public Convenience	Mandatory	Includes: free or paid access in publicly accessible places e.g. street, Shopping Mall or Bus / Rail Station.
				06	Cemetery / Crematorium / Graveyard. In Current Use	Mandatory	Includes: Mortuary, Columbarium, Chapel of Rest, Crematorium, Cemetery, Military Cemetery, Woodland Burial Site for either human or animal remains, Burial Ground, Garden Of Rest and Memorial Garden.
				07	Church Hall / Religious Meeting Place / Hall	Mandatory	Building associated with a Place Of Worship. Includes: Nonconformist Meeting House, Preceptory, Chaplaincy and Religious Meeting Room.
C							

Appendix C: – BLPU Classifications

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
		C		08	Community Service Centre / Office	Mandatory	One Stop Shop for multipurpose services, e.g. Local Government and / or other third party services.
				09	Public Household Waste Recycling Centre (HWRC)	Mandatory	To be used for Household Waste Recycling Centre under local authority administration. Commercial Recycling Centre must be recorded with classification CI06.
				10	Recycling Site	Mandatory	Includes: Mini Recycling Centre, e.g. those sited at a Supermarket, Car Park and other publicly accessible locations.
				11	CCTV	Optional	Under local authority administration only.
				12	Job Centre	Mandatory	Government Job Centre not Commercial Employment Agency.
		E	Education These codes must be used where the primary use is education and includes both state and private schools. Also	01	College	Mandatory	Further/ Higher / Technical / Education, e.g. Sixth Form College, HNC/D facility for 16-19 year old or Adult Education. Includes: Art Studies, Business Studies, Language Studies, Performing Arts Studies, Music

Appendix C: – BLPU Classifications

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		E	includes boarding schools.	01			<i>Studies, Technology Studies and Training.</i>
				02	Children's Nursery / Crèche	Mandatory	Includes: Child Day Care / Pre School.
				03	Preparatory / First / Primary / Infant / Junior / Middle School	Mandatory	Includes: Non-State Primary or Preparatory School.
				04	Secondary / High School	Mandatory	Includes: Non-State Secondary School.
				05	University	Mandatory	
				06	Special Needs Establishment.	Mandatory	Includes: School for the Deaf, Special School and School for Special Needs.
				07	Other Educational Establishment	Mandatory	Includes: Mixed Age School, Special Unit, Adult Education / Study Centre, Dental / Language School, Training Ground, Flying Training, Medical Education / Training, Educational Field Studies, Sunday School, Survival Training, Transport Training, Vehicle Driver Training and Shooting Training.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		H	Hotel / Motel / Boarding / Guest House	01	Boarding / Guest House / Bed And Breakfast / Youth Hostel	Mandatory	Includes: <i>Commercial Lodging.</i>
				02	Holiday Let / Accommodation / Short-Term Let Other Than CH01	Mandatory	Not privately-owned Holiday Caravan / Chalet
				03	Hotel / Motel	Mandatory	Includes: Apartment / Hotel
		I	Industrial Applicable to manufacturing, engineering, maintenance, storage / wholesale	01	Factory / Manufacturing	Mandatory	Includes: <i>Animal Feed Factory, Aircraft Building / Works, Boat / Yacht / Ship Building Yard, Cannery, Coach Builders, Cooperage, Cooling / Ice Plant, Craft Manufacturing, Working Mill, Brick Works, Brewery, Cider Press</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		I	distribution and extraction sites	01			/Manufacture, Chemical / Coke Oven Works, Concrete / Pre-Cast Concrete / Cement Works, Cleaning, Dairy Processing, Disinfecting, Distillery, Tar Distillery, Corn / Flour Mill, Food / Drink Processing / Factory, Foundry, Glassworks, Stained Glass, Perfume, Joinery, Laundry, Manufacturing, Engineering / Oil Refining, China Clay / Pottery Works / Manufacturing, Poultry, Egg Vegetable / Fruit Packing, Paper Mill, Printing Works, Shipyard, Ship Repair Yard, Ship Building / Yard, Silk Mill, Sugar Refinery, Iron / Steel Works, Timber Mill and Winery.
				02	Mineral / Ore Working / Quarry / Mine	Mandatory	Includes: active Oil / Gas Extraction, Mineral Mining, Mineral Quarrying / Open Extraction, Mineral / Ore Distribution, Processing, Storage, Sorting / Grading, Extraction of Yorkstone, Silica, Slate, Coal, Mineral / Fuel, Sand, Chalk, Granite,

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		I		02			Limestone, China Clay, Clay / Peat, Coal Mining / Washing, Gravel Works / Washing, China Clay Drying, Stone / Sand Storage, Gravel, Sand, Fluorspar Works, Crusher, Screening Plant, Slag Heap.
				03	Workshop / Light Industrial	Mandatory	Includes: Bakery, Catering, Craft Workshop, Kitchen, Forge, Building / Engineering Workshop, Boat / Yacht Maintenance / Repair / Testing, Vehicle Servicing / Repair / Examination / Inspection / Testing Centre / Garage (excluding larger Vehicles – see CI08).
				04	Warehouse / Store / Storage Depot	Mandatory	Includes: Postal Sorting / Distribution, Bonded Warehouse, Crop Handling, Grain Drying, Solid Fuel, Cement, Coke, Solid Fuel, Beer / Coal / Cement / Cold / Fertilizer / Fruit / Grain / Metal / Milk / Paper / Pipe / Sand / Steel / Stone / Timber / Tyre / Storage, Tank (above and below ground).
				05	Wholesale Distribution	Mandatory	Includes: Crop, Solid Fuel / Timber Distribution.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		I		06	Recycling Plant	Mandatory	To be used for commercially owned Recycling Plant only. Includes: Scrap Metal Handling / Vehicle Breaker. For Recycling Plant under local authority administration use code CC09 or CC10.
				07	Incinerator / Waste Transfer Station	Mandatory	Includes: public and private operator, <i>Incineration</i> .
				08	Maintenance Depot	Mandatory	Includes: <i>Aircraft / Plane Maintenance, Ship / Ferry / Large Vessel Maintenance / Repair / Testing, Train, Bus, Truck, Road Maintenance Depot / Council Depot</i> .
		L	Leisure Applicable to recreational sites and enterprises	01	Amusements	Mandatory	Includes: Casino, Fun Castle (inflatable), Gaming Machines, Arcade / Leisure Pier / Coin Operated Telescope.
				02	Holiday / Campsite	Mandatory	Includes: <i>Camping, Caravanning, Holiday Accommodation, Holiday Park, Holiday Centre, Touring Caravan Site, Youth Organisation</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		L		02			Camp, School Camp, Brownie, Scout / Guide Camp.
				03	Library	Mandatory	Includes: Reading Room.
				04	Museum / Gallery	Mandatory	Includes: Art Centre, Gallery / Studio, Aviation, Craft, Industrial, Maritime, Military, Science, Social History / Transport Museum / Heritage Centre.
				05	Nightclub		Code retired, Nightclub see CR06
				06	Indoor / Outdoor Leisure / Sporting Activity/ Centre	Mandatory	Covers all sporting activities (both municipal and private). Includes: Angling, Archery, Athletics, Badminton, Basketball, Bathing, Boating, Bowls, Circus, Civilian Shooting, Clay Pigeon Shooting, Crazy Golf, Cricket, Croquet, Curling, Cycling Sports including BMX Racing and Cycle Cross Racing, Deer Park, Donkey Stand, Driving / Leisure / Swimming Pool, Equestrian Sports, Football, Fitness, Fishing, Gliding, Golf Facility / Course, Greyhound Racing,

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		L		06			Gymnasium, Hockey, Horse Racing, Horse Trials, Ice Sports, Lacrosse, Leisure / Sports Centre, Model Sports, Model Boating, Model Car Racing, Model Sports, Motor Sports including Motor Cycle Racing, Motor Racing Training, Stock Car Racing, Motocross, Off Road Driving, Go Karting, Rallying and Sprint Car Racing, Netball, Paintball Centre, Pitch and Putt, Playing Field, Petanque, Pheasantry, Point to Point, Polo, Public Baths, Quoits, Racquet Sports, Roller Skating, Rugby, Recreation Ground, Sailing, Sauna, Shinty, Show Jumping, Skateboarding, Skiing, Snooker, Solarium, Speedway, Squash, Swimming, Table Tennis, Tennis, Tenpin Bowling, Village Cricket Ground, Water Sports including Water Skiing, Canoeing, Rowing, Wildlife Sports, Windsurfing, Winter Sports.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		L		07	Bingo Hall / Cinema / Conference / Exhibition Centre / Theatre / Concert Hall	Mandatory	Includes: <i>Entertainment Centre / Complex, Dancing / Fairground</i> . Please note that Arena and Stadia must be recorded with classification CL11.
				08	Zoo / Theme Park	Mandatory	Includes: <i>Amusement Park, Water Park, Aquatic Attraction, Wildlife / Zoological Park or Centre, Aquarium, Oceanarium, Model Village Site, Butterfly Farm</i> .
				09	Beach Hut (Recreational, Non-Residential Use Only)	Optional	Bathing Tent.
				10	Licensed Private Members' Club	Mandatory	Includes: <i>Working Men's Club, Masonic Lodge, Political, Military, Health, Recreational/Social Club, Life Saving Club, Fitness Club, Recreational / Country Club</i> where the Club is the primary use.
				11	Arena / Stadium	Mandatory	Includes: <i>Agricultural Showground, Army Showground, Athletics, Cricket, Football, Greyhound Racing, Rugby, Speedway, Tennis</i> ,

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		L		11			Venue Arena, Showground, Stadium and professional Stadia e.g. Wembley Arena, Wembley Stadium, Plainmoor, Wimbledon, Lords, etc. All of which have a permanent structure which constitutes primary use of the BLPU.
		M	Medical Applicable to medical services provided and research facilities. These may be public or private sector services	01	Dentist	Mandatory	
				02	General Practice Surgery / Clinic	Mandatory	Includes: <i>Health Centre / Health Care Service, Blind Person Service, Day Care Service, Deaf Persons Service, Disabled Persons Service, Drugs Clinic, Family Service, NHS Walk in Centre, Mental Health Centre.</i>
				03	Hospital / Hospice	Mandatory	Includes: Convalescent Home
				04	Medical / Testing / Research Laboratory	Mandatory	
				05	Professional Medical Service	Mandatory	Includes: Acupuncture, Alternative Therapist, Assessment Service, Blood

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		M		05			Donor Centre, Chiropodist, Development Centre.
		N	Animal Centre Applicable to services for domesticated animals and animal rescue centres	01	Cattery / Kennel	Mandatory	
				02	Animal Services	Mandatory	Pet Grooming and any other animal services not included in CN01, 03, 04 or 05. Includes: Animal Welfare, Cat / Dog Home / Wildlife Rescue Centre providing temporary accommodation, Animal Training, Dog Pound / Training and Animal Quarantine.
				03	Equestrian	Mandatory	Includes: Breeding / Horse Racing / Commercial Stable / Riding, Horse Riding School, Manège, Stud Farm and Equestrian Training.
				04	Vet / Animal Medical Treatment	Mandatory	Includes: Equine / Animal Hospital, Veterinary Service.
				05	Animal / Bird / Marine Sanctuary	Mandatory	Includes: Deer, Donkey, Seal, Waterfowl and all Wildlife. To be used for a Sanctuary which provides permanent accommodation.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		O	Office Applicable to all types of offices (public and private sector)	01	Office / Work Studio	Mandatory	Includes: Architects, Central / Local Government Services, including Civic / Town Hall, Welfare, Social and Child Care Services, Consulates, Embassies, Dock, Harbour and Foreshore Office, High Commission, Film Studio, Pilot's Office, Solicitors, Estate Management Office, Advice Service, Citizen's Advice Bureau.
				02	Broadcasting (TV / Radio)	Mandatory	Includes: Music / Recording Studio.
		R	Retail Applicable to commercial enterprises open to public visiting	01	Bank / Financial Service	Mandatory	Includes: Insurance Broker, Building Society. Does not include ATM Kiosks (these must be recorded with classification CR11).
				02	Retail Service Agent	Mandatory	Retail outlet primarily providing services rather than products. Includes: Air Force / Army / Navy Office, Auction House, Estate (including Show Homes) / Travel, Ticket Agent / Agency, Undertaker, Funeral Parlour, Sales Office, stand

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		R		02			alone Vehicle Wash (not part of a Garage), Delivery Point (Drop Box), Electronic Delivery Locker, Docking Station (bicycle, electric vehicle), Hire Shop, Boat / Car Hire, Contract Hire, Mobile / Telephone Hire / Agricultural Contract Hire, Agricultural Infrastructure Service, Post Office, Employment Agent / Agency, Dry Cleaner and Launderette.
				03	Hairdressing / Beauty Salon		Code retired, Hairdressing / Beauty Salon - now CR08
				04	Market (Indoor / Outdoor)	Mandatory	Excludes street vendors see CR09. Includes: Fish, Fruit, Livestock, Cattle, Sheep and Vegetable / Wholesale Market.
				05	Petrol Filling Station	Mandatory	Includes: Vehicle Wash / Valeting (where part of garage).
				06	Public House / Bar / Nightclub	Mandatory	Where perceived as primary use open to public. Includes: Pub, Inn.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		R		07	Restaurant / Cafeteria	Mandatory	Where primary use of refreshment house allows customers eat food purchased on the premises. Could also be described as <i>Canteen</i> .
				08	Shop / Showroom	Mandatory	All 'high street' shops. Includes: Newsagent, Baker, Butcher, <i>Chandlery</i> , Chemist, Optician, Hairdresser, Charity Shop, Garden Centre, <i>Cash and Carry</i> , <i>Commercial / Designer Outlet</i> , <i>Department Store</i> , <i>Hypermarket</i> , <i>Shopping Centre</i> , <i>Supermarket</i> , <i>Superstore</i> , <i>Retail Centre / Complex / Park / Warehouse</i> , Merchant, <i>Agricultural Merchant</i> , Auction Room, <i>Trade / Vehicle Distribution</i> , <i>Saddlery</i> , <i>Smithy</i> , <i>Stone / Monumental Masons</i> , Photo Booth Kiosk, Weighing Machine and Vending Machine, if separately rated.
				09	Other Licensed Premise / Vendor	Mandatory	Includes: Betting / Taxi Office, Taxi Rank, Off Licence, Sex Shop, Street

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		R		09			Vendor, Tattoo Parlour and Fishermen's Hut. Excludes those included in CR06, CR07, CR10.
				10	Fast Food Outlet / Takeaway (Hot / Cold)	Mandatory	Where sale of food to be consumed is away from the premises is the primary use, e.g. Sandwich Bar and Kiosk.
				11	Automated Teller Machine (ATM)	Optional	"Hole in the wall" inside, or on building fronts and / or free standing structures. 'Inside' excludes those inside single purpose commercial outlets and is only intended to refer to those, for example inside a shopping mall. Each ATM must be an individual SAO, if attached to the building PAO.
		S	Storage Land	01	General Storage Land	Optional	Includes: <i>Equipment, Storage Pound, Contractors Yard.</i>
				02	Builders' Yard	Optional	
		T	Transport	01	Airfield / Airstrip / Airport / Air Transport	Mandatory	Includes: <i>Air Traffic Control, Aeroplane / Air Passenger Terminal, Helicopter Station, Helipad / Heliport.</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		T		01	Infrastructure Facility		
				02	Bus Shelter	Mandatory	Excludes: Bus Station (see CT08)
				03	Car / Coach / Commercial Vehicle / Taxi Parking / Park And Ride Site	Mandatory	Excludes allocated Residential Parking Space (see RC01) Lock-up Garage and Garage Court (RG02), Petrol Station (CR05) and Overnight Lorry Park (CT12). Includes: Public and Private Commercial Vehicle Parking allocated space.
				04	Goods Freight Handling / Terminal	Mandatory	Includes: Air, Container, Rail, Road, Ship Freight / Handling.
				05	Marina	Mandatory	Excludes: Harbours, Ports, Docks and Piers (see CT13).
				06	Mooring	Optional	Excludes: Residential Mooring (see RD07).
				07	Railway Asset	Optional	Where public access is restricted, such as Signal Box, Level Crossing, Siding.
				08	Station / Interchange / Terminal / Halt	Mandatory	All vehicular types. Includes: Bus, Coach, Metro, Tram, Train, Underground, Light Railway.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		T		09	Transport Track / Way	Optional	Includes: <i>Chair Lift, Cable Car, Ski Tow, Cliff Railway, Monorail.</i>
				10	Vehicle Storage	Mandatory	Includes: <i>Bus, Boat / Dinghy, Car Storage / Depot.</i>
				11	Transport Related Infrastructure	Mandatory	Includes: <i>Weighbridge, Load Gauge, Toll Booth, Waterway Lock / Weir, Aqueduct, Viaduct, Tunnel Portal, Bridge.</i>
				12	Overnight Lorry Park	Mandatory	Facility where primary use is overnight parking of Commercial Vehicles. Excludes: <i>Petrol Station (see CR05) and lay-by.</i>
				13	Harbour / Port / Dock / Dockyard / Slipway / Landing Stage / Pier / Jetty / Pontoon / Terminal / Berthing / Quay	Mandatory	Includes: <i>Passenger / Vehicular Ferry / Ship Terminal, Nautical Berthing, Nautical Refuelling Facility, Tanker, Non-Tanker Berthing.</i>
		U	Utility Applicable to BLPUs relating to energy, water or telecommunication	01	Electricity Sub Station	Mandatory	
				02	Landfill	Mandatory	
				03	Power Station / Energy Production	Mandatory	Includes: <i>Wind, Solar, Photovoltaic insulation Farm / Turbine,</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		U	supply and refuse disposal	03			Hydroelectric, Fossil Fuel, <i>Electricity</i> / Nuclear Production / Distribution facility and combined heat and power plants where primary function.
				04	Pump House / Pumping Station / Water Tower	Mandatory	Includes: Water / Sewage / Waste Water, Controlling, Distribution, Filtration, Pumping, Testing, Quality Monitoring, Storage / Basin.
				05	Recycling site		Code retired – see CI06
				06	Telecommunication	Mandatory	Includes: Telephone / Radio / TV Mast, Telephone / Mobile / Engineering / Receiving / Relay / Transmission / Exchange, Radio / Radar / Television / Receiving / Relay / Transmission, Cable Television.
				07	Water / Waste Water / Sewage Treatment Works	Mandatory	Includes: Water Cleaning / Compound / Controlling / Cooling / Draining / House / Regulating / Value / Control Value, Sewage Aeration / Evaporation / Filtration / Regulating / Recycling / Macerating / Monitoring / Sludge / Storage / Treatment / Ventilating.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		U		08	Gas / Oil Storage / Distribution	Mandatory	Includes: Gas Distribution / Governor / Holder / Monitoring / Terminal / Regulating / Storage, Oil / Fuel / Depot / Storage / Terminal, Petroleum / Fuel Storage.
				09	Other Utility Use	Mandatory	Includes: Air Quality Station, Boiler / Heating / Ventilation House / Station, Cable Terminal Station, Landfill Gas Collection Point, Space Observatory, Satellite Earth Station, Radar Station and Scientific Facility.
				10	Waste Management	Mandatory	Includes: Local Tip, Waste Ash / Baling / Clarifier / Disposal / Distribution / Processing / Pulverisation / Treatment, Large Waste Management Site. Excludes CC09, CC10, CI06 and CI07.
				11	Telephone Box	Optional	Free-standing outdoor Public Telephone Box/Facility. See Note 6
				12	Dam	Mandatory	E.g. Thames Barrier, Derwent Dam.
		X	Emergency / Rescue Service ¹	01	Police / Transport Police / Station	Mandatory	Includes: Police Service Training / Boat / Equipment / Headquarters / Helicopter / Kennels / Services /

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		X		01			Storage / Police Traffic Controlling / Vehicle.
				02	Fire Station	Mandatory	Includes: Fire Equipment / Tower / Service Training.
				03	Ambulance Station	Mandatory	Includes: Air Sea Rescue / Air Ambulance.
				04	Lifeboat Services / Station	Mandatory	Includes: Inshore Rescue Station.
				05	Coastguard Rescue / Lookout / Station	Mandatory	
				06	Mountain Rescue Station	Mandatory	
				07	Lighthouse	Mandatory	Working Lighthouse only, non-tourist
				08	Police Box / Kiosk	Mandatory	Includes temporary site accommodation at location.
		Z	Information	01	Advertising Hoarding	Mandatory	Where taxable. Includes: ADBOXes, Sponsored roundabouts.
				02	Tourist Information Signage	Optional	Includes: Visitor Information.
				03	Traffic Information Signage	Optional	Only to be used for electronic and / or mechanical signage where change information is displayed.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		Z		03			All road and street signage and / or street furniture is excluded.
L	Land ²	A	Agricultural - Applicable to land in farm ownership and not run as a separate business enterprise.	01	Grazing Land	Optional	
				02	Permanent Crop / Crop Rotation	Optional	Includes: Orchard
		B	Ancillary Building			Mandatory	For Child Records of large sites such as defined locations on open land and public parks, where no other suitable secondary or tertiary Classification is available. Includes: Sports Viewing / Pavilion / Changing Room, Bandstand and other park buildings and structures such as <i>Aviary, Dovecot, Cage</i> .
		C	Burial Ground	01	Historic / Disused Cemetery / Graveyard	Optional	Graveyards in current use must be classified under CC06
		D	Development	01	Development Site	Mandatory	All development sites including both greenfield and brownfield land subject to planning application / permission.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
L		D		01			Includes: <i>Commercial / Community / Residential / Transport Construction Site.</i>
		F	Forestry Managed or unmanaged wooded land not used for other purposes – includes amenity wooded land.	01	Orchards		Code retired, Orchard see LA02
				02	Forest / Arboretum / Pinetum (Managed / Unmanaged)	Optional	Area of wooded land capable of supporting commercial industrial activity such as forestry or logging, and usually greater than 1 acre in size.
				03	Woodland	Optional	Area of wooded land not used for commercial industrial processes and incapable of yielding crops due to adverse site conditions, privately or publicly owned.
		L	Allotment			Mandatory	
		M	Amenity Open areas not attracting visitors.	01	Landscaped Roundabout	Optional	Accessible to pedestrians, not including highway.
				02	Verge / Central Reservation	Optional	Includes: <i>Roadside Verge, Natural Central Reservation.</i>
				03	Maintained Amenity Land	Optional	
				04	Maintained Surfaced Area	Optional	Paved areas of land such as piazzas, not part of streets e.g. Trafalgar Square.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
L		M		04			Includes: Made Central Reservation / Pavement. Excludes named streets and pedestrianised streets.
		O	Open Space	01	Heath / Moorland	Optional	
		P	Park	01	Public Park / Garden	Mandatory	Includes: Aromatic / Botanical / Commemorative / Municipal / Nature / Ornamental / Public Garden / Park.
				02	Public Open Space / Nature Reserve	Mandatory	Includes: Country Park, Village Green. Excludes: Playground, see LP03
				03	Playground	Mandatory	Includes: public and private Play Area / Centre / Park, Playground, Paddling Pool, Children's Amusement Park and Adventure Playground. See CL06 for other Recreational Facility.
				04	Private Park / Garden	Mandatory	Includes: private Gardens associated with Stately Home, Large House etc. e.g. Buckingham Palace Gardens. Excludes Theme Park – refer to CL08

