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Represents Local Government through your Regional LLPG Chairs

LLPG & SNN Data Entry Conventions and Best Practice Workshops 2007

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Today's Workshop

What's it all about?   Why the LLPG? –
Importance of SNN

Morning Session

Background to LLPG conventions and SNN best practice
- reasons for integration
- roles and responsibilities

Consistency of approach for SNN
- address validation, re-use of information and sensible addressing
- service delivery to the public

SNN consultations and notifications
- interacting with developers
- Interacting with citizens
- Interacting with third parties

What's it all about…
Cost effective service delivery

- Integration of LLPG and SNN data

- Compilation of accurate council address data

- Ability for land charges and anyone else to cross reference development names, plot numbers with UPRNs and correct postal addresses

- Ability to transfer SNN data electronically to developers Royal Mail etc

- Potential new build layer within GIS/spatial to