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
L		U	Unused Land	01	Vacant / Derelict Land	Optional	
		W	Water	01	Lake / Reservoir	Mandatory	Includes: Flood Storage Area, Balancing Pond, Brine / Buried Reservoir. Excludes Dam and other structures (see CU12)
				02	Named Pond	Mandatory	Includes: Dew Pond, Decoy Pond, Static / Still Water, Moat. Excludes Leisure Fishing, see CL06
				03	Waterway	Optional	Includes: Brook, Canal / Active / Feeder / Inactive, Drain, Leat, Race, River, Reen, Stream.
M	Military ³ Military Defence Site	A	Army			Mandatory	BLPU for site. The Parent BLPU for the site should include provision for the following Objects which may be present on the site, see Note 3. These include: Ammunition / Armoury / Magazine Storage, Camp, Territorial Army, Depot, Bombing / Firing / Military / Weapons Range, Site, Storage, Training.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
M		B	Ancillary Building			Mandatory	For Child Records of large sites such as numbered or named buildings within the site, where no other suitable secondary or tertiary Classification is available. <i>Includes: Target, Royal Military Police, Royal Auxiliary Air Force, Royal Air Force Station, Royal Fleet Auxiliary, Royal Naval Site, Royal Naval / Marine Reserve, Accommodation where no public access provided, see Note 3.</i>
		F	Air Force			Mandatory	BLPU for site. The Parent BLPU for the site should include provision for the following Objects which may be present on the site, see Note 3. <i>These include: Ammunition / Armoury / Magazine Storage, Camp, Air Base / Force, Depot, Bombing / Firing / Military / Weapons Range, Site, Storage, Training.</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
M		G	Defence Estates			Mandatory	Land or buildings used by the Ministry of Defence
		N	Navy			Mandatory	BLPU for site. The Parent BLPU for the site should include provision for the following Objects which may be present on the site, see Note 3. These include: <i>Ammunition / Armoury / Magazine Storage, Camp, Naval Base, Depot, Bombing / Firing / Military / Weapons Range, Site, Storage, Training.</i>
P	Parent Shell	P	Property Shell			Mandatory	Terrace, block or address shell where BLPU does not attract its own cross references. See Section 11.9.1.6.
		S	Street Record			Mandatory	
R	Residential ⁴	B	Ancillary Building			Mandatory	For Child Records of large sites such as out-buildings to the principal dwelling, also including concierge buildings and site offices, where no other suitable secondary or tertiary Classification is available. The

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
R		B					Parent Record holds the main Classification.
		C	Car Park Space	01 01	Allocated Parking	Optional	Replaces RG01. Residential only. For Commercial see CT03.
		D	Dwelling	01	Caravan	Mandatory	Applicable to primary residences.
				02	Detached	Mandatory	
				03	Semi-Detached	Mandatory	
				04	Terraced	Mandatory	Includes: end of terrace property
				05	Bungalow		Code retired see RD02, RD03 and RD04
				06	Self-Contained Flat (Includes Maisonette / Apartment)	Mandatory	Includes: professional key worker accommodation, for example nurses' accommodation. Also includes annexes if part of the same structure as the Parent BLPU. See Note 4.
				07	House Boat	Mandatory	Includes narrow boats.
				08	Sheltered Accommodation	Mandatory	
				09	HMO (includes bedsits)		Code retired, see (RH01, RH02 and RH03)
				10	Privately Owned Holiday Caravan / Chalet	Mandatory	Where not the primary residence

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
R		G	Garage	01	Allocated parking space		Retired Code (new code RC01)
				02	Lock-Up Garage / Garage Court	Mandatory	
		H	House In Multiple Occupation ⁵	01	HMO Parent	Mandatory	HMO property shell housing bedsits.
				02	HMO Bedsit / Other Non Self Contained Accommodation	Mandatory	HMO bedsit or other non-self-contained accommodation as Child of HMO property shell. Includes rooms within communal residences such as student 'cluster' flats.
				03	HMO Not Further Divided	Mandatory	HMO where bedsits not recorded because internal layout is not known therefore RH01 and RH02 cannot be applied.
		I	Residential Institution	01	Care / Nursing Home	Mandatory	Includes: <i>Blind / Convalescence / Handicapped / Maternity / Medical Care / Rest / Sanatorium Home.</i>
				02	Communal Residence	Mandatory	Includes: <i>Children's / Retirement Home, Orphanage, Hostel, Retirement, Refuge/ Residential Centre, Religious Community, Abbey, Convent, Monastery, Priory, Climbing Hut, Shielings, Non-Commercial Lodging.</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
R		I		03	Residential Education	Mandatory	Includes: Boarding School Accommodation, Halls of Residence.
U	Unclassified	C	Awaiting Classification			Mandatory	Awaiting new Classification code.
		P	Pending Internal Investigation			Mandatory	Awaiting site visit or local information to resolve usage classification.
X	Dual Use					Optional	Temporary Classification for BLPU's attracting both Council Tax and NNDR pending creation of separated BLPU's. However this Classification may be used for Live/Work units that attract both residential and commercial rates. Not to be used for any non-residential/commercial mixed use.
Z	Object of Interest ⁶	A	Archaeological Dig Site			Mandatory	
		M	Monument	01	Obelisk / Milestone / Standing Stone	Mandatory	Includes: Disused Trig Point, Cairn, Vista Point.
				02	Memorial / Market Cross	Mandatory	Includes: Clock Tower, Cenotaph, War Memorial.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
Z		M		03	Statue	Mandatory	
				04	Castle / Historic Ruin	Mandatory	
				05	Other Structure	Mandatory	Includes: <i>Boundary Stone, Non-Operational Mill /Windmill, Waterwheel, Water Trough, Cascade / Fountain, Folly, Grotto, Arch, Pagoda, Ornamental Structure, Permanent Art Display, Sculpture, Listed Bench and Seaside Shelter, Gun Emplacement, Pill Box, Air Raid Shelter / Bunker.</i>
		S	Stately Home			Mandatory	Buildings open to the public, including palaces. For Stately Homes which are primarily residential please use relevant Classification from Residential – Dwelling.
		U	Underground Feature ⁷	01	Cave	Mandatory	Named visitor attractions with public access only.
				02	Cellar		Retired now ZV01
				03	Disused mine		Retired now ZV02
				04	Pothole / <i>Natural Hole</i>	Mandatory	Named visitor attractions with public access only.
				05	Well and spring		Retired now ZV03

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
Z		V	Other Underground Feature	01	Cellar	Optional	
				02	Disused Mine	Optional	Includes: <i>Inactive Mineral Mining / Mineral Open Extraction / Quarrying, Gas / Oil Extraction.</i>
				03	Well / Spring	Optional	
		W	Place Of Worship			Mandatory	Includes: <i>Abbey, Baptistery, Cathedral, Church, Chapel, Citadel, Gurdwara, Kingdom Hall, Methodist, Mosque, Minster, Stupa, Succah, Synagogue, Tabernacle, Temple, Lych Gate.</i>

Footnotes on BLPU Classifications table:

1. "Station" refers to buildings from which the service may mobilise officers and / or resources. Purely administrative buildings and unmanned stations should be recorded with the relevant tertiary Classification within "CO – Commercial - Office". The service should be defined using the Organisation Name.
2. For definition of Land Classifications, see <http://www.magic.gov.uk/home.htm> (Accessed January 2016)
3. Intended to be used for a Parent BLPU. A Child Record must be classified by the use of other BLPU Classification codes, where possible and public access has been granted e.g. barracks are residential institutions - RI02. Military Sites may be kept as local Records if required for internal service delivery. If an SNN Authority intends to transfer these Records to GeoPlace, the Authority Address Custodian must ensure that they have the approval of the site owner to

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share the information. If the site and internal buildings are clearly identified on the basemap, then the information is already widely available and no further checks are necessary.

4. A residential annexe such as a 'Granny Flat' that has its own street access and SNN approved address must be recorded as separate BLPU with a Classification of RDxx. Any other annexe only accessible from or via another BLPU may be separately recorded but the word "Annexe" should be included in the SAO to identify its use under granted planning conditions. These annexes must also be classified as RDxx.
5. For definition of Houses in Multiple Occupation. See **Appendix J**.
6. Some Addressable Objects are also listed buildings in their own right. These Addressable Objects should not be separately classified, rather their primary use, for example, residential should be recorded as the BLPU Classification. In some instances parts of buildings / monuments are listed, for example, stone walls, railings, staircases. These must not be created as individual BLPUs but recorded as an application cross-reference against the Parent property. If an Addressable Object is no longer used for its original purpose, but remains as a listed building, for example a telephone box which no longer is used as such and no longer contains a telephone, then it should be classified as an Addressable Object of Interest code Z.
7. For Underground Feature, only the clearly identifiable access point above ground should be recorded as a BLPU.

Appendix C: – BLPU Classifications

2. List of alphabetical Addressable Objects and their Classification codes

An alphabetical list of Primary, Secondary and Tertiary Addressable Objects and their Classification codes.

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Advertising Hoarding	Advertising Board Advertising Right Bill Board	Where taxable. Includes ADBOXes.	Free standing advertising hoarding	Create the Object as a PAO. The preferred PAO text is "Advertising Right". Do not create an advertising hoarding as a Child of a Street BLPU Record.	UPRN: 1 PAO: Advertising Right	CZ01
			Advertising hoarding within or attached to an existing gazetteer object.	Create the Object as a SAO and associate to the relevant PAO. The preferred SAO text is "Advertising Right".	UPRN: 2 PAO: Bus Shelter B SAO: Advertising Right PARENT UPRN: 1	
Airport, Airstrip and Air Transport Infrastructure Facility	Airfield	Includes Aeroplane / Air Passenger Terminal, Air	Main site (covers the whole curtilage of the site).	Create a Parent BLPU for the whole airport site.	UPRN: 1 PAO: Gatwick Airport	CT01

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Traffic Control Helicopter Station, Helipad / Heliport, and Airfield.	Airport Terminal	If the airport covers an extensive site and is made up of a number of linked terminals, capture each terminal as a Child Record and associate to the Parent Record.	UPRN: 2: PAO: Gatwick Airport SAO: North Terminal PARENT UPRN: 1	CT01
			Airport Departure / Arrival, Gate and Shop	Further subdivisions (including departures / arrivals gates, shops etc.) may be at additional levels of hierarchy as described in Section 11.	UPRN: 3 PAO: Gatwick Airport SAO: Departure Building North Terminal Parent UPRN: 2	CT01
					UPRN: 4 PAO: North Terminal Gatwick Airport SAO: Kiosk 1 Departure Building Parent UPRN: 3	CR08

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Allocated Parking		For residential only. For commercial, see CT03.				RC01
Allotment						LL
Ambulance Station		Ambulance service NHS trust buildings used for purely administrative purposes must be recorded as Commercial, Offices – CO01.	Ambulance Station main building	Create a BLPU for the station with a PAO including the official name and append the text "Ambulance Station". A list of ambulance stations is available online from the regional ambulance service NHS trust.	PAO: Ripley Ambulance Station	CX03
Amusements	Arcade Casino					CL01
Animal, Bird or Marine Sanctuary		Includes wildlife reserves				CN05

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Animal Service		Pet grooming and any other animal services not included in CN01, 03, 04 or 05.				CN02
Archaeological Dig Site				If no official name exists, include a meaningful description to be included for the land where the activity is taking place using the conventions outlined in Section 3.11 – Protocols for naming land parcels.	UPRN:1 PAO: Six Hills Common UPRN:2 PAO: Six Hills Common SAO: Six Hills Tumuli PARENT UPRN:1	ZA
Arena and Stadium		Includes venue arenas, show grounds and professional stadia e.g.				CL11

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Wembley Arena, Wembley Stadium, Plainmoor, Wimbledon, Lords, etc. All of which have a permanent structure which constitutes primary use of the BLPU.				
Automated Teller Machine (ATMs)	ATMs Cash Points Cash Machines Hole in the wall	“Hole in the wall” inside, or on building fronts and or free standing structures. ‘Inside’ excludes those inside single	Free standing ATMs	Create the Object as a PAO with the PAO text “ATM”. Do not create an ATM created as a Child of a Street BLPU Record.	PAO: ATM	CR11

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		purpose commercial outlets and is only intended to refer to those, for example inside a shopping mall. Each ATM must be an individual SAO if attached to the building PAO.	Ancillary ATMs	Create the Object as a SAO with the SAO text "ATM".	UPRN:1 PAO: Tesco UPRN:2 PAO: Tesco SAO: ATM PARENT UPRN:1	
Awaiting Classification		Awaiting new Classification code.				UC
Bank / Financial Service		Does not include ATM kiosks (these must be recorded with Classification CR11).				CR01

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Beach Hut (recreational, non-residential use only)						CL09
Broadcasting (TV, Radio)						CO02
Builders' Yard						CS02
Bus Shelter		Excludes Bus Station (see CT08)	Freestanding Bus Shelter	Create a PAO for the Bus Shelter. Where a defined local system of naming is used (and is clearly viewable on the object), use this PAO. Otherwise, use the text "Bus Shelter". Do not create a Bus shelter as a Child of a Street BLPU Record.	PAO: Bus Shelter	CT02

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Bus shelters and bays within bus stations / terminals	Create a SAO for the Bus Shelter and associate with the PAO for the Bus Station. If a defined local system of naming is used (and is clearly viewable on the object), use this for the SAO. Otherwise, use the text "Bus Shelter".	UPRN: 1 PAO: Central Bus Station UPRN:2 PAO: Central Bus Station, SAO: Bus Shelter B PARENT UPRN:1	
Car, Coach Commercial Vehicle, Taxi parking, and Park and Ride Site	Car Park Coach Park Park and Ride Site Garage Blocks	Excludes allocated residential parking spaces (see RC01). Lock-up Garages and Garage Court (RG02), petrol stations (CR05) and overnight	Car Parks Park and Ride Sites	Create an AO. Use official or meaningful locally used names if possible. Otherwise the preferred AO text is "Car Park" and "Park and Ride Site"	PAO: Bancroft Road Car Park PAO: NCP Car Park PAO: Garage Block	CT03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		lorry parks (CT12). Includes commercial allocated parking spaces.	Garage Blocks	Create an AO. Use official or meaningful locally used names if possible. Otherwise the preferred AO text is Garage Block.		
Caravan		Applicable to mobile homes occupied as permanent residences. For Holiday Caravan Site, see CL02.				RD01
Care / Nursing home			Care / Nursing home main site / building.	Create 1 Parent BLPU for the care / nursing home.		RI01

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Individual units of occupation	Create individual units of occupation as SAOs.		RH02
Castle and historic ruin						ZM04
Cattery and Kennel						CN01
Cave		Named visitor attractions with public access only.		Only record the above ground, identifiable access point in the gazetteer. Use the official or meaningful locally used name.	PAO: Cae Gwyn Cave	ZU01
CCTV		Under local authority administration only.				CC11
Cellar						ZV01
Cemetery, Crematorium and		Includes mortuaries and woodland burial				CC06

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Graveyard in current use		sites for either human or animal remains				
Church hall		Building associated with a place of worship.				CC07
Coastguard Rescue and Lookout Station						CX05
College		Further education, sixth form. This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.				CE01
Commercial - Ancillary Building		For Child Records of large sites such				CB

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		as schools, colleges and hospitals, where no other suitable secondary or tertiary Classification is available. E.g. School is listed as Parent but science building needs to be entered separately for emergency service reasons. It can be coded using this Classification. Also including security huts and site offices. The Parent Record				

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		holds the main Classification.				
Communal Residence		E.g. hostels, refuge centres, convents, monasteries, climbing huts and shielings.	Residence main site / building	Create 1 BLPU for the hostel.	PAO: Hostel	RI02
			Individual units of occupation	Capture individual units of occupation as SAOs.		RH02
Community Service Centre and Office		One stop shops for multipurpose services, e.g. Council and / or third party services.				CC08
Children's Nursery	Nursery School	Child Day Care and Pre School				CE02
Dam	Flood Protection				PAO: Thames Barrier PAO: Derwent Dam	CU12
Dentist						CM01
Detached			House, bungalow			RD02

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Development Site		All development sites including both greenfield and brownfield land subject to planning application / permission.		See Section 11.3 . Site hut on development site.	UPRN: 1 PAO: Berkeley Homes development site UPRN: 2 PAO: Berkeley Homes development site SAO: site hut	LD01 CB
Disused mine						ZV02
Dual Use		Temporary Classification for BLPU's attracting both Council Tax and NNDR pending creation of separated BLPU's. However this Classification may be used for Live/Work units				X

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		that attract both residential and commercial rates. Not to be used for any non-residential / commercial mixed use.				
Electricity Sub Station						CU01
Equestrian		Includes manège and horse riding school.				CN03
Factory and manufacturing		Includes working mills, breweries and laundries.				CI01
Farm and non-residential associated building		E.g. poultry, livestock, dairy, barns, silos and sheds.	Farm site (includes everything within the curtilage of the farm)	Create a BLPU for the farm site as a PAO.	UPRN: 1 PAO: Nickle Farm	CA01

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Non-residential associated buildings	If associated properties or functions within the farm curtilage fall within the scope of the Classifications, create these as SAOs.	UPRN: 2 PAO: Nickle Farm SAO: Barn PARENT UPRN: 1	CA03 The correct Classification for the current AO must be used – not the Classification of the Parent.
			Residential Associated Buildings	Create these as SAOs.	UPRN: 3 PAO: Nickle Farm SAO: Nickle Farm House PARENT UPRN: 1	RD02 The correct Classification for the current AO must be used – not the Classification of the Parent.

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Fast food outlet / takeaway (hot and cold)		Where sale of food to be consumed away from the premises is the primary use, e.g. sandwich bars and kiosks				CR10
Fire Station		Fire buildings used for purely administrative purposes must be recorded as Commercial, Offices	Fire station main building	Create a BLPU for the station with a PAO including the official name and append the text "Fire Station". Add the name of the relevant fire and rescue service / authority to the Organisation Name Field of the BLPU.	PAO: Newcastle Fire Station ORGANISATION NAME: Tyne and Wear Fire and Rescue Service	CX02
Fishery		Fish farms. To be used for commercial production only				CA02

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		e.g. trout or salmon farms or hatcheries - please note that leisure fishing must be recorded with Classification CL06				
Flat		Self contained flat (includes maisonettes and apartments. Also includes annexes if part of the same structure as the Parent BLPU. See Note 4.	Block of flats	Create 1 Parent BLPU for the block of flats.	UPRN: 1 PAO: Meridian Point	PP
			Flats	Capture individual units of occupation as SAOs and associate to the Parent property.	UPRN: 2 PAO: Meridian Point SAO: Apartment 1 PARENT UPRN: 1	RD06
Forest, Arboretum, Pinetum (managed and unmanaged)		Area of wooded land capable of supporting commercial industrial activity				LF02

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		such as forestry or logging, and usually greater than 1 acre in size.				
Gas and Oil Storage and Distribution		Includes Gas Governors				CU08
General Storage Land						CS01
Goods freight handling and Terminal		Includes Air, container handling, Rail, Road and Ship Freight Handling.				CT04
GP surgery and clinic						CM02
Grazing land	Paddocks			See Section 11.11 - Describing Land Parcels		LA01

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Guest House, B and B or Youth Hostel	Bed and Breakfast		Guest house / B and B / Youth Hostel main building / site.	Create 1 BLPU for the guest house, B and B or hostel.	UPRN: 1 PAO: The Conifers Guest House	CH01
			Individual units of occupation.	Capture individual units of occupation as SAOs.	UPRN: 2 PAO: The Conifers Guest House SAO: Managers Flat PARENT UPRN: 1	RD06
Harbour, Port, Dock, Dockyard, Slipway, Landing Stage, Pier, Jetty, Pontoon, Terminal, Berthing and Quay	Harbour Port Dock Pier Jetty Pontoon Terminal Berthing Quay	Includes Passenger / Vehicular Ferry and Ship terminals. Nautical Berthing, Nautical Refuelling Facility, Tanker and Non-Tanker Berthing	Main site (includes everything within the curtilage of the site)	Create a BLPU for the harbour, port, dock or pier as a PAO including the official name as part of the PAO.	UPRN: 1 PAO: Wivenhoe Port	CT13
			Ancillary buildings	Create associated properties as SAOs.	UPRN: 2 PAO: Wivenhoe Port SAO: Warehouse PARENT UPRN: 1	CI04 or CB The appropriate Classification for the current AO must be used, not the

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
						Classification of the Parent.
Heath and Moorland		Excludes LP01 and LP02				LO01
High School		This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	School main site	<p>The education department can provide the definitive name of the establishment which must form the content of the PAO.</p> <p>If possible, include the type of school in the PAO, for example. Grammar School, Comprehensive School.</p> <p>Do not use abbreviations to record the denomination of</p>	UPRN: 1 PAO: Kings School	CE04

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				faith schools, for example use Roman Catholic, Church of England rather than RC or C of E. Do not use full stops.		
Historic and disused cemetery and graveyard						LC01
HMO bedsits or other non-self-contained accommodation.	Bedsit or Room	HMO bedsit or other non-self-contained accommodation as Child of HMO property shell.		Use for subdivisions within a HMO. These must be captured as BLPUs in their own right as SAOs. Includes rooms within communal residences such as student 'cluster' flats. In these cases, include the word 'room' in the SAO_TEXT.		RH02 Use the appropriate Classification for the current AO, not the Classification of the Parent.

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
HMO not further divided		HMO where bedsits not recorded.		If bedsits are not captured because internal layout is not known therefore RH01 and RH02 cannot be applied Create a BLPU for the Parent property where the bedsit / HMO is situated.		RH03
HMO Parent		HMO property shell housing bedsits.		Use for Parent property where internal subdivisions are captured. Create a BLPU for the Parent property where the bedsit / HMO is situated. If there are sub-properties, capture these as BLPUs in		RH01

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				their own right as SAOs.		
Holiday Let / accommodation / short-term lets other than Guest House, B and B or Youth Hostel		Not privately-owned holiday caravans / chalets.				CH02
Holiday / Campsite	Campsites Caravan Sites	Includes touring caravan sites. Static caravan sites must be treated as dwellings (see RD01) and recorded as individual BLPUs as they would be liable for council tax.	Campsite / Caravan Site	Create 1 Parent BLPU for the campsite.	UPRN: 1 PAO: Oaks Park	CL02
			Pitches	Do not capture individual pitches as BLPUs if the campsite is used for the purposes of holiday accommodation.		No Classification
			Non-residential ancillary buildings	Capture other building structures (e.g. Toilet block) as Child BLPUs.	UPRN: 2 PAO: Oaks Park SAO: Toilet Block PARENT UPRN: 1	CB

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Horticulture		E.g. market gardens, small holdings, vineyards and nurseries.				CA03
Hospital and Hospice		Includes convalescent homes.	Hospital / Hospice Main site	Create a Parent BLPU for the hospital site.	PAO: Lister Hospital	CM03
Hotel / Motel		Includes apartment hotels.	Hotel / Motel main building / site.	Create 1 Parent BLPU for the Hotel / B and B.	UPRN: 1 PAO: The Bull Hotel	CH03
			Individual units of occupation.	Create individual rooms as SAOs.	UPRN: 2 PAO: The Bull Hotel SAO: Room 1 PARENT UPRN: 1	RH02
House boat		Includes narrow boats.				RD07
Household Waste Recycling Centre (HWRC)		To be used for Household Waste Recycling Centres under			PAO: Bluntisham Household Waste Recycling Centre	CC09

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		local authority administration. Commercial recycling centres must be recorded with Classification CI06.				
Incinerator and Waste Transfer Station		Includes public and private				CI07
Indoor and outdoor leisure and sporting activity and centre		Covers all sporting activities (both municipal and private) including water sports, swimming pools, golf courses, leisure centres, fishing, village cricket grounds, equestrian sports, motor sports,				CL06

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		paintball centres etc.				
Job Centre		Government job centres not commercial employment agencies.				CC12
Lake, Reservoir		Includes flood storage areas. Excludes dams and other structures (see CU12, CU09)		If one exists, use the official or locally known name for the AO. Otherwise, use the AO text "Lake" or "Reservoir".	PAO: Earlswood Lakes PAO: Lake	LW01
Land - Ancillary Building		For Child Records of large sites such as defined locations on open land and public parks, where no other suitable				LB

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		secondary or tertiary Classification is available. For example, sports pavilions, bandstands and other park buildings and structures. The Parent Record holds the main Classification.				
Landfill						CU02
Landscaped roundabout		Accessible to pedestrians, not including highway.				LM01
Law court						CC02
Library						CL03
Licensed Private Members' Club	Working Men's Clubs					CL10

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
	Masonic Lodges Political Clubs					
Lifeboat and Services Station		Inshore Rescue Station				CX04
Lighthouse		Working lighthouse only, non-tourist				CX07
Lock-up garage and garage court						RG02
Maintained amenity land						LM03
Maintained surfaced area	Piazas Squares	Paved areas of land such as piazzas, not part of streets e.g. Trafalgar Square			PAO: Trafalgar Square PAO: St Anne's Square	LM04
Maintenance depot		Includes train, bus, truck, plane, ship and large vessels	Train Depot	If these features form part of railway sidings, capture them as SAOs to the land parcel	UPRN: 1 PAO: Land South East of Colchester Station UPRN:2	CI08

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				captured for the sidings.	PAO: Land South East of Colchester Station SAO: Train Depot PARENT UPRN:1	
Marina		Does not include harbours, ports, docks and piers (see CT13)	Marina main site (includes everything within curtilage of site)	Create a BLPU for the marina as Parent property.	UPRN: 1 PAO: Foxes Marina	CT05 CT
			Marina Infrastructure	Create a BLPU for the marina as a Parent property. Capture Any other infrastructure within the marina as a Child BLPU. If a jetty or walkway is not recorded as a type 2 Street, then enter it as a Child BLPU of the marina. Enter individual	UPRN: 2 PAO: Foxes Marina SAO: Mooring Number 2 PARENT UPRN: 1	

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				moorings as Child BLPUs.		
Market (indoor and outdoor)		Excludes street vendors see CR09				CR04
Medical, Research and Testing Laboratory						CM04
Memorial and Market Cross		E.g. clock towers, cenotaph, war memorials		The Listed Building and Scheduled Ancient Monuments registers may provide details of official descriptions / names of these features. If more than one feature exists on the same street each must be uniquely identifiable.	PAO: War Memorial PAO: Churchfields Memorial PAO: Bronze Statue PAO: Statue of Oliver Cromwell	ZM02
Military - Air Force		BLPU for site				MF

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Military - Ancillary Building		For Child Records of large sites such as numbered or named buildings within the site where no other suitable secondary or tertiary Classification is available.				MB
Military - Army		BLPU for site				MA
Military - Defence Estates		Land or buildings used by the Ministry of Defence.				MG
Military - Navy		BLPU for site				MN
Mineral Workings and Quarry / Mine	Mine Quarry Opencast Site				PAO: Patteson Court Quarry PAO: Paxton Pits	CI02
Mooring		Excludes residential				CT06

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		moorings (see RD07)				
Mountain Rescue Station						CX06
Museum and Gallery						CL04
Named Pond	Dew Pond Decoy Pond Static/Still Water Moat	For lakes and reservoirs see LW01. For leisure fishing see CL06		Use the official or locally known name for the AO.	PAO: Bally's Pond	LW02
Nursery / crèche						CE02
Obelisk / Milestone / Standing Stone		Including disused trig points, cairns and vista points				ZM01
Office and Work Studio		E.g. solicitors, architects.				CO01
Ore Working		Includes: active Oil / Gas extraction, open extraction, ore				CI02

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		distribution, processing, storage, sorting / grading and screening plant				
Other educational establishment		Includes mixed age schools, special units, study centres, adult education centres, language schools.				CE07
Other licensed premise / vendor		E.g. betting and taxi offices, taxi ranks, off licences, sex shops, street vendors and tattoo parlours. Includes fishermen's huts. Excludes those				CR09

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		included in CR06, CR07, CR10				
Other structure		Includes non-operational mills, waterwheels, water troughs, fountains, follies sculptures, listed benches and seaside shelters.			PAO: Drinking Water Fountain PAO: Water Trough	ZM05
Other utility use		E.g. air quality station, landfill gas collection points, space observatory, satellite earth stations, radar stations and scientific facilities.				CU09
Overnight lorry park		Facility where primary use is overnight parking of vehicles.				CT12

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Excludes petrol stations (see CR05) and lay-bys.				
Pending Internal Investigation		Awaiting site visit or local information to resolve usage Classification.				UP
Permanent Crop or Crop Rotation				See Section 11.11		LA02
Petrol filling station	Petrol Stations Service Stations Filling Stations Gas Stations PFS	Includes car washing and valeting.	Petrol Filling Station main site (includes everything within curtilage of Petrol Filling Station).	Use official names if possible. Otherwise, describe these types of properties as “Petrol Filling Stations”.	PAO: Glenfield Service Station or PAO: Petrol Filling Station	CR05 CT11
				Record other parts of the service station (within the defined scope) as Child Records, with the	PAO: Glenfield Service Station SAO: ATM	

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				relevant classification for the AO.		
Place of Worship	Churches Chapels Cathedrals Mosques Synagogues Gurdwaras			Use the locally used name, as displayed on the property as the AO text.	PAO: Horley Methodist Church	ZW
Playground		Includes public and private play areas, playgrounds, paddling pools and adventure playgrounds etc. See indoor and outdoor leisure and sporting activities for other recreational facilities.				LP03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Police Box / Police Kiosk		Includes temporary site accommodation at location.			PAO: Police Box	CX08
Police or Transport Police Station		Includes: Police service training, boat, equipment, headquarters, helicopter, kennels, services Storage, police traffic controlling and vehicle buildings. Police buildings used for purely administrative purposes must be recorded as Commercial, Offices – COxx.	Police station main building.	Create a BLPU for the station with a PAO including the official name and append the text "Police Station". Add the name of the relevant police authority to the Organisation Name Field of the BLPU.	PAO: Newcastle Central Police Station Organisation Name: Northumbria Police	CX01
Pothole and Natural Hole		Named visitor attractions with		Only record the above ground, identifiable access	PAO: Gaping Gill	ZU04

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Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		public access only.		point in the gazetteer. Use the official or meaningful locally used name.		
Power Station / Energy Production	Combined heat and power plant Hydroelectric plant Fossil fuel plant Nuclear Power Plant Wind Turbines	Includes wind turbines, hydroelectric, fossil fuel, nuclear and combined heat and power plants where primary function.		For larger utility sites capture a PAO. If possible, create SAOs for identifiable operations within the site, for example chemical store, offices, visitor centre.	PAO: Electricity Generating Station PAO: Storrington Oilwell Site UPRN: 1 PAO: Out Newton Wind Farm UPRN: 2 PAO: Out Newton Wind Farm SAO: Turbine Number 1 PARENT UPRN:1	CU03 CU
Primary, Junior, Infants, First, Preparatory or Middle School	Primary School Junior School	This code must be used where the primary use is education and	School main site	The education department can provide the definitive name of	UPRN: 1 PAO: Kings School	CE03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
	Infants School First School Preparatory School Middle School	includes both state and private schools. Also includes boarding schools.		<p>the establishment which should form the content of the PAO.</p> <p>If possible, include the type of school in the PAO, for example Primary School.</p> <p>Do not use abbreviations to record the denomination of faith schools, for example use Roman Catholic, Church of England rather than RC or C of E. Do not use full stops.</p>		CB

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			School ancillary buildings	Capture associated buildings (as defined within scope) as SAOs to the Parent property. Capture all ancillary buildings (as defined in the Education Asset Management register) within the school curtilage as SAOs of the school. The approved preferred LPI must be the address used by the education department or the school itself and alternative LPIs may be captured if access can be gained to the site from more than one street.	UPRN: 2 PAO: Kings School SAO: Library PARENT UPRN: 1	

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				If a school is split over more than one site or land parcels (e.g. playing fields) these are BLPUs in their own right and address them to the Street providing access. Include the name of the school as part of the PAO.		
Prison	Remand centre Detention centre Immigration centre Youth Offender Centre	Includes detention centres, immigration centres and youth offender centres.	Prison main site (includes everything within curtilage of site).	Create a BLPU for the prison with a PAO including the official name and include the text "HM Prison" or "Prison". Record all subdivisions, where required, as SAOs.	PAO: HM Low Newton Prison	CC03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Prison ancillary buildings	Record all subdivisions, within the defined scope as SAOs.	UPRN: 2 PAO: HM Low Newton Prison SAO: Workshop PARENT UPRN: 1	CB
Private Park and Garden		Includes private gardens associated with stately homes, large houses etc. e.g. Buckingham Palace gardens. Excludes Theme Parks refer to CL08				LP04
Privately owned Holiday Caravan and Chalet		Where not the primary residence.				RD10
Professional Medical Service		E.g. acupuncture, chiropract, blood donor centres,				CM05

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		alternative therapists.				
Property Shell		Terrace, block or address shell where BLPU does not attract its own cross references.				PP
Public and Village Hall and other community facility		"and other community facilities" includes scouts, youth clubs, day care centres and community centres.			ORGANISATION: Worlington Parish Council PAO: Village Hall	CC04
Public convenience	Public Toilets			Create the Object with the Addressable Object "Public Conveniences".	PAO: Public Conveniences	CC05

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Public House, Bar and Nightclub		Should be identified by the perceived primary use.	Public House main building	Create a Parent BLPU for the public house with the pub name as part of the PAO. Exclude "PH" or "public house" from the AO.	UPRN: 1 PAO: Welby Arms	CR06
			Living accommodation	If the pub contains living accommodation, capture this as a SAO to the pub. Use the relevant residential Classification.	UPRN: 2 PAO: Welby Arms SAO: Managers Accommodation PARENT UPRN:1	RD06
Public Open Space and Nature Reserve		Excludes playgrounds see LP03				LP02
Public Park and Garden						LP01
Pumping House, Pumping Station and Water Tower		Includes: Water / Sewage / Waste Water Controlling				CU04

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Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Signal Box	<p>Create a BLPU for the signal box with the appropriate name included as the AON. If in a remote location, that is, not part of the station, the signal box BLPU is a PAO. If the signal box is associated with a type 9 Street, also associate it with the most appropriate type 1 or type 2 Street which provides vehicular or pedestrian access.</p> <p>In all other cases create the signal box as a SAO for the most appropriate</p>	<p>PAO: Signal Box</p> <p>UPRN: 1 PAO: Faversham Railway Station</p> <p>UPRN: 2 PAO: Faversham Railway Station SAO: Signal Box PARENT UPRN: 1</p>	

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				BLPU to which the signal box belongs (usually a station or land parcel).		
Recycling Plant		To be used for commercially owned recycling plants only. For plants under local authority administration use code CC09 or CC10.				CI06
Recycling Site	Recycling points Bottle Banks	Includes mini recycling centres, e.g. those sited at supermarkets.	Free standing recycling sites	Create as a PAO with PAO text "Recycling Point"	PAO: Recycling Point	CC10
			Ancillary recycling sites	Create as a SAO, associated to the relevant Parent, with the SAO text "Recycling Point".	UPRN: 1 PAO: Tesco UPRN: 2 PAO: Tesco SAO: Recycling Point Parent UPRN: 1	

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Religious Meeting Place / Hall		Includes: Nonconformist Meeting House, Preceptory, Chaplaincy and Religious Meeting Room				CC07
Residential - Ancillary Building		For Child Records of large sites such as out-buildings to the principal dwelling, also including concierge buildings and site offices where no other suitable secondary or tertiary Classification is available. The Parent Record holds the main Classification.				RB

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Residential Education		E.g. boarding school accommodation, halls of residence				RI03
Restaurant and Cafeteria		Where customers may eat on the premises.				CR07
Retail Service Agent		Retail outlet primarily providing services rather than products. Includes estate and travel agents, undertakers, sales offices, stand-alone car washes (not part of a garage), hire shops, post offices and employment agencies, dry				CR02

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		cleaners and launderettes, docking stations (bicycle and electric vehicle).				
Secondary School		This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	School main site	<p>The education department can provide the definitive name of the establishment which must form the content of the PAO.</p> <p>If possible, include the type of school in the PAO, for example Grammar School, Comprehensive School.</p> <p>Do not use abbreviations to record the denomination of</p>	UPRN: 1 PAO: Kings School	CE04

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				faith schools, for example use Roman Catholic, Church of England rather than RC or C of E. Do not use full stops.		
			School ancillary buildings	Capture associated buildings (as defined within scope) as SAOs to the Parent property.	UPRN: 2 PAO: Kings School SAO: Library PARENT UPRN: 1	CB
Semi Detached			House, bungalow			RD03
Sheltered Accommodation						RD08
Shop and Showroom		All 'high street' shops including newsagents, bakers, butchers, chemists, opticians, hairdressers, charity shops etc.				CR08

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Also includes garden centres, retail warehouses, auction rooms and car distribution, photo booths kiosks and vending machines if separately rated.				
Show Home	Showhome Show House Showhouse Showflat Show Flat	A building which is furnished and decorated to be shown to prospective buyers.		The building ceases to be classified as CR02 when it is no longer commercial. It then reverts to a residential Classification.		CR02
Slaughter House / Abattoir						CA04
Special Needs Establishment						CE06

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Stately Home		Buildings open to the public, including palaces. For stately homes which are primarily residential please use relevant Classification from Residential - Dwelling				ZS
Station, Interchange, Terminal and Halt	Bus Station Coach Station Metro Station Interchange Railway Station Train Station Tram Station Underground Station Metro Station	All vehicular types including bus, coach, metro, tram, train, underground, light railway etc.	Station (main building)	Create a BLPU for the station with a PAO of the station name and append the relevant text from: Bus Station Coach Station Interchange Railway Station Train Station	UPRN: 1 PAO: Faversham Railway Station	CT08

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				Tram Station Underground Station		
			Station (ancillary buildings)	Capture units within the station (that fall within the defined scope of the Classifications) as SAOs. Use the relevant Classification for the AO, not the Classification of the Parent.	UPRN: 2 Organisation: Budget Books PAO: Faversham Railway Station SAO: Unit 1 PARENT UPRN: 1	CR08
			Underground / Metro Station	Create a BLPU for the street entrance / ticket hall. Create Alternative LPIs for each separate street access. As for Railway stations above, include the station name in the AO along with the	UPRN 1 PAO: Wood Green Underground Station	CT08

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				text "Underground Station".		
			Underground ancillary buildings including shops and offices.	Record Any related commerce / office within the station as a Child BLPU. Use the relevant Classification for the AO, not the Classification of the Parent.	UPRN: 2 PAO: Wood Green Underground Station SAO: Snack Stall PARENT UPRN: 1	CR10
Telecommunication	Phone Mast Telephone Exchange Telephone Mast Television Mast TV Mast	Includes Telephone and TV Mast and Telephone Exchange		Preferred AO conventions are: Telecommunications Mast Television Mast Operator dishes on the same mast must be recorded as SAOs. If more than one mast share a Parent, either use the	PAO: Telecommunication Mast	CU06

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				unique identifier as a suffix if known or prefix with the operator name to differentiate the Child Records.		
Telephone Box	Phone Box	Free-standing outdoor public Telephone Box.		Create the Object as a PAO with the PAO text "Telephone Box"	PAO: Telephone Box	CU11
Terraced		Includes end of terrace property.	House / Bungalow			RD04
Theatre, Cinema, Bingo, Concert Hall and Conference / Exhibition Centre		Includes: Entertainment Centre / Complex, Dancing and Fairground. Please note that arenas and stadia must be recorded with				CL07

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Classification CL11.				
Tourist Information Signage			Freestanding tourist information boards.	Create these as Parent BLPUs if they are free standing.	PAO: Tourist Information Board	CZ02
			Ancillary tourist information boards.	If they are attached to a property then they form a SAO.	UPRN: 1 PAO: Tourist Information Centre UPRN: 2 PAO: Tourist Information Centre SAO: Tourist Information Board PARENT UPRN: 1	
Town Hall				Create a BLPU for the town hall.	PAO: Town Hall	CO01
Traffic Information Signage		Only to be used for electronic and / or mechanical	Freestanding traffic information boards.	Create these as Parent BLPUs if they are free standing.	PAO: Traffic Information Board	CZ03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		signage where change information is displayed. All road and street signage and / or street furniture is excluded.	Ancillary traffic information boards.	If they are attached to a property then they form a SAO.	UPRN: 1 PAO: Toll Booth UPRN: 2 PAO: Toll Booth SAO: Traffic Information Board	
Transport Related Infrastructure	Toll Booth Weigh Station	E.g. weighbridges, load gauges, toll booths, waterway locks, aqueducts, viaducts, tunnel portals, bridges etc.			PAO: Humber Bridge Toll Booths	CT11
Transport Track and Way						CT09
Tunnel and Subway	Tunnel Portal		Tunnel	Capture tunnels that are officially named as a BLPU.	PAO: North Downs Tunnel	CT11

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Tunnel Ancillary Building	Capture associated infrastructure (within the defined scope) as a SAO to the Parent property.	UPRN: 1 PAO: Chestfield Tunnel UPRN: 2 PAO: Chestfield Tunnel SAO: Stores PARENT UPRN: 1	CT11 CI04
University			University Campus	For campus Universities, create the university name as the PAO.	UPRN: 1 PAO: University of Nottingham	CE05
			Halls of residence, faculty buildings.	Create Halls of residence, faculty buildings etc. as SAOs. If internal roads exist within the campus, capture these within the ASG and refer to by Alternative LPIs.	UPRN: 2 PAO: University of Nottingham SAO: Cripps Hall PARENT UPRN: 1 UPRN: 3 PAO: University of Nottingham SAO: Faculty of Arts PARENT UPRN: 1	RI03 CE05

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Student accommodation rooms.	Record individual student rooms in the SAO field with a local convention for identifying any blocks or further subdivisions prior to SNN or recording the entire site.	UPRN: 4 PAO: University of Nottingham SAO: Room 1 Cripps Hall PARENT UPRN: 2	RH02
			Ancillary buildings	Capture associated buildings (as defined within scope) as SAOs to the Parent property.	UPRN: 5 PAO: University of Nottingham SAO: Science building	CB
Unused land		Vacant or derelict land				LU01
Vacant or Derelict Land				See Section 11.11 .		LU01
Vehicle Storage		Includes bus and car depots				CT10
Verge and Central Reservation		Roadside verge and natural				LM02

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		central reservation.				
Vet or Animal Medical Treatment		Animal Hospital, Veterinary Service				CN04
Warehouse, Store and Storage Depot		Includes postal sorting and distribution				CI04
Waste Management		Includes local tips and large waste management sites. Excludes CC09, CC10, CI06 and CI07.				CU10
Water		Includes flood storage areas. Excludes dams and other structures (see CU12)				LW01
Waterway	Brook River Reen					LW03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
	Canal Stream					
Water / Waste Water / Sewage Treatment Work		Includes: Water cleaning, compound, controlling, cooling, draining, house, regulation, valve, control valve, sewage aeration / evaporation / filtration / regulating / recycling / macerating / monitoring sludge.				CU07
Well and Spring						ZV03
Wholesale Distribution						CI05
Woodland		Area of wooded land not used for				LF03

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		commercial industrial processes and incapable of yielding crops due to adverse site conditions, privately or publicly owned.				
Workshop and Light Industrial		Includes building and engineering workshops, vehicle repair / testing centres (excluding larger vehicles – see CI08).				CI03
Zoo and Theme Park			Zoos and theme parks	Create a single BLPU for the theme park as a whole. Do not create Child Records for each attraction. If they are required for	PAO: Chessington World of Adventure	CL08

Appendix C: – BLPU Classifications

Addressable Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				local authority service provision then mark them as "not for export to GeoPlace".		

Appendix C: – BLPU Classifications

3. List of Inserted BLPU Classification codes

The following BLPU Classification codes were inserted in the DEC-NLPG version 3.1 November 2010.

Classification Code	Classification Description
CA04	Slaughter houses / abattoirs
CB	Ancillary buildings
CC08	Community service centres
CC09	Household Waste Recycling Centre (HWRC)
CC10	Recycling Sites
CC11	CCTV
CC12	Job centres
CE06	Special needs establishments
CE07	Other educational establishments
CI06	Recycling Plant
CI07	Incinerators and Waste Transfer Stations
CI08	Maintenance depots
CL09	Beach huts (recreational, non residential use only)
CL10	Licensed private members' clubs
CL11	Arenas and stadia
CM05	Professional medical services
CR10	Fast food outlets / takeaways (hot and cold)

Appendix C: – BLPU Classifications

Classification Code	Classification Description
CR11	Automated Teller Machines (ATMs)
CS	Storage land
CS01	General storage land
CS02	Builders' yards
CT12	Overnight lorry park
CT13	Harbours, ports, docks, slipways, landing stages and piers
CU08	Gas and Oil Storage and Distribution
CU09	Other utility use
CU10	Waste management
CU11	Telephone boxes
CU12	Dams
CX	Emergency and Rescue Services
CX01	Police Station
CX02	Fire Station
CX03	Ambulance Station
CX04	Lifeboat Station
CX05	Coastguard Station
CX06	Mountain Rescue Station
CX07	Lighthouse
CX08	Police Box / Police Kiosk
LB	Ancillary Buildings

Appendix C: – BLPU Classifications

Classification Code	Classification Description
LM03	Maintained amenity land
LM04	Maintained surfaced area
LO	Open Space
LO01	Heaths and Moorland
LP04	Private parks and gardens
MB	Ancillary buildings
RB	Ancillary buildings
RC	Car park spaces
RC01	Allocated parking
RD10	Privately owned holiday caravans and chalets
RH	House in Multiple Occupation
RH01	HMO Parent
RH02	HMO bedsits / Other Non Self Contained Accommodation
RH03	HMO not further divided
ZM05	Other Structure
ZS	Stately homes
ZV	Other Underground Features
ZV01	Cellars
ZV02	Disused mines
ZV03	Wells and springs

Appendix C: – BLPU Classifications

4. List of Retired BLPU Classification codes

The following BLPU Classification codes were retired from use, as defined in DEC-NLPG version 2.0 November 2006.

Classification Code	Classification Description	Change Details
CC01	Emergency Services	Retired and replaced with multiple Classifications CX01 - CX09. Additional Classifications of CX08-CX09 added
CL05	Nightclubs	Code retired and replaced with CR06
CR03	Hairdressing / beauty salon	Code retired and replaced with CR08
CU05	Recycling sites	Code retired and replaced with CI06, CI07, CC09 and CC10.
LF01	Orchards	Code retired and replaced with LA02
RG01	Allocated parking spaces	Code retired and replaced with RC01
RD05	Bungalows	Code retired and included in RD02, RD03 and RD04
RD09	HMO (includes bedsits)	Code retired and replaced with RH01, RH02 and RH03
ZU02	Cellars	Code retired and replaced with ZV01
ZU03	Disused mines	Code retired and replaced with ZV02
ZU05	Wells and springs	Code retired and replaced with ZV03

Appendix C: – BLPU Classifications

5. Excluded Object List

A list of items which must not be transferred as Addressable Objects to GeoPlace.

Beaches, groynes and sea walls
Bus stops
CCTV cameras (private, not under Authority Administration)
Cigarette bins
Coastal waters and shorelines
Large and expansive named natural and geographical features such as valleys, mountains, rivers, cliffs, islands, estuaries and creeks,
Marker Buoys / Navigational Marks (including Coastal Marking System)
Motorway / Highway Driver Location Signs
Motorway / Highway Emergency Phone Boxes
Motorway / Highway Marker Posts
Open water access points
Overhead and underground communication lines (cable and phone)
Overhead and underground power lines and pylons
Overland and underground pipe networks
Park and street benches
Phone booths and kiosks
Police ramps
Postboxes

Appendix C: – BLPU Classifications

Railway lines other than those created as a type 9 Street
Rendezvous Points
Rivers and Canals other than those created as a type 9 Street
Road Traffic signs
Shop front canopies
Launching facilities
Street Junction Records
Street lamps and lights
Temporary land uses (such as festivals, protests, showman's over winter sites etc.)
Traffic lights, signals and pelican crossings
Underground railway lines (i.e. London Underground, Mersey Rail)
Underground sewers
Waste bins

Appendix D: – Classification Cross References to Third Parties

Appendix D: - BLPD Classification Cross-References to third party classification schemes

Appendix last reviewed February 2016

Third party sources:

- Valuation Office Agency (VOA) property Classifications, Non-domestic Rates, Rating Manual, 2014.
- Royal Institution of Chartered Surveyors (RICS), Planning Use Class Order, Land Use Gazetteer, 3rd Edition Volume 1, printed 2005, published by Leaf Coppin.
- National Land Use Database (NLUD), Land Use and Land Cover Classification, Version 4.4, February 2006.
- Building Regulations 2000, Volume 2, Part B of the 2006 edition.
- Fire Service Emergency Cover (FSEC) toolkit, Building Classifications, DCLG, circa 2012.

The following table shows the Classification of BLPD Objects which are in GeoHub and the cross references to third party classification schemes.

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C	Commercial Attracts Non Domestic Rates and / or use is of a business nature	A	Agricultural Applicable to agricultural enterprise, not land (see "land agricultural").	01	Farm / Non-Residential Associated Building	Mandatory		Pmtd 6	U011	6	T
				02	Fishery	Mandatory	MX	Sui Generis	U012	6	T
				03	Horticulture	Mandatory	CX	Sui Generis	U011 (C013/C014)	6	T

Appendix D: – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		A		04	Slaughter House / Abattoir	Mandatory	MX	Sui Generis/ B2	U011	6	T
		B	Ancillary building			Mandatory				7(a)	T
		C	Community Services	02	Law Court	Mandatory	MP1	Sui Generis	U084	5	P
				03	Prison	Mandatory	MP2	Sui Generis	U084	2(a)	H
				04	Public / Village Hall / Other Community Facility	Mandatory	LC1, LC3	D1	U084	5	P
				05	Public Convenience	Mandatory	MX	Sui Generis	U084	5	P
				06	Cemetery / Crematorium Graveyard. In Current Use	Mandatory	MC, MC1	Sui Generis	U064	5	T
				07	Church Hall / Religious Meeting Place / Hall	Mandatory	LC3	D1	U084	5	P
				08	Community Service Centre / Office	Mandatory	LC	D1, D2	U084, U102	3	P

Appendix D: – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		C		09	Public Household Waste Recycling Centre (HWRC)	Mandatory	IMX	B2	U063	6	T
				10	Recycling Site	Mandatory	IMX	B2	U063	6, 7(a)	T
				11	CCTV	Optional		Pmtd 33			S
				12	Job Centre	Mandatory	CO	A2	U102	3	P
		E	Education These codes must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	01	College	Mandatory	EL1	C2/D1	U083	3	J
				02	Children's Nursery / Crèche	Mandatory	EN1	D1	U084 U083	5	M
				03	Preparatory / First / Primary / Infants / Junior / Middle School	Mandatory	EL	D1, C1, C2	U083	5	M
				04	Secondary / High School	Mandatory	EL	D1,C2	U083	5	M
				05	University	Mandatory	EU	D1, C2	U083	2(b)	J
				06	Special Needs Establishment	Mandatory	EL, EP	D1, C2	U083	2(a)	J
				07	Other Educational Establishment	Mandatory	EX	D1, C2	U083	2(a)	J
		H	Hotels, Motel / Boarding / Guest Houses	01	Boarding / Guest House / Bed and Breakfast / Youth Hostel	Mandatory	CH2, MR	C1/sui generis	U072	2(b)	H

Appendix D: – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		H		02	Holiday Let / Accommodation / Short-Term Let Other Than CH01	Mandatory	CH1	C1, C3	U072	2(b)	H
				03	Hotel / Motel	Mandatory	CH, CH3	C1	U072	2(b)	F
		I	Industrial Applicable to manufacturing, engineering, maintenance, storage / wholesale distribution and extraction sites.	01	Factory / Manufacturing	Mandatory	IF	B1, B2	U101	6	R
				02	Mineral / Ore Working / Quarry / Mine	Mandatory	IM, IM1, IM3	Sui Generis	U031	6	T
				03	Workshop / Light Industrial	Mandatory	IF, IF3, CG1	B1, B2	U101	6	R
				04	Warehouse / Stores / Storage Depot	Mandatory	CW, CW3, CS10, IX	B8	U103	6	R
				05	Wholesale Distribution	Mandatory	CW	B8	U104	6	R
				06	Recycling Plant	Mandatory	IMX	B2	U063	6	T
				07	Incinerator / Waste Transfer Station	Mandatory	IMX	B2	U063	6	T
				08	Maintenance Depot	Mandatory	CW2	B1,B2	U091	6	T

Appendix D: – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		L	Leisure Applicable to recreational sites and enterprises.	01	Amusement	Mandatory	LT1, NT1, LX	D2, Sui Generis	U042	5	P
				02	Holiday / Campsite	Mandatory	CC	D2, Sui Generis	U045	5	H
				03	Library	Mandatory	EM	D1	U043	5	K
				04	Museum / Gallery	Mandatory	EM1	D1	U043	5	P
				06	Indoor / Outdoor Leisure / Sporting Activity / Centre	Mandatory	LS, LS2, LS5, OL2, MX	D2	U041	5	P
				07	Bingo Hall / Cinema / Conference / Exhibition Centre / Theatre / Concert Hall	Mandatory	LT, LT2-3, CX	D2, Sui Generis, D1	U042	5	P
				08	Zoos / Theme Park	Mandatory	LX, LT4	Sui Generis	U041	5	P
				09	Beach Huts (Recreational, Non-Residential Use Only)	Optional	LH1	Sui Generis		5	P
				10	Licensed Private Members' Club	Mandatory	CL2	Sui Generis	U084	5	L

Appendix D: – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		L		11	Arena / Stadium	Mandatory	LS, LX	D2	U044	5	P
		M	Medical Applicable to medical services provided and research facilities. These may be public or private sector services.	01	Dentist	Mandatory	MH	D1	U081	5	T
				02	General Practice Surgery / Clinic	Mandatory	MH, MH1	D1	U081	5	T
				03	Hospitals / Hospice	Mandatory	MH2, MH3	C2	U081	2(a)	A
				04	Medical / Testing / Research Laboratory	Mandatory	MH1	B1	U102	7(a)	T
				05	Professional Medical Services	Mandatory	MH1	D1	U081	5	P
		N	Animal Centre Applicable to services for domesticated animals and animal rescue centres.	01	Cattery / Kennel	Mandatory	CX	Sui Generis	U011	7(a)	T
				02	Animal Services	Mandatory	CX	Sui Generis	U011	7(a)	T
				03	Equestrian	Mandatory	LX	D2	U011	7(a)	T
				04	Vet / Animal Medical Treatment	Mandatory	CX	Sui Generis	U011	5	N
				05	Animal / Bird / Marine Sanctuary	Mandatory	LX	Sui Generis	U011	7(a)	P
		O	Office	01	Office / Work Studio	Mandatory	CO, ML	B1	U102	3	S

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		O	Applicable to all types of offices (public and private sector).	02	Broadcasting (TV / Radio)	Mandatory	CX	B1	U102	3	T
		R	Retail Applicable to commercial enterprises open to public visiting.	01	Bank / Financial Service	Mandatory	CS1	A2	U0902	3	N
				02	Retail Service Agent	Mandatory	CS, CS6	A1, B1, A2	U091	4	N
				04	Market (Indoor / Outdoor)	Mandatory	CM, CM1	A1	U091	4	P
				05	Petrol Filling Station	Mandatory	CG, CS9	Sui Generis	U091	4	N
				06	Public House / Bar / Nightclub	Mandatory	CL, CL1, CL2	A4, Sui Generis	U094	4	L
				07	Restaurant / Cafeteria	Mandatory	CR, CR1	A3	U091	4	L
				08	Shop / Showroom	Mandatory	CS, CS1-5, CS7	A1, Sui Generis	U091	4	N
				09	Other Licensed Premise / Vendor	Mandatory	CS2	A1, A2, Sui Generis	U091 U092	4	L
				10	Fast Food Outlets / Takeaways (Hot / Cold)	Mandatory	CS	A5	U091	4	L

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		R		11	Automated Teller Machine (ATM)	Optional	CX	Sui Generis			P
		S	Storage Land	01	General Storage Land	Optional	CW1	B8	U103	7(a)	T
				02	Builders' Yard	Optional	CW1	Sui Generis	U103	7(a)	T
		T	Transport	01	Airfield / Airstrip / Airports / Air Transport Infrastructure Facility	Mandatory	MX	Sui Generis	C023 U052	5	T
				02	Bus Shelter	Mandatory		Pmtd 17H	U052	5	T
				03	Car / Coach / Commercial Vehicle / Taxi Parking / Park And Ride Site	Mandatory	CP	Sui Generis	U053	7(b)	P
				04	Goods Freight Handling / Terminal	Mandatory	NX	B8	U055	7(a)	T
				05	Marina	Mandatory	LS3	Sui Generis	U056	5	T

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		T		06	Mooring	Optional	FD, LS3, NT1, NT3	Sui Generis	U056	5	T
				07	Railway Asset	Optional	LX	Sui Generis, Pmttd. 17A, Pmttd, 17H	U051 (C092)	7(a)	T
				08	Station / Interchange / Terminal / Halt	Mandatory	NT	Sui Generis	U052	5	T
				09	Transport Track / Way	Optional	LX	Pmttd 17A	U051	5	T
				10	Vehicle Storage	Mandatory	CG2	Sui Generis	U054	7(a)	R
				11	Transport Related Infrastructure	Mandatory	NX	Sui Generis, Pmttd 17B, Pmttd 17C	U051	7(a)	T
				12	Overnight Lorry Park	Mandatory	CG4, CX	Sui Generis	U054	7(b)	P

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		T		13	Harbour / Port / Dock / Dockyard / Slipway / Landing Stage Pier / Jetty / Pontoon / Terminal / Berthing / Quay	Mandatory	NT3, NX	Sui Generis	U055 U056	7(a)	T
		U	Utility Applicable to BLPUs relating to energy, water or telecommunication supply and refuse disposal.	01	Electricity Sub Station	Mandatory		Pmtd 17G	U061	6	T
				02	Landfill	Mandatory	IM4	Sui Generis	U063	7(a)	T
				03	Power Station / Energy Production	Mandatory	FE	Sui Generis	U061	6	T
				04	Pump house / Pumping Station / Water Tower	Mandatory		Pmtd 8, Sui Generis	U062 (C082)	6	T
				06	Telecommunication	Mandatory	MT1	Pmtd 24, Sui Generis	U065	6	T
				07	Water / Waste Water / Sewage Treatment Works	Mandatory	NW	Sui Generis	U062	6	T
				08	Gas / Oil Storage / Distribution	Mandatory		Sui Generis	U061	6	T
				09	Other Utility Use	Mandatory				7(a)	T

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		U		10	Waste Management	Mandatory		B2	U061	7(a)	T
				11	Telephone Box	Optional	MT2	Pmtd 12	U065		P
				12	Dam	Mandatory		Sui Generis	U062		T
		X	Emergency / Rescue Service	01	Police / Transport Police Station	Mandatory	MP	Sui Generis	U084	3	T
				02	Fire Station	Mandatory	MS1	Sui Generis	U084	3	T
				03	Ambulance Station	Mandatory	MS2	Sui Generis	U084	3	T
				04	Lifeboat Services / Station	Mandatory	MX	Sui Generis	U084	3	T
				05	Coastguard Rescue / Lookout Station	Mandatory	MX	Sui Generis	U084	3	T
				06	Mountain Rescue Station	Mandatory	CW3	Sui Generis	U084	3	T
				07	Lighthouse	Mandatory		Pmtd 17I		7(a)	T
				08	Police Box / Kiosk	Mandatory	MP, MX	Sui Generis			T
		Z	Information	01	Advertising Hoarding	Mandatory	CA, CA1	Sui Generis	U084		T
				02	Tourist Information Signage	Optional		B1	U084		N

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
C		Z		03	Traffic Information Signage	Optional					T
L	Land	A	Agricultural Applicable to land in farm ownership and not run as a separate business enterprise.	01	Grazing Land	Optional		Sui Generis	U011, (C022)		T
				02	Permanent Crop / Crop Rotation	Optional		Sui Generis, Pmtd 6	U011 (C011, C014)		T
		B	Ancillary Building			Mandatory					T
		C	Burial Ground	01	Historic / Disused Cemetery / Graveyard	Optional	MC	Sui Generis	U064	5	T
		D	Development	01	Development Site	Mandatory			U111		T
		F	Forestry Managed or unmanaged wooded land not used for other	02	Forest / Arboretum / Pinetum (Managed / Unmanaged)	Optional		Sui Generis	U020 U022 (C030)		T

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
L		F	purposes – includes amenity wooded land.	03	Woodland	Optional		Sui Generis	U020, (C030)		T
		L	Allotment			Mandatory		Sui Generis	U046		T
		M	Amenity Open areas not attracting visitors.	01	Landscaped Roundabout	Optional	CA	Sui Generis	(C101)		T
				02	Verge / Central Reservation	Optional			(C101)		T
				03	Maintained Amenity Land	Optional		Sui Generis	C041 (C094)		T
				04	Maintained Surfaced Area	Optional			U041		T
		O	Open Space	01	Heath / Moorland	Optional		Sui Generis	U131 (C041)		T
		P	Park	01	Public Park / Garden	Mandatory		D2	U041 (C023)	5	P
				02	Public Open Space / Nature Reserve	Mandatory	MX	D2	U041 (C023)	5	P
				03	Playground	Mandatory	LS4, LS5	D2	U041 (C023)	5	P

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
L		P		04	Private Park / Garden	Mandatory		Sui Generis	U041 (C023)	5	P
		U	Unused land	01	Vacant / Derelict Land	Optional			U110, U131		T
		W	Water	01	Lake / Reservoir	Mandatory		Sui Generis	U062, (C061)		T
				02	Named Pond	Mandatory		Sui Generis	(C061)		T
				03	Waterway	Optional		Sui Generis	U056, (C062)		T
M	Military	A	Army			Mandatory		Sui Generis	U121	3	T
		B	Ancillary Building							7(a)	T
		F	Air Force			Mandatory		Sui Generis	U121	3	T
		G	Defence Estates			Mandatory		B1, Sui Generis	U121	7(a)	T
		N	Navy			Mandatory		Sui Generis	U121	3	T
P	Parent Shell	P	Property Shell			Mandatory					P
		S	Street Record			Mandatory					H
R	Residential	B	Ancillary Building			Mandatory				7(a)	H

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
R		C	Car Park Space	01	Allocated Parking	Optional	CP1	Sui Generis		7(b)	H
		D	Dwelling	01	Caravan	Mandatory		C3	U071	1(c)	H
				02	Detached	Mandatory		C3	U071	1(b)(c)	H
				03	Semi-Detached	Mandatory		C3	U071	1(b)(c)	H
				04	Terraced	Mandatory		C3	U071	1(b)(c)	H
				06	Self Contained Flat (Includes Maisonette / Apartment)	Mandatory		C3	U071	1(a)	H
				07	House Boat	Mandatory		Sui Generis	U071	1(c)	H
				08	Sheltered Accommodation	Mandatory		C3, C4	U071	1(b)(c)	H
				10	Privately Owned Holiday Caravan / Chalet	Mandatory		C3	U045	1(b)(c)	P
		G	Garage	02	Lock-up Garage / Garage Court	Mandatory		Sui Generis		7(b)	T
		H	House In Multiple Occupation	01	HMO Parent	Mandatory		Sui Generis, C4	U071	1(a)	C

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R		H		02	HMO Bedsit / Other Non Self Contained Accommodation	Mandatory		Sui Generis, C4	U071	1(a)	C
				03	HMO Not Further Divided	Mandatory		Sui Generis, C4	U071	1(a)	C
		I	Residential Institution	01	Care / Nursing Home	Mandatory		C2, C2A, C3, C4	U073	2(a)	B
				02	Communal Residence	Mandatory		C2, C3, C4	U073	2(a)	H
				03	Residential Education	Mandatory		C2	U073	2(a)	H
U	Unclassified	C	Awaiting Classification			Mandatory					T
		P	Pending Internal Investigation			Mandatory					T
X	Dual Use					Optional					T
Z	Objects of Interest	A	Archaeological Dig Site			Mandatory		Sui Generis			T
		M	Monument	01	Obelisk / Milestone / Standing Stone	Mandatory		Sui Generis	U041		T

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA NDR Code	Planning Use Class	NLUD (NLUC)	Building Regs	FSEC
Z		M		02	Memorial / Market Cross	Mandatory		Sui Generis	U041		T
				03	Statue	Mandatory		Sui Generis	U041		T
				04	Castle / Historic Ruin	Mandatory		Sui Generis	U041		T
				05	Other Structure	Mandatory		Sui Generis	U041		T
		S	Stately Home			Mandatory		C3, Sui Generis	U041, U071	1(b)(c)	P
		U	Underground Feature	01	Cave	Mandatory	LX				T
				04	Pothole / Natural Hole	Mandatory					T
		V	Other Underground Feature	01	Cellar	Optional					T
				02	Disused Mine	Optional	IM1				T
				03	Well / Spring	Optional		Sui Generis			T
		W	Place of Worship			Mandatory		D1	U082	5	P

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Act	Section from Act	Relevance
Towns Improvement Clauses Act 1847		
<i>Houses to be numbered and streets named.</i>		
	64. Houses to be numbered and streets named. The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [£25] for every such offence.	Addresses and Streets
<i>Numbers of houses to be renewed by occupiers.</i>		
	65. Numbers of houses to be renewed by occupiers. The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [£20], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.	Addresses

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Public Health Acts Amendment Act 1907		
<i>Power to alter names of streets</i>		
	21. The local authority may, with the consent of two-thirds in number of the ratepayers [and persons who are liable to pay an amount in respect of council tax] in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.	Addresses and Streets
Public Health Act 1925		
<i>Notice to urban authority before street is named.</i>		
	17. Notice to urban authority before street is named. (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.	Addresses and Streets
<i>Alteration of name of street.</i>		
	18. Alteration of name of street. — (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.	Addresses and Streets
<i>Indication of name of street</i>		
	19. Indication of name of street. — (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.	Addresses and Streets

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Electoral Administration Act 2006		
<i>An Act to make provision in relation to the registration of electors and the keeping of electoral registration information</i>		
	<p>Part 1. 1 CORE schemes: establishment</p> <p>(1) The Secretary of State may by order make provision for the establishment of one or more schemes (CORE schemes) in connection with the keeping and use of specified electoral registration information by a person designated by a scheme (the CORE keeper).</p> <p>(2) The electoral registration officer (ERO) who acts for an area specified in a scheme must provide the CORE keeper with the specified electoral registration information relating to the area.</p> <p>(3) A scheme must require the ERO— (a) to provide the CORE keeper with the information, and (b) to update the information.</p>	Addresses
Electoral Registration and Administration Act 2013 Chapter 6		
<i>An Act to be used in conjunction with the Electoral Administration Act 2006.</i>		
	Part 1 - Individual electoral registration in Great Britain	
Postal Services Act 2000		
<i>Section 116 The Postcode Address File</i>		
	<p>(1) The owner for the time being of the Postcode Address File shall—</p> <p>(a) maintain the File, and</p> <p>(b) make the File available to any person who wishes to use it on such terms as are reasonable.</p> <p>(2) Compliance with subsection (1) shall be enforceable by civil proceedings brought by the Commission for an injunction or for interdict or for any other appropriate relief or remedy.</p> <p>(3) In this section— “the Postcode Address File” means—</p> <p>(a) the collection of relevant information which, immediately before the coming into force of this section, was owned by the Post Office, or</p> <p>(b) that collection as it is from time to time revised, and “relevant information” means postcodes in the United Kingdom which may be used to facilitate the</p>	Addresses

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	<p>identification of delivery points for the purpose of providing postal services.</p> <p>(4) The terms which may be imposed under subsection (1)(b) include terms as to the payment of such fee (if any) as the owner considers appropriate.</p>	
Humberside Act 1982		
Part 5, Section 34, pages 37 and 38, Street numbers		
	<p>A district council may allocate to the buildings in a street in their district such numbers as they think fit.</p> <p>Where a number has, or numbers have, been allocated to a building under this section or under section 64 of the Towns Improvement Act 1847, the district council may serve on the owner or occupier of the building a notice requiring him within such period, not being less than three weeks, as may be specified in the notice to mark the building with that number, or those numbers, in such a way as to make the mark legible from the street.</p> <p>The owner or occupier of a building shall:- maintain the mark in such a way that it remains legible from the street; and keep the view of the mark from the street unobstructed to such extent as is practicable.</p> <p>A district council may alter the number or number allocated to a building, and where they do so subsections (2) and (3) above shall apply to the altered number or numbers.</p> <p>A district council may, instead of requiring a building to be marked with a number or numbers under this section, require it to be marked with such other means of identification as they may, at the request of the owner or occupier, allow; and sub-sections (2) and (3) above shall have effect accordingly.</p> <p>An owner or occupier of a building who without reasonable excuse:- fails to comply with a notice served on him under sub-section (2) above; or contravenes subsection (3) above;</p>	Addresses

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	<p>shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50.</p> <p>The following provisions of the Towns Improvement Clauses Act 1847 shall cease to have effect:-</p> <p>in the words introducing sections 64 and 65, the words "and numbering the houses";</p> <p>in section 64 the words from "shall from time to time" to "think fit, and" and the words "number or" wherever occurring;</p> <p>section 65.</p>	
LONDON BUILDING ACTS (AMENDMENT) ACT, 1939 CH. xcvi. 2&3 GEO.6		
PART II NAMING AND NUMBERING OF STREETS AND BUILDINGS & c.		
Giving of names to streets & c.	<p>5. Subject to the provisions of section 6 (Assigning of names to streets &c.) of this Act a name shall not be given to a street by way place row of houses or block of buildings –</p> <p>(a) unless at least one month's notice of the intended name has been given to the Council;</p> <p>(b) if the Council within one month of the giving of such notice have given notice to the person by whom such first-mentioned notice was given stating that they object to the intended name;</p> <p>And it shall not be lawful to set up any name as the name of any street place row of houses or block of buildings until the expiration of one month after receipt by the Council of the notice referred to in paragraph (a) of this section or to set up any named object to as aforesaid.</p> <p>6. (1) The Council may by order assign any name which they think fit to any street way place row of houses or block of buildings whether or not in substitution for a name already given or assigned.</p> <p>(2) Before making an order under this section the Council shall give notice of their intention of so doing to the local authority and shall also at their option either cause notice of their intention</p>	Addresses and Streets

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	<p>to be posted in some conspicuous position in the street way or place or adjacent to the row of houses or block of buildings as the case may be or give notice of their intention by circular delivered to every building situate in the street way or place or forming part of the row of houses or block of buildings as the case may be.</p> <p>(3) Every such notice shall state the manner in which and the time (not being less than one month after the date of the notice) within which objections to the intended order may be sent to the Council and the Council shall before making the order consider any objection so sent to them and may think fit having regard to any such objection amend any name which they have proposed to assign.</p>	
Notification to local authority as to names of streets & c.	<p>7. The Council shall inform the local authority –</p> <p>(a) of the intended name of a street way place row of houses or block of buildings of which they have under section 5 (Giving of names to streets &c.) of this Act received notice if on the expiration of one month they have not given notice under that section of objection of that name; and</p> <p>(b) of any name which they have under section 6 (Assigning of names to streets &c.) of this Act by order assigned to any street way place row of houses or block of buildings.</p>	
Setting up of names of streets & c.	<p>8. (1) Subject to the provisions of this section the local authority shall cause the name lawfully given or assigned to every street way place row of houses or block of buildings to be set up and kept set up in accordance with any regulations made in pursuance of section 9 (Regulations as to setting up of names of streets &c.) of this Act.</p> <p>(2) Where a name has been given or an order has been made assigning a name to a block of buildings in pursuance of this Part of this Act the local authority shall give notice to the owner of</p>	

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	<p>the block of buildings requiring him to set up in accordance with regulations as aforesaid the name so given or ordered and in the case of an order assigning a name to the block of buildings in substitution for a name already given or assigned to remove within such time as may be specified in the notice any name of the block of buildings which differs from that mentioned in the order.</p> <p>(3) Whenever the marking of a name lawfully given or assigned to a block of buildings is destroyed pulled down defaced obliterated or obscured the owner of the block of buildings shall within the time specified in a notice from the local authority requiring him so to do renew the marking in accordance with regulations aforesaid.</p> <p>(4) If any notice by a local authority in pursuance of this section is not complied with the local authority shall cause the name of the block of buildings to be set up or renewed in accordance with regulations as aforesaid and any name of the block of buildings which differs from that mentioned in the order to be removed.</p>	
Regulations as to setting up of names of streets & c.	9. The Council shall make regulations with respect to the setting up of the names of streets ways places rows of houses or blocks of buildings and matters in connection therewith and without prejudice to the generality of the foregoing provision such regulations may provide for the name to be placed on part of a building or structure and in such position thereon as may be prescribed by the regulations.	
Wrongful setting up of names of streets & c.	10. No person shall - (a) set up in or on any street way place row of houses or block of buildings as the case may be any name thereof different from the name lawfully given or assigned thereto;	

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<p>Numbering or naming of buildings.</p>	<p>(b) set up in or on any street way place row of houses or block of buildings the name thereof except in accordance with any regulations made in pursuance of section 9 (Regulations as to setting up of names of streets &c.) of this Act;</p> <p>(c) place or affix any notice or advertisement within twelve inches of any marking of the name of a street way place row of houses or block of buildings lawfully set up;</p> <p>(d) otherwise than for the purpose of renewing the same destroy pull down deface obliterate or obscure or permit or suffer to be destroyed pulled down defaced obliterated or obscured any marking of the name of a street way place row of houses or block of buildings lawfully set up:</p> <p>Provided that paragraph (d) of this section shall not apply where the marking is destroyed pulled down defaced obliterated or obscured in connection with the demolition alteration or erection of a building or structure or any part thereof if notice of the intention so to do is given to the local authority not less than three days before the marking is destroyed pulled down defaced obliterated or obscured.</p> <p>11. (1) The Council may order that any buildings in any street way place row of houses or block of buildings shall for the purpose of distinguishing them be marked (whether already marked by a number or name or not) with such numbers or names or numbers and names as may be specified in the order or shown upon a plan referred to in the order and that any existing numbers or names which differ from those specified in the order shall be abolished.</p> <p>(2) For the purpose of subsection (1) of this section a number followed by a letter or a fraction shall be deemed to be a number.</p> <p>(3) Where a name has been given otherwise than in pursuance of subsection (1) of this section to be a building and is in the opinion of the Council</p>	
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	<p>unsuitable or likely to cause delay or inconvenience in executing any public service they may without prejudice to the exercise from time to time of the powers of the Council under the said subsection (1) by order assign a name to the building in substitution for such first-mentioned name.</p> <p>(4) (a) Before making an order under this section as respects the substitution of a name of a building for an existing name thereof the Council shall give notice of their intention of so doing to the owner of the building.</p> <p>(b) Every such notice shall state the manner in which and the time (being not less than one month after the date of the notice) within which objections to the intended order may be sent to the Council and the Council shall before making the order consider any objection so sent to them and may if they think fit having regard to any such objection amend any name which they have proposed to assign.</p> <p>(5) Whenever the Council have made an order under this section they shall transmit a copy thereof to the local authority and it shall be the duty of the local authority to perform all necessary acts and to take all requisite proceedings for carrying the order into effect.</p> <p>(6) The local authority shall give notice to the owner or occupier of every building to which an order made by the Council under this section relates requiring him to mark the building or some part of the premises of which the building forms part with the number or name or number and name which the Council have ordered in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act and to remove within such time as may be specified in the notice and number or name</p>	
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<p>Regulations as to marking of numbers and names of buildings.</p>	<p>marked on the building or on the premises of which the building forms part which differs from the specified order.</p> <p>(7) Whenever the marking of a number or name or number and name of a building assigned by an order of the Council is destroyed pulled down defaced obliterated or obscured the owner or occupier of the building shall within the time specified in a notice from the local authority requiring him so to do renew the marking in accordance with regulations as aforesaid.</p> <p>(8) If any notice by a local authority in pursuance of this section is not complied with the local authority shall cause the number or name or number and name of the building to be marked in accordance with regulations as aforesaid and any number or name which differs from that specified in the order to be removed.</p> <p>(9) So much of this section as relates to names shall not apply-</p> <p>(a) to a theatre cinematograph theatre or music hall; or</p> <p>(b) to premises which are at the date of the passing of this Act licensed for the sale of intoxicating liquor for consumption on the premises or any premises erected in substitution therefore so long as the premises are so licensed.</p> <p>12. The Council shall make regulations with respect to the marking of the numbers or names or numbers and names of buildings in a street way place row of houses or block of buildings and without prejudice to the generality of the foregoing provision such regulations may provide for the number or name or number and name of any building to be marked in some appropriate position either on the building or on some part of the premises of which the building forms part as may be prescribed by the regulations.</p>	
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<p>Offences as to the numbering or naming of buildings.</p>	<p>13. No person shall-</p> <p>(a) mark on any building or on the premises of which the building forms part any number or name thereof-</p> <p>(i) different from a number or name lawfully given to thereto or ordered in respect thereof-</p> <p>(ii) except in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act;</p> <p>(b) otherwise than for the purpose of renewing the same destroy pull down deface obliterate or obscure or permit or suffer to be destroyed pulled down defaced obliterated or obscured the marking of any number or name as the case may be lawfully given to or ordered in respect of any building:</p> <p>Provided that-</p> <p>where any premises are used for the purposes of any commercial undertaking (including any theatre cinematograph theatre or music hall or any premises which are at the date of the passing of this Act licensed for the sale of intoxicating liquor for consumption on the premises or any premises erected in substitution thereof for so long as the premises are so licensed) proceedings for an offence under subparagraph (ii) of paragraph (a) of this section shall not be taken to be reason only of the fact that the name lawfully given to the building in addition to being marked thereon or affixed thereto in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act is also marked otherwise than in accordance with such regulations if such additional marking does not obscure or obliterate the name as marked or affixed to the building in accordance with such regulations;</p> <p>paragraph (b) of this section shall not apply where the marking of the number or name or number and name as the case may be of a</p>	
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<p>Record of names of streets & c. and numbers or names of buildings.</p>	<p>building is destroyed pulled down defaced obliterated or obscured in connection with the demolition alteration or erection of a building or any part thereof if notice of the intention so to do is given to the local authority not less than three days immediately before the marking of the number or name or number and name as the case may be is destroyed pulled down defaced obliterated or obscured.</p> <p>14. (1) The Council shall keep a record of –</p> <p>(a) the names lawfully given or assigned to streets ways places rows of houses or blocks of buildings; and</p> <p>(b) the numbers or names or numbers and names with which they order buildings to be marked; and such record shall be kept in such form as to show –</p> <p>as respects alterations in the names of streets made by order or resolution since the first day of January eighteen hundred and fifty six the date of the order or resolution by which such alteration was made and as respects names assigned to streets ways places rows of houses or blocks of buildings after the commencement of this Act the date of the order assigning the name and the immediately previous name or names (if any) borne by the street way place row of houses or block of buildings; and</p> <p>the date of the order assigning numbers or names or numbers and names to buildings or assigning a name to a building in substitution for another name and the immediately previous numbers and names (if any) of the buildings.</p> <p>2. It shall upon payment of such reasonable fee as the Council may from time to time determine to be lawful-</p> <p>(a) for any person at any reasonable hour to inspect such record and to take a copy of any portion thereof; and</p> <p>(b) for the Council to furnish a copy of information as to the contents of any portion of such record to any applicant.</p>	
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<p>Proceedings by local authority.</p>	<p>15. (1) Proceedings for the recovery of a fine in respect of any contravention of or failure to comply with the provisions of section 10 (Wrongful setting up of names of streets and &c.) or section 13 (Offences as to numbering or naming of buildings) of this Act may be taken by the local authority.</p> <p>(2) Where a local authority are required or empowered by this Part of this Act in default of any other person to cause the name of a block of buildings or a number or a name or a number and a name of a building to be set up marked renewed or removed they may recover the expenses of so doing from the owner or owners of the block of buildings or part thereof or the owner or occupier of the building as the case may be.</p> <p>(3) All powers rights and remedies given to a local authority by his Part of this Act shall be deemed to be in addition to and not in derogation of any other powers rights or remedies conferred on them by any other Act.</p>	
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A replication of the document:



PAF® Code of Practice Changing Postal Addresses and Postcodes May 2010

Introduction

This Postcode Address File (PAF) Code of Practice explains why and how postal addresses may change and how the changed addresses will be introduced.

Changes can be made for one of two reasons:

- To maintain or improve the service offered by Royal Mail Limited ('Royal Mail').
- To reflect customer demand.

In each case, specific criteria will need to be met before a change is made. By way of background Section One of this leaflet explains what Postal Addresses are and why it may be necessary to change them to maintain or improve service. Section Two details the criteria that must be met before a change will be made in response to customer demand and Section Three explains how the changes will be introduced in each case. Additional information on where you can obtain help with the Code, how we involve users of PAF data and the contact details of our Regulator can be found in Sections 4-6 towards the rear of this document.

Section One - Changing for a better service

Every house and business in the UK falling under Royal Mail's Universal Service Obligation has been given a postal address by Royal Mail. Its use enables Royal Mail to deliver items quickly and accurately. The postal address is a sorting and routing instruction to Royal Mail's staff and not always a geographically accurate description of where a property is located. As mail is circulated via Post towns it may, for example, include the name of that town which could be several miles away as that is where your mail is processed.

The table below identifies the elements that can make up an address and states whether each is required for the delivery of mail:

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DATA	POSTALLY REQUIRED	EXAMPLE
Name of addressee (title, initials, surname)	Not if building name or number present	Mr A Smith
Company/Organisation	Not if building name or number present	Acme Plc
Building name	Not if building number present	Acme House
Number of building & name of street or road	Yes	3 High Street
Additional Locality/Townland* Information	Where similar road names exist within a Post Town area or there is another operational requirement	Hedle End
Post Town (capital letters)	Yes	SOUTHAMPTON
County	No	Hampshire
Postcode (capital letters)	Yes	SO31 4NG

*A Townland is a small geographical area of land used in Ireland

We try not to change addresses and Postcodes whenever possible. Changes are, however, sometimes necessary to ensure that mail is delivered as quickly and efficiently as possible.

For example, occasionally we need to change the way we route mail to provide a better service if a new delivery office is built and sometimes we run out of Postcodes to allocate to new homes and businesses in a developing area. It is also possible for a local council to prompt a change by re-numbering buildings or re-naming roads.

In any of the above circumstances, we may need to change existing Postcodes or addresses to ensure that mail is handled efficiently and delivered without delay. If we have to recode as a result of running out of Postcodes for a particular area, Royal Mail will NOTIFY addressees of any change following the process set out in Section Three. This process will also be followed when changes are made for other Royal Mail operational or efficiency purposes.

All changes, once implemented, will be posted on the Royal Mail website <http://www.royalmail.com/>.

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Section Two - When will we change an address in response to customer demand?

Our first priority is to ensure that we can deliver mail efficiently to our customers. We will consider making changes which do not materially impact on the efficiency of our operation. However, we will not make any changes to postal addresses which could lead to deterioration in the service we provide.

With this overriding proviso, we have detailed below the changes that may be made to a postal address subject to the stated criteria being met. We will be pleased to provide an explanation for our decision on request. Any request to amend an address must come from an individual or individuals living in the area affected by the change either directly or via the relevant Local Authority or Parish Council. Where the proposed change affects more than one address it must be accompanied by clear information about the boundary of the area affected and by evidence to demonstrate that the change would be supported, as set out below.

Name of Addressee

The name of an addressee only forms part of a postal address if there is no other way of identifying the correct delivery point. If the name of the addressee changes we will amend the postal address to reflect this. This will not require consultation.

Company / Organisation

We will amend our records to reflect the name of the company or organisation occupying the premises. This will not require consultation.

Building Name and / or Number

The naming and numbering of thoroughfares is the responsibility of local authorities and not Royal Mail. The postal address reflects the details provided by the local authority.

Where a house is numbered by the local authority and has also been given a name by the occupant, Royal Mail will include only the number in the postal address. This is because the use of the number rather than a name enables the property to be located easily.

If a building is not numbered and the occupant wishes to change its name, they should first advise their local authority of their intentions. The postal address will be amended to reflect the change provided the new name will not lead to confusion or cause offence. This will not require consultation.

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Name of Street or Road

Local authorities have the responsibility for the naming of roads. The postal address reflects the details provided by the local authority. Where a change is made by a Local Authority, Royal Mail is obliged to alter the address held on PAF. In these circumstances it will do so without the need to consult but will write to affected addresses advising them of the changes made.

In certain circumstances, the name of both the road in which a property is located and the one leading to it are present in a postal address.

If the road on which the property is located appears on street plans of the area, then the name of the road leading to it may be removed from the postal address. This is subject to:

- The provision of written evidence that all addresses affected are either in favour of the change or do not oppose it; and
- The change being supported by the customer representatives identified in section three.

This information must be provided by the person requesting the change.

Additional Locality Information

Royal Mail will not make changes to locality information if the quality of service we provide or the efficiency of our operation would be compromised. Locality information may otherwise be added to, or deleted from, a postal address subject to the following:

- The change being supported by the customer representatives identified in section three, with this information provided by the person(s) requesting the change; and
- The availability of an acceptable and clearly defined set of geographical boundary data, with this information provided by the person(s) requesting the change; and
- There being no significant objection raised by those affected by the proposed change of address. This will be established by Royal Mail writing to all those addresses affected by the change to advise them of the proposed inclusion or deletion of locality information, thereby giving them the opportunity to register any objection. Should 20% or more of those affected by the change indicate that they do object to the proposed change Royal Mail will instigate the following:

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- A poll of all addresses affected by the change, with not less than 50% of those polled responding and a simple majority of addresses voting being in favour of the change; Royal Mail will aim to conclude such a poll and implement any address changes within two month of the ballot being initiated and advise customers of any changes to these timescales. Royal Mail will advise Postcomm of the feedback obtained on the occasions that a ballot is required.

Post town

Royal Mail circulates mail by way of a Post town (usually the main town in an area) and recognizes that changes to Post towns affect a large number of addresses and therefore have implications for many householders and businesses. Such changes can also have a significant impact on Royal Mail's distribution network.

For these reasons changes will only be made for postal operational and efficiency reasons and will follow the process set out in Section Three.

County

The county does not form part of any postal address and changes to it are not therefore covered by this code.

Postcode Changes

The Postcode forms the basis of Royal Mail's distribution network. Changes to Postcodes could therefore compromise the service we provide. We will, however, make changes to the last two characters of an individual Postcode in exceptional circumstances. To do this, we will require evidence that all those affected by the change are in favour of the change and it is for the person requesting the change to provide this information.

Additionally, and as mentioned above, it is sometimes necessary for Royal Mail to recode an area for operational reasons or where it has run out of Postcodes. In these circumstances the process set out in Section Three will be followed.

For customers wishing to introduce or remove additional locality information, the support of those bodies/individuals set out in paragraphs 1.1 and 1.2, as appropriate, in Section Three must be obtained. The process for changes to a Postcode are covered separately above.

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Section Three - How will the changes be introduced?

1. Consultation Process

Royal Mail will adhere to the following when it is introducing postal address changes for operational or efficiency reasons i.e the introduction of a new Post town or new postcodes.

1.1 For a small change (by which we mean changes affecting more than one Postcode but less than two hundred addresses), we consult the following customer representatives:

- The principal local authority and the parish / district councils where they exist.
- The local Chamber of Commerce where appropriate.

We will write to all companies at addresses affected by the change inviting their views. Whilst we will consider the responses we receive it will not be possible to enter into correspondence. We will include in this letter the approximate date of implementation of the proposed change and inform all affected addresses that there will be a transitional period of 12 months from that date during which their old postal address will continue to be valid alongside their new postal address.

We will write in a similar manner to all other postal addresses affected by the change.

One full month is allowed for consultation and comment.

We will write again to affected addresses once the changes have been introduced providing details of their new address and also a summary of the feedback we received and our reasons for implementing the change.

We will place notice of the decided change in post offices within the affected area if requested by one of the customer representatives detailed above.

- For a large change (by which we mean changes affecting two hundred addresses or more), we consult with the following in addition to those identified above:
 - The Member(s) of Parliament concerned (and member of the Scottish Parliament, National Assembly Member for Wales or Northern Ireland where applicable).

We will also write to all addresses affected by the change and invite them to let us know their views, as detailed above. Whilst we will consider the responses we receive it will not be possible to enter into correspondence with individuals.

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In these circumstances, we allow a minimum of three months for consultation and comment at the end of which we decide whether or not to proceed with our proposals.

We will place notice of the decided change in local newspapers and Post Offices for display in the affected area.

We will write again to affected addresses once the changes have been introduced providing details of their new address and also a summary of the feedback we received and our reasons for implementing the change. We will also write to all those consulted to advise them of our decision. All domestic customers are provided with a number of complimentary address labels.

2. Implementation of the changes

Where an address change has been made we would like this to be used straight away but realize that this may not always be possible. We therefore ensure that mail bearing either the outgoing or revised postal address details receives the same quality of service for at least 12 months after the changes have been introduced. This changeover period has been designed to allow our business customers to implement the address changes across their company. It provides time to update vehicle livery, signage and websites, for example, and to use up stocks of both pre-printed stationery and promotional material. It also enables our social customers to pass on details of their new address through the normal course of correspondence.

We will make every effort to deliver mail bearing the superseded address details once the changeover period has expired.

We would strongly encourage all users of address data to regularly update and maintain their address records to ensure accurate information is being used.

3. Compensation

We have designed this process carefully, to make sure that all our customers have at least 12 months to get used to their new postal address, without any unnecessary inconvenience, expenditure or deterioration in the quality of their postal service.

However, if we don't give the requisite notice to customers of an address change, you may be able to claim compensation up to a limit of 2000 times the cost of a basic First class stamp. To claim compensation, you must be able to prove you have suffered a financial loss as a direct result of our failure to give customers in the area the requisite notice of the change. In these circumstances, Royal Mail will give consideration to claims for the following costs:

- Reprinting stationery and printed matter

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- Reprinting address labels
- Notifying correspondents
- Any other costs incurred which result directly from our failure to give customers 12 months in which to start using their new address. This would be on a pro-rata basis depending upon the length of the shortfall in providing 12 months notice.

Please note that we cannot take responsibility for any costs incurred as a result of the uses made of the Postcode by other companies or individuals.

4. Further Help

We have designed this process carefully to minimise inconvenience for our customers. If you have any queries relating to changing postal addresses, or require further information about postal address changes, please contact Royal Mail's Address Maintenance team on 08456 01 11 10.

Please also call our Customer Service Centre if you are experiencing problems relating to a change to your address. We will be happy to help.

Section Four - Consultation with “users of the File”

This section of the PAF Code relates to the users of PAF data and the products based on it.

PAF Advisory Board

Royal Mail actively participates in and supports the PAF Advisory Board (www.pafboard.org.uk) an independent body made up of a wide cross section of PAF users that represents the interests of all PAF customers.

Royal Mail will ensure that we inform the Advisory Board of any planned developments to the File which may have an impact on their use of it. These will include changes to the structure of the File, data content and supply.

We will consider and reasonably respond to the needs and views expressed at these forums. We will provide reasonable advance notification of the implementation of any changes.

Regular Communication

Royal Mail will write with details of any planned developments and changes affecting PAF to all those to whom it provides PAF data products. This communication will accompany their data supply.

We will consider and reasonably respond to the needs and views expressed by them.

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Solution Providers

Solution Providers take PAF data and incorporate this into software solutions that they sell and market independently of Royal Mail. They are represented at the Advisory Board and receive the regular communications detailed above. In addition to this, Royal Mail participates in forums periodically to enable the Solution Provider community to meet and discuss their needs and those of their customers. We also provide account management support to this channel.

Section Five – Next Review

This next review of this Code will start on 1 September 2014.

Section Six – Postcomm

Postcomm is the independent Regulator for Postal Services and can be contacted at the following address should you be unhappy with any aspects of this Code or the processes undertaken.

Postcomm
Hercules House
6 Hercules Road
London, SE1 7DB
Tel: + 44 (0)20 7593 2100
Fax: + 44 (0)20 7593 2142
Email: info@psc.gov.uk

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A replication of the document:

THE DEPARTMENT OF TRANSPORT

The Chief Executive
County Councils)
Borough Councils) in England
District Councils)
London Borough Councils
The Town Clerk, City of London

ROOM C14/18
2 MARSHAM STREET LONDON
SW1P 3EB
FAX 071-276 0818
TELEX 22221 DOEMAR-G
DIRECT LINE 071-276 5349
SWITCHBOARD 071-276-3000
GTN 276
My Ref: GT 17/27/03

Your reference

CIRCULAR ROADS 3/93

15 December 1993

Dear Sir/Madam

STREET NAME PLATES AND THE NUMBERING OF PREMISES

1. This Circular supersedes Circular Roads 35/77 (which now lapses) but does not place any new burdens on local authorities. It updates the advice given in that Circular on design and installation of street name plates and reminds authorities of the need to maintain regular contact with the Royal Mail on new or revised naming and numbering proposals.
2. Councils are asked to ensure that consultation takes place with the appropriate Royal Mail Postcode Centre at an early stage when considering new street naming and building numbering schemes. This is to allow the Postal Services adequate time to comment before agreement is given to a scheme and enables the Council to make changes to proposals in light of any representations received.
3. It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same locality. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed.

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4. All authorities are reminded of the continuing need to maintain a good standard of street name plates and property numbering schemes and to improve existing standards where necessary. Both are essential for the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public. It should be remembered that street names need to be legible by night as well as by day. Adherence to the standards set out in the attached Appendices can help to achieve the maximum advantage from expenditure undertaken.

5. The illustration of particular designs in Appendix C is not intended to preclude the use of others which might be more suitable for a particular locality, but the authorities are strongly recommended to adopt approximately the same ratio of legend to background and to avoid unduly thin lettering in order to ensure legibility. Good colour contrast is also important and combinations which are likely to be a particular problem for those who are colour blind should be avoided. It is not suggested that existing plates of character and distinction should not be replaced. The aim should be to promote a good standard of design. This can be achieved by following the criteria set out in Appendix B.

6. Authorities are requested to keep the street name plates and building numbering schemes in their area under review and to ensure they are of a good standard. Street name plates at junctions with main traffic routes should be given the first priority.

7. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Sections 17-19 of the Public Health Act 1925, and for London Boroughs Part II of the London Building Act (Amendments) Act 1939, as superseded by Section 43 of the London Government Act 1963 and paragraph 14 to Schedule 8 for the Local Government Act 1985.

8. Could you please bring this Circular to the attention of the Chief Surveyor or Engineer and the Chief Financial Officer to your authority.

Yours faithfully

R M Kimber
Assistant Secretary

Telephone enquiries about the content of this Circular should be made to Network Management & Driver Information (NMDI) Division on (071 - 276 5349). Enquiries about distribution should be made to NGAM Division (071 – 276 2730)

APPENDIX A

RECOMMENDATIONS FOR THE INSTALLATION OF STREET NAME PLATES

1. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.
2. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.
4. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
6. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.

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9. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in para 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
10. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
12. Duplication of street names or nearly similar street names should be avoided within one postal area.

APPENDIX B

RECOMMENDATIONS FOR THE DESIGN OF STREET NAME PLATES

1. Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
2. Capital lettering should be used to avoid confusion with traffic signs, which generally employ lowercase lettering.
3. Figures (i) – (vi) illustrate suggested alphabets and designs. It should be noted that the many serif alphabets do not perform well when used on reflectorised backgrounds. Authorities are recommended to employ "sans serif" lettering on reflectorised name plates. Figures (iii) and (iv) employ a "sans serif" Gill letter. Figure (v) – (vi) use the pre 1965 Revised Standard Transport Alphabet. Figure (vii) shows the Transport Heavy Alphabet which is in current use for black legends on traffic signs. The relationship of the stroke thickness to letter height is shown in brackets. (It should not be more than 1 : 7 and not less than 1 : 4, to ensure adequate legibility). Figure (v) illustrates a street name plate with a "No Through Road" sign (diagram 816.1) in Traffic Signs Regulations General Directions 1981 (same number in the 1994 TSRGD). This sign may be used with any street name plate to indicate a no through road to vehicular traffic.
4. A 100mm actual capital letter height of lettering is the recommended standard for both the Standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design shown in Figure (vi) with either the Standard Transport or Transport Heavy Alphabets at 75mm capital letter height is preferable to using a 100mm alphabet with compressed letters and spacing. A 150mm letter height may be more appropriate on fast main roads.
5. Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7 : 1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium street lighting. The white background should be reflectorised wherever plates are likely to be viewed from vehicle headlamps.
6. Only well known abbreviations should be used e.g. Ave., Cres., St., etc.

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7. When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
8. Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provide post care should be taken to ensure that the appearance of the post and the back of the plate are as pleasing and as unobtrusive as possible. Aircraft grey No. 693 to BS 381c has been found an unobtrusive colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.
9. Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 7 : 1) is necessary if this is to be effective.
10. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E, etc are those which need to be furthest apart; curves in B, C, D, G, etc permit a slight decrease in spacing; right angled letters E, F, L, etc and slopping ones, A, K, V, etc can be closer still; some combinations such as LT, LY and VA can almost overlap.
11. The minimum spacing between words should be some 40% - 50% of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50% of the letter height, and spacing between the lines not less than 40% of the letter height.
12. If district names are included on the name plate they should be shown in a smaller or reduced height of lettering. Figure (iv) gives an example.

APPENDIX C

RECOMMENDATIONS FOR THE DESIGN OF STREET NAME PLATES

1. Unlike street name-plates there is no legal requirement for the numbers of premises when displayed to be conspicuous except where authorities have taken special powers in local Acts. Nevertheless, every effort should be made to persuade owners and tenants to ensure that properties are clearly numbered and to adopt the recommendations in paragraph 5 below.
2. Main roads should be numbered so that when travelling away from the centre of town the odd numbers are on the left hand side and even numbers on the right. Succeeding numbers should be approximately opposite one another, even though this may mean the omission of certain numbers where frontages vary (Suffix letters may be used in such cases as an alternative). Side roads should be numbered ascending from the main road.
3. The postal authorities (ie the local Royal Mail Postcode Centre) should be consulted on numbering pedestrian type layouts and other complex urban developments.
4. In small groups of low rise flats, dwellings should be numbered within the ordinary street numbering system, but in tall blocks of flats each flat should be numbered so that the number indicates the floor level. The numbers of the flats contained in each block should also appear at the entrance to the block in a position clearly readable from the roadside.
5. All houses, offices, business establishments and other premises should be numbered, preferably with a minimum size of numerals of 62.5mm, and their numbers should be displayed so as to be in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors or walls as appropriate, but ensuring that there is a good colour contrast between the numerals and the background to which they are fixed.

Appendix E: - Statutory Legislation and Guidance



FIG. I KINDERSLEY — 90



FIG. II KINDERSLEY — 90



FIG. III GILL ($\frac{1}{2}$) — 90 & 50



FIG. IV GILL ($\frac{1}{2}$) — 90 & 50



FIG. V PRE-1965 REVISED STANDARD ($\frac{1}{8}$) — 100 & 50



FIG. VI PRE-1965 REVISED STANDARD ($\frac{1}{8}$) — 75 & 50



FIG. VII TRANSPORT HEAVY ($\frac{1}{5.2}$) — 105 (related to 75 x-height)

all dimensions in millimetres

Appendix F: – Example Corporate Policy

Appendix F: - Example Corporate Policy

Appendix last reviewed September 2016

The following is a list of links to example corporate Street Naming and Numbering policy documents:

1. <http://www.trafford.gov.uk/residents/transport-and-streets/roads-highways-and-pavements/docs/street-naming-numbering-guide.pdf>
2. http://www.hambleton.gov.uk/downloads/file/1347/street_naming_and_numbering_addressing_guidance
3. <http://info.ambervalley.gov.uk/docarc/docviewer.aspx?docguid=f0a2fd321445409099f042ac395816b2>
4. http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Name-Number-Property/bnes-street_naming_and_numbering_policyv4.pdf
5. <http://www.n-somerset.gov.uk/wp-content/uploads/2016/03/street-naming-and-property-numbering-policy.pdf>
6. <https://new.enfield.gov.uk/services/planning/advice-and-guidance/street-naming-and-numbering/planning-applications---information---street-naming-and-numbering-policy.pdf>
7. <http://www.nottinghamcity.gov.uk/planning-and-building-control/address-management/>
8. <https://www.ceredigion.gov.uk/SiteCollectionDocuments/Resident/Planning/Street%20Naming%20and%20Numbering/Street%20Naming%20and%20Numbering%20Policy.pdf>
9. http://www.melton.gov.uk/downloads/file/35/street_naming_and_numbering_policy
10. <https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/Street-naming-and-numbering-policy.pdf>
11. <http://www.newport.gov.uk/documents/Planning-Documents/Supplementary-Planning-Guidance/Street-Naming-and-Numbering-Guidance.pdf>

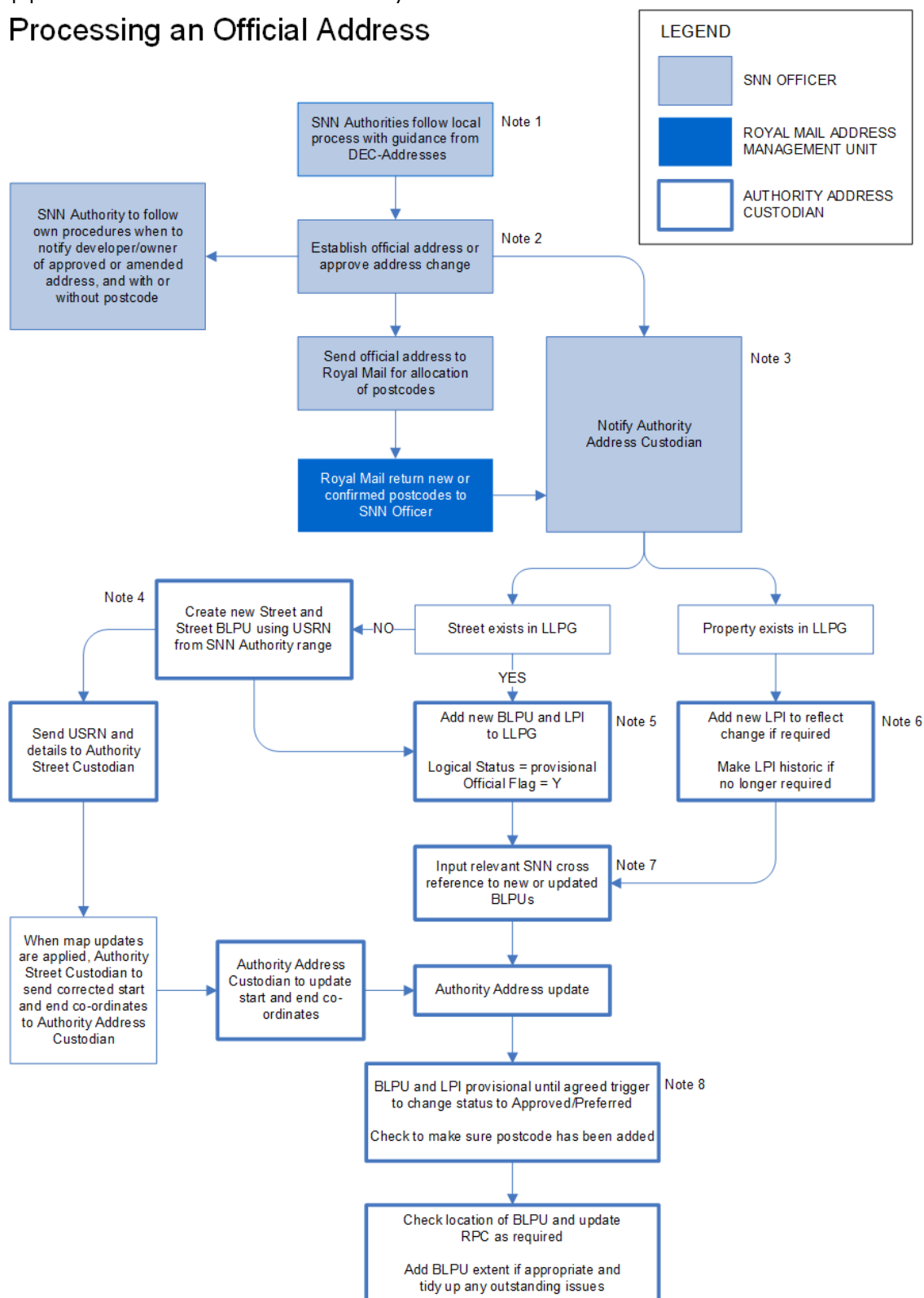
Appendix F: – Example Corporate Policy

Appendix G: – Data Flows

Appendix G: – Data Flows

Appendix last reviewed February 2016

Processing an Official Address



Appendix G: – Data Flows

Notes – Processing an Official Address

Note 1 - For best practice guidance for SNN processes, see [Section 4](#) and [Section 5](#).

Note 2 - It is important that there is good liaison between the SNN Officer and the Authority Address Custodian, especially if new developments require numbering into existing numbering schemes (infill) or if a new street is required. This is to ensure the duplication of numbers or Street Names does not occur.

Note 3 - Authority Address Custodian to manage addition of postcode if not supplied at the same time as the new Official Address information.

Note 4 - For best practice guidance for Street processes, see [Section 5](#).

Note 5 - For new properties, it is useful to add plot numbers as well as the Official Address at this stage if the information is available. This helps with searching in other systems, for example Land Charges.

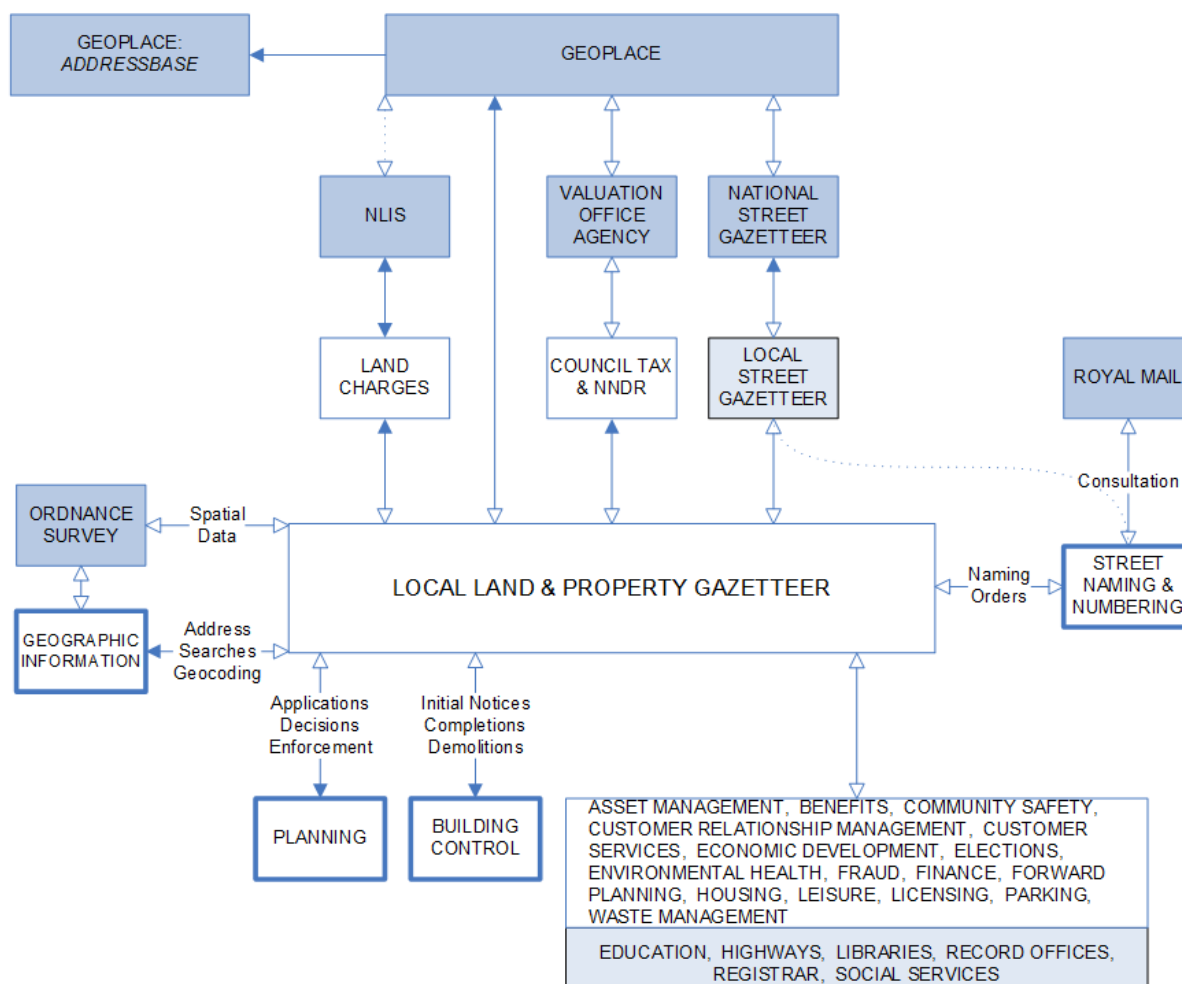
- **BLPU:**
 - BLPU LOGICAL_STATUS = 6 – Provisional BLPU.
 - BLPU STATE = 1 – Under construction/named or numbered by SNN
 - RPC can be either;
 - RPC = 1 – Visual Centre
 - RPC = 2 – General Internal Point
- **LPI**
 - LPI LOGICAL_STATUS = 6 (Provisional LPI).
 - POSTAL_ADDRESS = "N" (Non Postal Address).
 - OFFICIAL_ADDRESS = "Y" (Official Address) – this is only for S1, S3, S4 and S5 (not S2 Demolitions).
 - If relevant input the floor level in the level Field.

Note 6 - Make original LPI Historic and new LPI Approved/Preferred. For guidance for recording demolished properties, see [Section 11.7](#). For guidance for recording splits and mergers, see [Section 11.8](#).

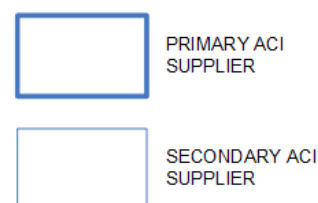
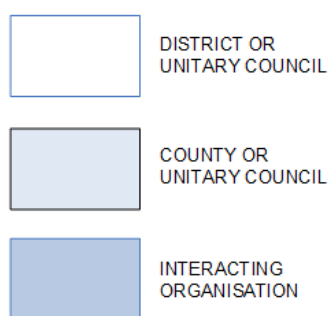
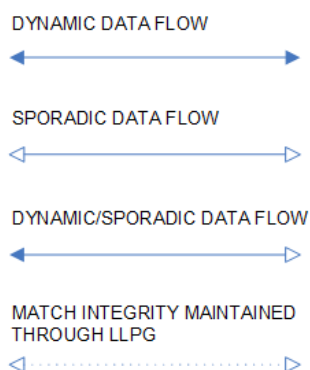
Note 7 - SNN Cross References must be unique per SNN case not per property.

Note 8 - There are various triggers that could be applied to the BLPU and the LPI to change the Logical Status from Provisional to Approved/Official. For example, this could be the council tax reference, information from Electoral Registration, Customer Relationship Management or building completion notice systems. Each Authority Address Custodian should determine a source or sources of information to complete this task.

Example of LLPG Address Change Intelligence Flows

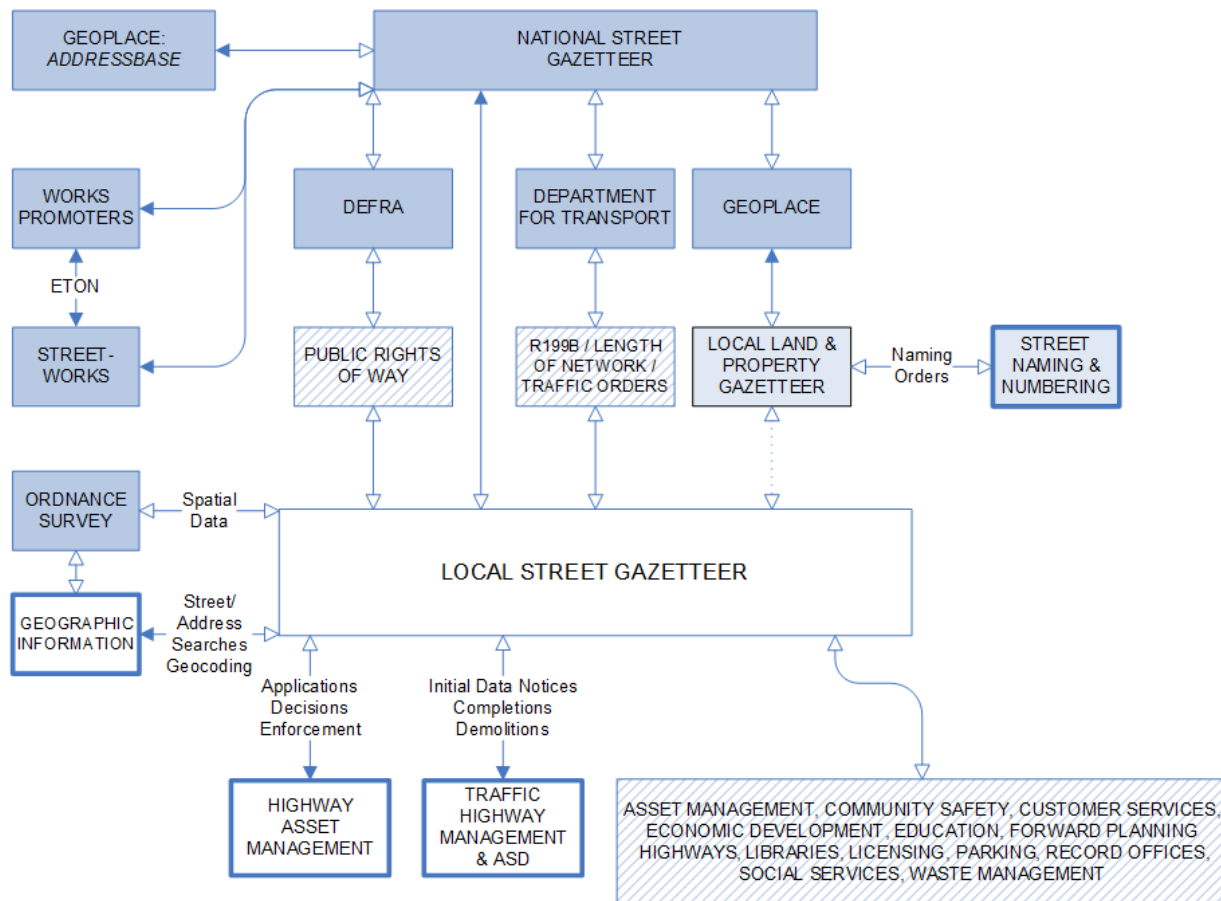


LEGEND

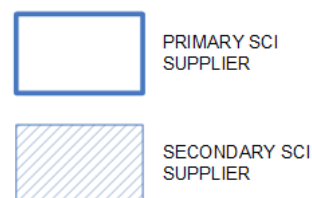
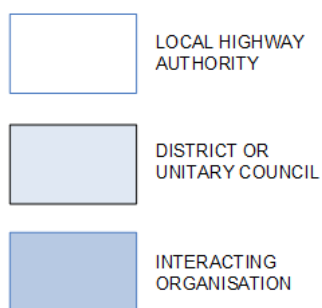
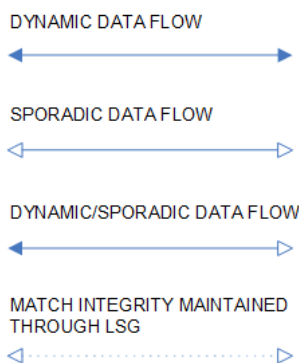


NOTE: THE LIST OF ACI SUPPLIERS IS NOT EXHAUSTIVE. OTHER SOURCES ARE LIKELY TO BE AVAILABLE.

Example of LSG Street Change Intelligence Flows

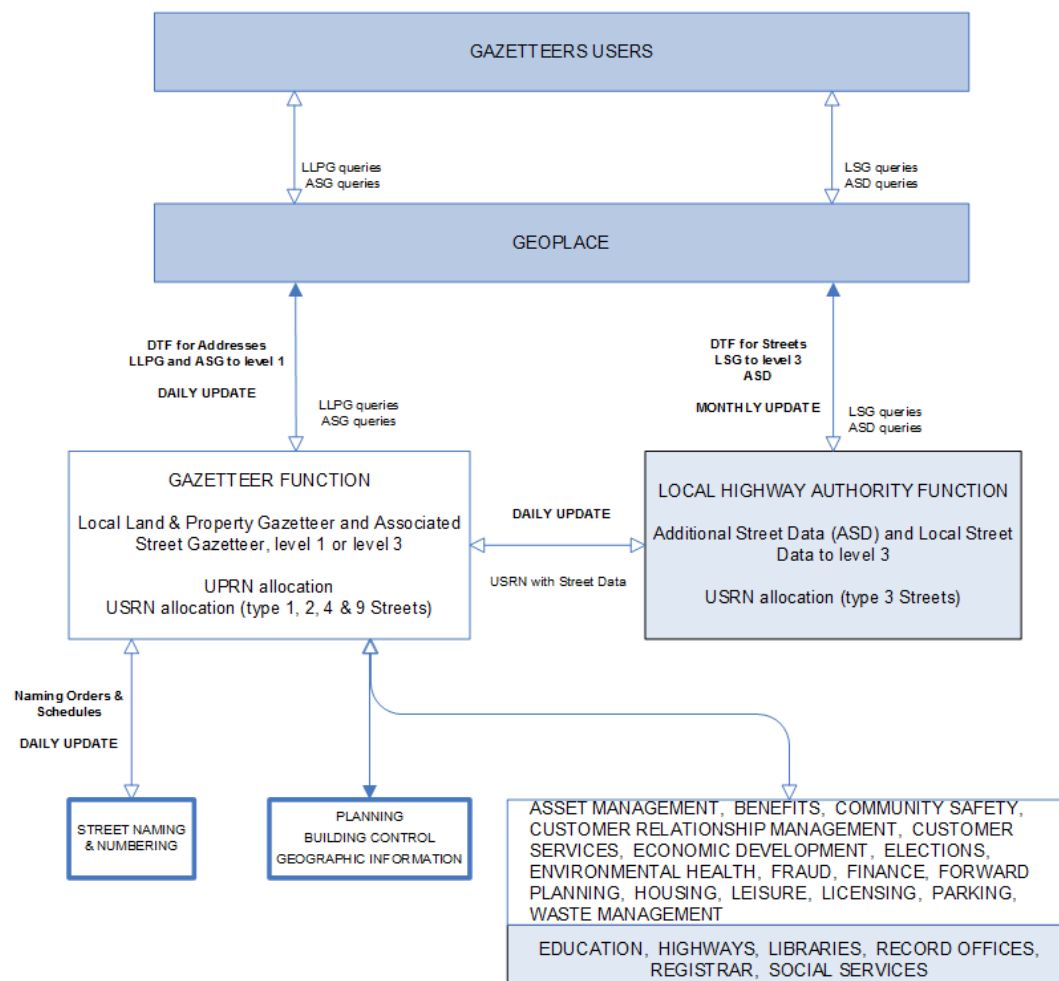


LEGEND

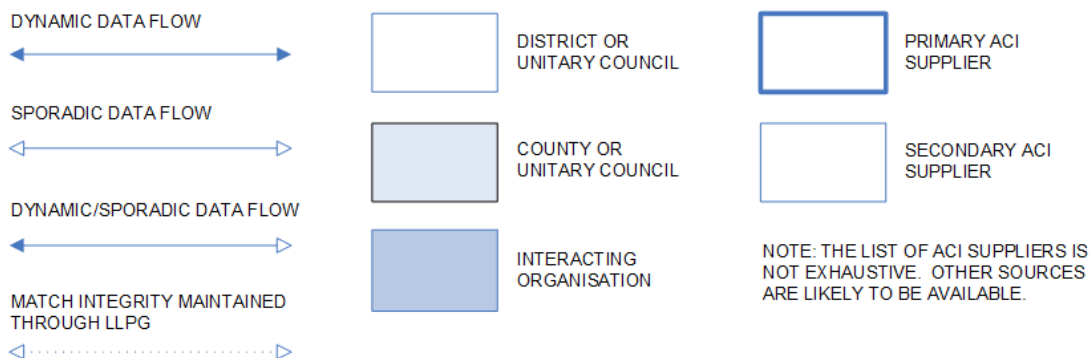


NOTE: THE LIST OF SCI SUPPLIERS IS NOT EXHAUSTIVE. OTHER SOURCES ARE LIKELY TO BE AVAILABLE.

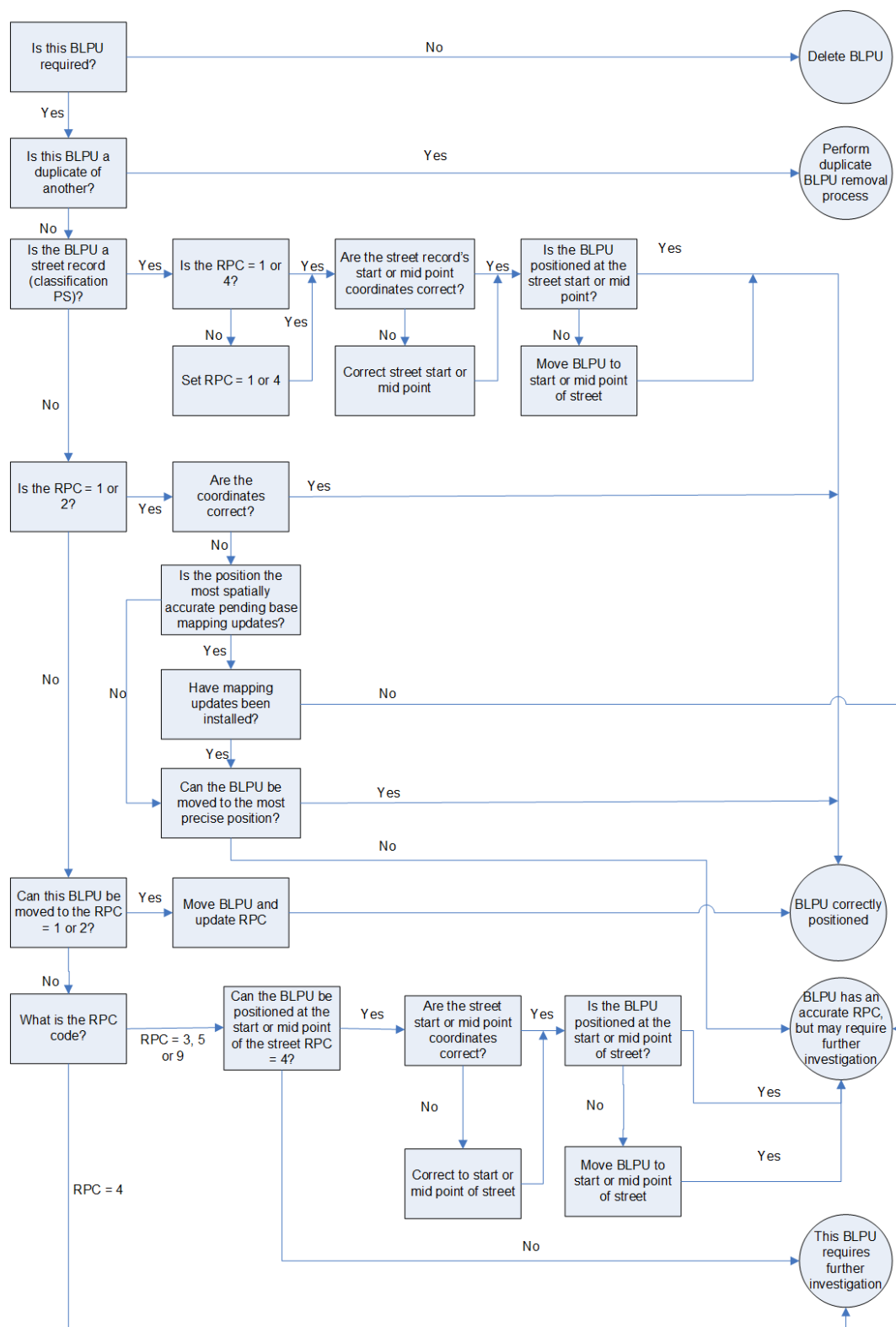
USRN and UPRN Allocation



LEGEND

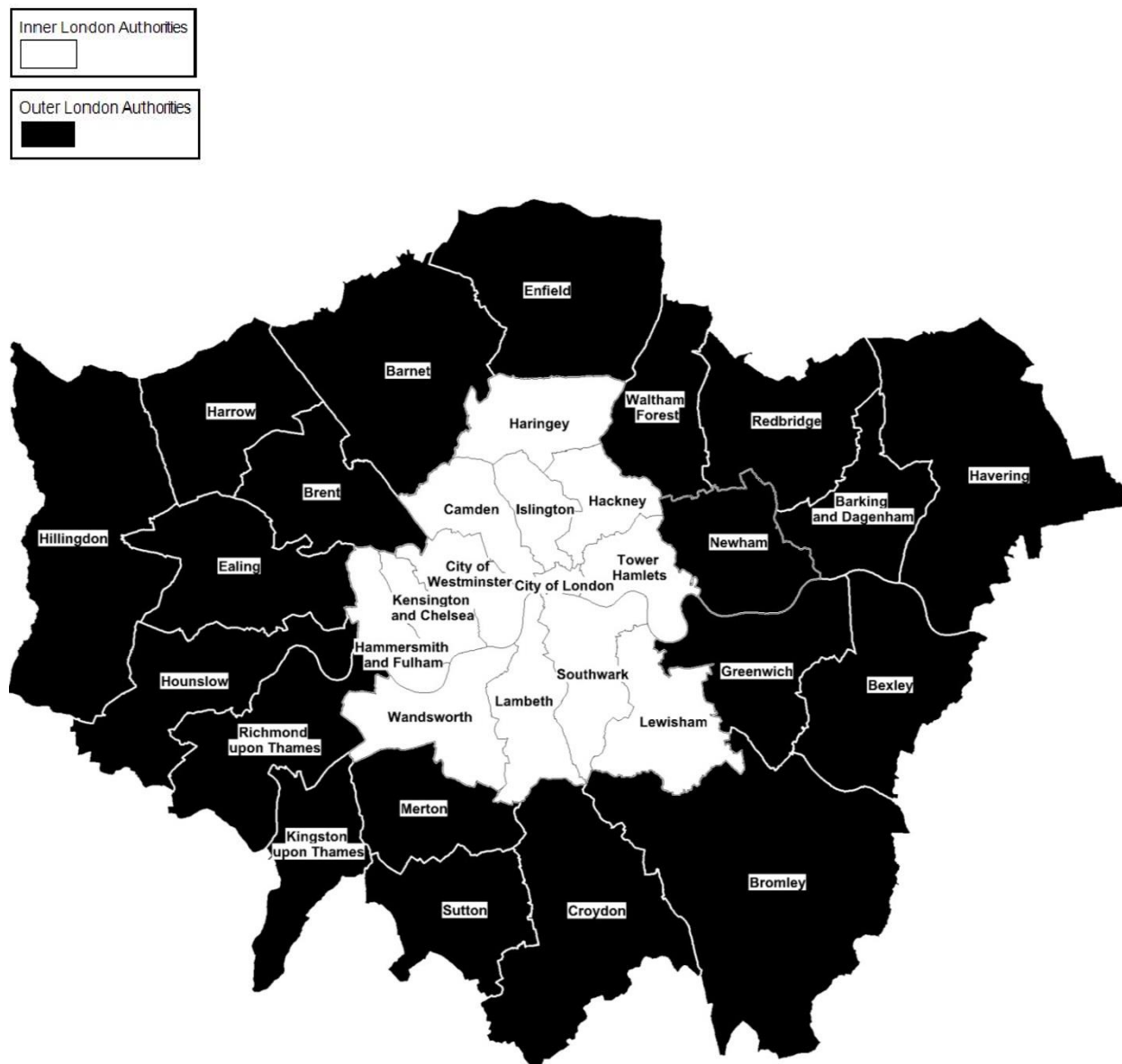


Improving RPC Values



Appendix H: – Inner and Outer London Boroughs

Appendix H: - Inner and Outer London Authorities

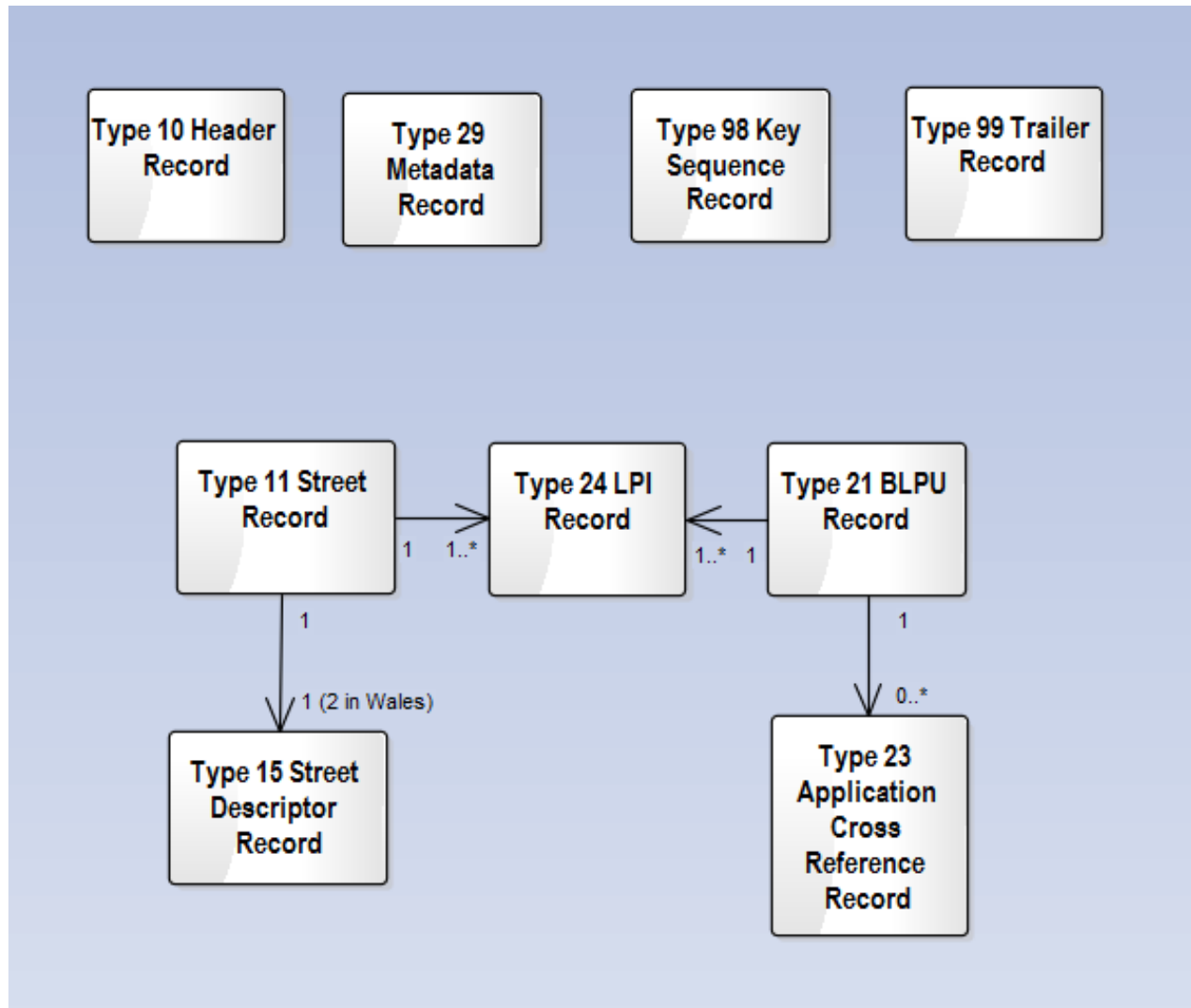


Note: As agreed by Authority Address Custodians for London - June 2011.

Appendix I: – Entity Relationship Diagram

Appendix I: - Entity Relationship Diagram

Appendix last reviewed January 2016



Appendix J: - Definition of a House in Multiple Occupation

Appendix J: - Definition of a House in Multiple Occupation

Appendix last reviewed April 2014

1. Definition of a House in Multiple Occupation.
 - 1.1 This is defined as:
 - 1.1.1 An entire house or flat, which is let to three or more tenants who meet both of the following conditions:
 - They form two or more households.
 - They share a kitchen, bathroom or toilet.
 - 1.1.2 If the landlord is resident the property becomes a House in Multiple Occupation if it is let to more than two tenants.
 - 1.1.3 A house which has been converted entirely into bedsits or other non self-contained accommodation which is let to three or more tenants who meet both of the following criteria:
 - They form two or more households
 - They share a kitchen, bathroom or toilet.
 - 1.1.4 A converted house, containing one or more flats, which are not wholly self-contained (that is, the flats do not contain within them a kitchen, bathroom or toilet) and which is let to three or more tenants who form two or more households.
 - 1.1.5 A building which is converted entirely into self-contained flats, but the conversion did not meet the standards of the 1991 Building Regulations, and more than one third of the flats are let on short-term tenancies.
 - 1.2 In all cases:
 - 1.2.1 Occupation of the living accommodation must be the only use of that accommodation.
 - 1.2.2 Rents are payable or other considerations are provided.
 - 1.2.3 A building of three or more floors which has the type of accommodation and occupation, as defined above. This also should be licensed for occupation by the Environmental Health function.
 - 1.3 Licensing of HMOs:
 - 1.3.1 Part 2 of the Housing Act 2004 controls the licensing of HMOs.
 - 1.3.2 Mandatory licensing applies across the UK to every 3 or more storey HMO with 5 or more occupiers.

Appendix J: - Definition of a House in Multiple Occupation

- 1.3.3 A council also has the power to extend licensing to other classes of HMO using Sections 56-60 of the Act. These powers can be used to introduce a requirement to licence the following HMOs:
- Every 3 or more storey HMO with 3 or 4 occupiers and every 2 storey HMO with 5 or more occupiers
 - Every other HMO apart from certain poorly converted flats defined under section 257 of the Act that are mainly owner occupied.
2. Definition of a Room.
- 2.1 A room may be added to the gazetteer if there is a separate unit of residential occupation of that room, that is the occupants of that room have sole rights of occupancy of it as a bedroom but share other common parts of the overall residential unit such as a kitchen and/or lounge.
- 2.2 These rooms do not need to be added as a matter of course to an LLPG but may be added if there is a business need, for example, for:
- Benefit claims.
 - Electoral registration.
 - Housing records.
- 2.3 Examples of such rooms include individual rooms in;
- Care homes.
 - Halls of residence.
 - Student cluster flats
 - Hostels
 - Long stay Bed and Breakfast Accommodation.
- 2.4 If required in an LLPG, the rooms must be added as a Child Record. The Parent Record holds the main Classification of the property, for example:
- Care home RI01.
 - Hall of residence RI03.
 - Student cluster flat RD06.
 - Long Stay Bed and Breakfast Accommodation CH01.
- 2.5 The room itself must be classified as RH02. Usually the rooms are assigned POSTAL_ADDRESS = "A", with the Parent having POSTAL_ADDRESS = "Y" or "A", as appropriate.

Appendix K: - Interacting with GeoPlace

Appendix last reviewed September 2016

1. Interacting with GeoPlace

1.1 Background

1.1.1 Under the terms of the DCA each Participating Authority has an obligation to interact with GeoPlace on an agreed regular basis. Users of AddressBase can communicate Address Change Intelligence (ACI) to the Authority Address Custodian via GeoPlace. For details of how ACI is submitted, see [Section 10](#). The sections below detail the processes of communication between GeoPlace and Authority Address Custodians.

1.2 Communication between an SNN Authority and GeoPlace

1.2.1 GeoPlace contact details are:

- Helpdesk email: support@geoplace.co.uk
- Helpdesk telephone: 0207 630 4602
- COU file email: llpgupdate@geoplace.co.uk
- GeoPlace website: www.geoplace.co.uk

1.2.2 All SNN Authorities should create two contact e-mail addresses for communication between GeoPlace and the SNN Authority. They should follow the format below.

- XXXXSN&N@domain name of SNN Authority
- XXXXLLPG@ domain name of SNN Authority where:
 - XXXX represents the Local Custodian Code,
 - domain name of SNN Authority is relevant to the SNN Authority e-mail address.

1.3 Sending COU and Full Supply files from SNN Authorities to GeoPlace

1.3.1 Full Supply and COU files must be submitted electronically in the current Data Transfer Format via the following methods:

- FTP
- email

1.3.2 For the specification of the current Data Transfer Format see the support section on the GeoPlace website <https://www.geoplace.co.uk> or contact the help desk.

Appendix K: – Interacting with GeoPlace

1.3.3 All COU and Full Supply files must be named as follows:

- nnnn_ccyymmdd_vv where:
 - nnnn represents the Local Custodian Code
 - ccyymmdd is the date the file was generated
 - vv is the volume number of the file.
- ccyy – year, mm – month, dd – date.
- If more than one file is generated on the same date, the volume number must increase incrementally.

1.4 Change Only Update (COU) from SNN Authorities

1.4.1 Process for submission of COU files:

- Either upload COU file to the folder “IN” on the Authority Address Custodian’s authority area on the FTP site, or email the file to llpgupdate@geoplace.co.uk as defined in **Section 1.3**.
- Authority Address Custodian will receive an email informing them the file has been received and is awaiting processing.
- Authority Address Custodian will receive further email indicating if the file has been automatically processed or requires manual processing.
- If the file requires manual processing no further COU files will be processed until the file has been processed. This will create a backlog of COU files held on GeoPlace files.
- When manual processing is complete the Authority Address Custodian will receive an email notification.
- If there are any issues with the manual processing of the file, error and warning files will be returned to the Authority Address Custodian via email. The Records that were rejected from the file should then be corrected and returned in a subsequent COU file supplied.
- If a file is rejected by GeoPlace, the file must be amended and then resubmitted using a different file name from the original file.

1.4.2 Authority Address Custodians must not send their COU files to both the FTP site and also via email.

Appendix K: – Interacting with GeoPlace

- 1.4.3 Authority Address Custodians should contact the helpdesk on 0207 630 4602 or via email support@geoplace.co.uk to obtain the appropriate registration details for access to the secure LLPG FTP site.
- 1.4.4 GeoPlace undertakes validation checks on all COUs and Full Supply received and reports to the SNN Authority inconsistencies in any Record which does not conform to the rules in this document or the current DTF. For a full description see the support section on the GeoPlace website www.geoplace.co.uk
- 1.5 Receiving Candidates via GeoPlace into an LLPG
 - 1.5.1 Candidates can be sent by GeoPlace via two methods:
 - Candidate DTF file
 - Contains the suggested insert or update record, along with a cross reference insert including the candidate key.
 - Spreadsheet
 - Contains all fields for the relevant BLPU or LPI with the suggested changed highlighted.

Candidate records are sent in a spreadsheet by default, but a DTF can be requested if your software is able to accept it.
 - 1.5.2 Upon receipt of one or more Candidate requests, a SNN Authority must process them as follows:
 - Investigate the validity of each request.
 - Generate the appropriate response by marking the Candidate Record as accepted or rejected in the spreadsheet, or changing the logical status.
 - If the Record is rejected, no further action is required within the SNN Authority LLPG.
 - If the change is accepted:
 - Make the change within the SNN Authority LLPG.
 - Update via the existing COU process.

Appendix K: – Interacting with GeoPlace

- For the Candidate to be marked as complete, either return the spreadsheet to support@geoplace.co.uk or add a Cross Reference of the Candidate Key with a Source Code of '7666IA'. If LLPG is unable to create this source code then select source of 'other' and then add the suffix IA.

For further information on processing Candidate records please refer to the FAQs section of the GeoPlace website (www.geoplace.co.uk/helpdesk/faqs).

1.6 Resynchronisation with GeoHub

1.6.1 If a SNN Authority experiences technical problems which prevent successful processing of COU files it is possible that the LLPG is no longer synchronised with GeoHub. When this happens it may be necessary to carry out a Full Supply transfer file resynchronisation with GeoHub.

1.6.2 Process for resynchronisation:

- Before starting the resynchronisation process the SNN Authority must complete a DCA Service Order form and return it to Helpdesk. To download the latest version of this form please see the Support section of the GeoPlace website.
- Either upload the Full Supply transfer file to the folder "IN" on the Authority Address Custodian's authority area on the FTP site, or email the file to llpgupdate@geoplace.co.uk as defined in **Section 1.3**.
- Initially the data is validated by GeoPlace to ensure compliance with the currently published version of the DTF and DEC-Addresses. If this process identifies any Records that do not comply with the DTF and those in the current version of the DEC-Addresses, the Authority Address Custodian must correct any errors flagged in the report and transfer another Full Supply transfer file to GeoPlace.
- The file passes initial validation when GeoPlace receive a Full Supply transfer file in which no errors are identified. The Authority Address Custodian will be advised not to submit any COU files until the resynchronisation is complete.
- GeoPlace compare the Full Supply transfer file with the data in GeoHub. Further errors may be identified at this stage and sent to the Authority Address Custodian to resolve.

Appendix K: – Interacting with GeoPlace

- GeoPlace will synchronise the Full Supply transfer file with GeoHub and the Authority Address Custodian will receive notification when this is complete.
- 1.6.3 Under the DCA each SNN Authority is entitled to one free complete resynchronisation with GeoHub for each April to March period in each year. After using this one resynchronisation a SNN Authority may do another resynchronisation within the same period, however this will be subject to an additional service charge as set out in the DCA.
- 1.6.4 The Authority Address Custodian may transfer multiple Full Supply files to GeoPlace for validation. The resynchronisation is deemed to be complete once the Full Supply transfer file has passed the validation process and has been resynchronised with GeoHub.
- 1.6.5 The Full Supply transfer files should follow the same naming convention as COU files but be identified as a Full Supply by the correct FILE_TYPE entry in the Header Record. Full Supply transfer files should be sent via FTP if possible or by email to llpgupdate@geoplace.co.uk. All Full Supply transfer files should be zipped due to their file size.
- 1.7 Health Checks
- 1.7.1 Each month GeoPlace sends a Health Check to each SNN Authority concerning the quality of data held within GeoHub. These are provided during the last week of each month via FTP and consist of both a full Health Check report and a summary report. Each Authority Address Custodian receives an email notifying them when these reports are put on the FTP site for downloading. If a SNN Authority does not have access to the FTP site they can request a copy of the reports by contacting GeoPlace via support@geoplace.co.uk.
- 1.7.2 Health Check files use the following naming convention:
- LAID-YYYYMMDD-Summary.txt
 - LAID-YYYYMMDD-Report.txt where:
 - LAID is the Local Custodian Code ID (usually a 4-digit code) e.g. 1234.
 - YYYY(year), MM (Month), and DD(Day) constitute the date of creation.
 - The text “Summary” or “Report” identifies the type of file that together make up the Health Check.

Appendix K: – Interacting with GeoPlace

- 1.7.3 The full Health Check reports and the summary reports begin with a section of Record statistics – a list of Record counts, followed by a list of Classification counts, with an overall count of Classification percentage, RPC and BLP State counts.
 - 1.7.4 The Summary report only contains a count of the number of Records for which each error or warning has been flagged.
 - 1.7.5 The full Health Check report contains all checks which have been flagged for that SNN Authority. It also contains each individual Record flagged by that check as well as a count.
 - 1.7.6 Both reports are broken down into separate sections depending on the Record type, within each section the checks are then broken down into errors and warnings, the errors being the checks with the higher priority which must be remedied by the Authority Address Custodian.
- 1.8 Health Check exceptions
- 1.8.1 Some of the warnings in the Health Check flag Records which cannot be entered in any other way. It is possible for the Authority Address Custodian to notify GeoPlace of the exemption of these Record(s) so that they are not reported back each month.
 - 1.8.2 For further details of this process see the support section on the GeoPlace website www.geoplace.co.uk.

Appendix L: – Data Linking to other Datasets

Appendix L: - Data Linking to other Datasets

Appendix last reviewed August 2016

1. Each calendar month GeoPlace links source data from the Valuation Office Agency (VOA), the Royal Mail Postcode Address File (PAF) and other source data suppliers to the data in GeoHub. The source data is linked by:
 - Using matching algorithms to identify exact matches and possible matches, and rejecting any doubtful matches during a manual review.
 - Reviewing all cross references supplied by the SNN Authority and checking whether all addresses match with those held in the source data.
 - A manual review of all remaining unlinked Records.

Note – DEC-NLPG v3.3 April 2014 introduced a new cross reference source code of PA linked to Postcode Address File Record.

2. Four files containing the remaining unlinked records are then made available to the Authority Address Custodian. These are:
 - New PAF/VOA records for that calendar month.
 - Legacy PAF records
 - Legacy VOA records.
 - Priority Objects from other source data suppliers.

Further information about the format of these files can be found in the Data Linking FAQs - <https://www.geoplace.co.uk/helpdesk/faqs>

3. The date that the files are generated and the deadline for their return are published each year via email and the FAQs. These dates are also included in the calendar monthly email sent to all Authority Address Custodians which advises them that the files are on the GeoPlace FTP site.
4. When the Authority Address Custodian checks the unlinked records, the following are some sources of information to use:
 - Occupier contact.
 - Site visits by a member of the SNN Authority's staff, for example, council revenue inspectors often visit properties.
 - VOA plans.
 - Planning and Building Control applications.
 - A supply of address change data from the council tax and non-domestic rates functions so the links between the two sources are maintained.
 - Notifications from the Housing function of properties becoming vacant.

Appendix L: – Data Linking to other Datasets

5. Each record should be allocated either a UPRN to link it to GeoHub, or an outcome key. For details of the outcome keys, see **15.1**. With the exception of outcome key “V”, all outcome keys will result in that record being removed from the statistics used to calculate link rates. Files can be returned to datamatch@geoplace.co.uk at any point before the deadline for that calendar month. A file can be returned more than once if additional work is carried out following the original submission. When GeoPlace receives a file from an Authority Address Custodian, that file is processed through a series of validation checks and the generated report is sent back to the Authority Address Custodian. For details of the validation checks, see **15.2**.
6. Any new or legacy unlinked Priority Objects Records are supplied in the same file. New records are held in the file as pending for one month before moving to review or unlinked status in the file.
7. For Priority Object source data, in addition to providing the correct UPRN the appropriate tertiary Classification must also be used. Records with a different tertiary Classification to that suggested in the source data are included in the linked section of the file. Where the suggested tertiary Classification is incorrect the outcome key of “I” can be used.
8. Linking the LLPG data to other data sources is not designed to question the decisions the Authority Address Custodian has made on the correct format or content of addresses within their LLPG.
9. If a source address record contains an error but the Authority Address Custodian is able to provide a link between that record and a BLPU in the LLPG via the correct UPRN, GeoPlace accepts this as a linked record. However, for commercial reasons, GeoPlace is currently unable to inform either the VOA or Royal Mail of errors in their data.
10. Similarly, GeoPlace are currently unable to provide delete information to either the VOA or Royal Mail. Any records marked with a “Q” outcome key detailed below are flagged accordingly in GeoHub and removed from the SNN Authority unlinked records but are not deleted from GeoHub or the original dataset.
11. Any records that are not returned to GeoPlace within that calendar month with a UPRN or outcome key are included in the files in the following calendar months until the record is resolved. This includes records which the Authority Address Custodian marks with an outcome key of “V”.
12. If an Object has already been sub-divided within an LLPG into units/rooms/suites with appropriate child BLPUs and VOA data has been linked to these BLPUs; and appropriate PAF data exist, these PAF records must be linked to the same BLPUs.

Appendix L: – Data Linking to other Datasets

13. If an Object currently has no sub-divisions in an LLPG but the Authority Address Custodian considers that the sub-divisions recorded in the VOA or PAF data are appropriate, create these in the LLPG and record the allocated UPRNs against the individual VOA or PAF records.
14. If it is only possible to link specific PAF data to parent shell BLPU, for example five flats behind a single front door are represented within an LLPG by a parent shell and five child BLPU but appear in PAF as a single record representing the common front door, add the UPRN from the appropriate parent shell BLPU.
15. For details of outcome keys to use to inform GeoPlace that it is not possible to link a UPRN to a record in another dataset, see **15.1** and Validation checks, see **15.2**.

15.1 - Valid outcome keys

Outcome key	Use
"K"	Insufficient information provided
"I"	Not a Priority Object
"O"	Out of area
"Q"	Record no longer live in VOA/PAF systems
"S"	Split Objects
"U"	Object sub-divisions cannot be linked
"V"	Site visit required
"X"	Object does not exist
"Z"	Large user and non-geographic postcode records

"K" – Insufficient information provided (PAF only)

Use this outcome key if no surveyed coordinates are provided for a PAF record and if the Authority Address Custodian is unable to locate the Object described. This record is removed from the statistics used to calculate linked rates until such time as coordinates for that property are allocated by Ordnance Survey.

"I" – Not a Priority Object (Priority Objects only)

If the source data Classification is incorrect but the link between the source data Object and the UPRN is correct then outcome key "I" is used. This outcome key cannot be used for VOA and PAF linking.

"O" – Out of area

Use this outcome key if a record is assigned the incorrect LAID by GeoPlace. Do not link UPRNs to these records when returning the file. Any records assigned an outcome key of "O" will be investigated by GeoPlace and forwarded to the appropriate SNN Authority.

Appendix L: – Data Linking to other Datasets

“Q” – Record no longer live in the VOA or PAF systems

Use this outcome key if a record is no longer “live” in the VOA or PAF data. These records will be suppressed in the next calendar month's export and removed from the statistics used to calculate linked rates. GeoPlace now receive calendar monthly update files from both the VOA and Royal Mail and any records flagged with an outcome key of “Q” will be checked periodically. If they still exist in the original source data after a six calendar month period they will be re-included in the next release of data to be linked. These will be identified in the unlinked file, grouped together above the record with an outcome key of “V”.

“S” – Split Objects

Use this outcome key if it is possible to link more than one UPRN to one PAF/VOA record, that is, the sub divisions shown in the LLPG are correct and the merged VOA/PAF record is incorrect. Do not link UPRNs to these records.

“U” – Object sub-divisions cannot be linked

Use this outcome key in the following scenarios. GeoPlace will collect and collate all of the records marked with a “U”, together with those marked with “Q” or “X”, GeoPlace will analyse the results and determine the common themes and then discuss these themes and possibly individual cases with the Authority Address Custodian. Any record marked with “U” will be removed from the statistics used to calculate linked rates.

If an Addressable Object is not sub-divided in the LLPG, that is, the creation of sub-divisions is considered inappropriate by the Authority Address Custodian working in accordance with the current DEC-Addresses and if the VOA or PAF data indicates a number of sub-divisions within the Addressable Object identified. For example by different organisation names.

- If an Addressable Object is sub-divided in the LLPG based on physical structure or VOA derived intelligence and a number of PAF records related to the Addressable Object exist and there is no clear relationship between the PAF and LLPG sub-divisions. For example, five flats behind a single front door are represented in the LLPG by a parent shell and five child BLPUs, “Flat 1”, “Flat 2”....“Flat 5” but are shown in PAF as two records, based on the existence of two letterboxes, representing “Flats 1-3” and “Flats 4 and 5”.

“V” – Site visit required

Use this outcome key if a record needs more work before a decision can be made. If PAF/VOA records are flagged with an outcome key of “V” GeoPlace will record the fact that they are being investigated by the Authority Address Custodian. The records will continue to be included in the unlinked file in subsequent calendar months, grouped together at the top of the file.

Appendix L: – Data Linking to other Datasets

“X” – Object does not exist

Use this outcome key only against a record for a real world Addressable Object that does not physically exist. Do not use this outcome key in the following cases:

- If the organisation is no longer occupying the Addressable Object.
- If the Authority Address Custodian is unable to link the record to a BLPD this calendar month.
- If the Addressable Object is under construction.

“Z” – Large user and non-geographic postcode records

Use this outcome key in the following scenarios and do not enter them into the LLPG. It is unlikely that these postcode specific records will be sent out, having been identified and excluded by GeoPlace. Do not use this outcome key for subdivisions of buildings, for example flats/rooms/suites/offices/units.

- Large User Postcodes: A large user postcode is defined by Royal Mail as an address that generates at least 1000 items of mail a day at the nearest sorting office – see page 9 - http://www.royalmail.com/sites/default/files/docs/pdf/programmers_guide_edition_7_v5.pdf (accessed February 2016). Organisations who meet this criteria can be allocated a number of unique postcodes to ensure that mail to an individual address is correctly segregated, for example a local authority may request that Royal Mail set up records for all of the Wards within their area referenced to the Town Hall.
- Non Geographic Postcodes: in some areas demand for postcodes has outstripped the availability of postcode combinations. Therefore non-geographic postcodes are allocated to the few large organisations which receive such high volumes of mail that they need to be extracted at the outward sorting stage, bagged and sent separately. For example, Girobank's headquarters in Bootle uses the non-geographic postcode GIR 0AA. Other prominent users include DWP and HM Revenue and Customs.

15.2 - Validation checks

Validation check	Description	Notes
“A”	Records with the unique key removed.	The VOA UARN (unique address reference number) or PAF UDPRN (unique delivery point reference number) is used as the primary key.
“B”	Records that have been assigned an outcome key that is not permitted.	See 15.1 , for the list of valid outcome keys.

Appendix L: – Data Linking to other Datasets

Validation check	Description	Notes
"C"	Records that have been linked to a UPRN that cannot be found in GeoHub.	The files are checked against GeoHub that is generated overnight – these records are automatically re-checked at the end of every calendar month.
"D"	Records that have been linked to a BLPU where the Classification has been flagged as a possible clash.	For example, a Council Tax record linked to a UPRN that has a commercial Classification.
"E"	Records returned with an outcome key of "V" and a UPRN.	Records may have an outcome key or a UPRN, but not both.
"F"	Records returned with an outcome key of "U" and a UPRN.	As above.
"G"	Records returned with an outcome key of "Z" and a UPRN.	As above.
"H"	Records returned with an outcome key of "Q" and a UPRN.	As above.
"J"	Records returned with an outcome key of "X" and a UPRN.	As above.
"K"	Records returned with an outcome key of "S" and a UPRN.	As above.
"L"	Records returned with an outcome key of "O" and a UPRN.	Records may have an outcome key or a UPRN, but not both
"M"	UPRNs used more than once in the file.	
"N"	Records returned with an outcome key of "K" and a UPRN.	Records may have an outcome key or a UPRN, but not both.
"P"	Use of outcome key "K" where the record has "Surveyed, Final" coordinates.	Outcome key K may only be used where the coordinates in the file have not been surveyed.
"Q"	Use of outcome key "K" for a VOA record	Outcome key K may only be used for PAF records.

Appendix M: - Linking to Electoral Register Data

Appendix M: - Linking to Electoral Register Data

Appendix last reviewed September 2016

1. The Guidance on Electoral Registration Data Standards Directive England and Wales, supplemented by Additional Information to assist implementation of Electoral Registration Data Standards states that addresses within the Electoral Management System (EMS) shall be linked to an LLPG so that address information contained in the EMS complies with BS 7666-2:2006. For further details, see **Appendix E**.
2. The requirement of EROs to maintain data in accordance with these principles remains.
3. Following the linking of addresses, the UPRN shall be attached to the property Record within the EMS. The EMS property references should be entered into the LLPG as a type 23 DTF Record. The CROSS_REFERENCE Record should be populated with the unique key which relates to the property in the Electoral Registration system.
4. Some Electoral Registration software uses a referencing system which changes when the register is updated. In such cases, if a consistent unique cross reference is not available, it is acceptable for the UPRN to be used to populate the CROSS_REFERENCE Record. This Record, together with a SOURCE_CODE of ER, is sufficient to register within an LLPG that there is a match of the Record between the two systems.
5. Whilst the person responsible for completion of this work in each SNN Authority is the Electoral Registration officer, the Authority Address Custodian should provide support to deal with matching anomalies and to help establish processes to manage additions and updates on an on-going basis.
6. The following work must be scheduled for completion by the Electoral Registration officer and the Authority Address Custodian:
 - Any Records that are identified and confirmed as correct on an Electoral Register that do not currently appear within an LLPG shall be added to the LLPG.
 - If the Electoral Register identifies a new sub-division of an existing LLPG Record, this shall be added as a Child BLPU and allocated UPRN.
 - Mooring points and caravan plots shall be added and correctly described and identified in accordance with the latest DEC-Addresses.

Appendix M: - Linking to Electoral Register Data

- Each Electoral Registration officer and the Authority Address Custodian should work towards linking the addresses on the Electoral Register with those held on the LLPG. This process will take time because the data supports service delivery and any change in either dataset must be assessed and verified fully in order to minimise any disruption to that service delivery.
7. In addition:
 - The LLPG may hold a “descriptive” Street Name that does not appear on the Electoral Register. It is possible that the locality and town information on the Electoral Register is different from that in the LLPG but the requirement and assumption is that the Electoral Register reflects the LLPG and there is no requirement to change any of the Street, locality, town or post town information in the LLPG if there are differences, provided the LLPG is correct (in particular that the correct post town is shown for the stated postcode).
 - The postcode held on the Electoral Register and in the LLPG must be the same.
 - The address on the Register can reflect an Alternative LPI in the LLPG rather than the Approved/Preferred LPI although this is not the preferred option.
 - If an Electoral Registration officer wishes to hold a different property address data from that in the LLPG, for example a “vanity” house name or SAO description, this must be in addition to the LLPG information and there is no requirement for the LLPG to hold this unofficial address data.
 8. After 1st December 2009, every Electoral Register entry must have a UPRN and therefore no new entries can be made to an Electoral Register without a UPRN. This obligation therefore requires on-going dialogue in some form between the Electoral Registration officer and the Authority Address Custodian.
 9. The Guidance on Electoral Registration Data Standards Directive England and Wales document details elements of the address and these are shown matched to each element of the data transfer format:

Appendix M: - Linking to Electoral Register Data

Guidance on Electoral Registration Data Standards Directive England and Wales	Data Transfer Format (DTF7.3)
SAO Number, name and / or description of the Secondary Addressable Object	SAO_START_NUMBER SAO_START_SUFFIX SAO_END_NUMBER SAO_END_SUFFIX SAO_TEXT
PAO Number, name and / or description of the Primary Addressable Object	PAO_START_NUMBER PAO_START_SUFFIX PAO_END_NUMBER PAO_END_SUFFIX PAO_TEXT
Street Number, name or description of Street	STREET_DESCRIPTOR
Locality	LOCALITY_NAME
Town	TOWN_NAME
Admin Area	ADMINISTRATIVE_AREA
Post Town – assigned by the Royal Mail	POST_TOWN
Postcode	POSTCODE

10. The Electoral Commission website and in particular the guidance for the 2016 canvass - <http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/running-electoral-registration> (accessed August 2016).

This guidance to EROs on the how to maintain their registers on the Electoral Commission website states the following:

“Part 2 – Registration framework – page 10

Qualifying address

- 3.7 The qualifying address is the address a person is entitled to be registered at. This is the address where the applicant or elector must be ‘resident’ in accordance with electoral legislation (see below).
- 3.8 The register must include the qualifying addresses of those persons registered in it, subject to certain exceptions, including overseas and anonymous electors, which are discussed in Part 4: ‘Maintaining the register throughout the year’. Part 3: The 2016 canvass contains further information on the format of the register.”

“Part 3 – The 2016 canvass – page 6

Reviewing your address database

Appendix M: - Linking to Electoral Register Data

2.15 You should also take steps to ensure that your address database remains up-to-date. Each address should have a unique property reference number (UPRN) and you should liaise with the Local Land and Property Gazetteer (LLPG) team in England and Wales or the Corporate Address Gazetteer (CAG) team in Scotland to ensure that UPRNs are attached to each property in your area."

Appendix N: - References

Appendix N: - References

Appendix last reviewed February 2016

British Standards Institution, (2006). *BS 7666:2006 Spatial Datasets for Geographical Referencing*. Milton Keynes: BSI

Appendix O: - List of Contributors

Appendix O: - List of Contributors

Appendix last reviewed September 2016

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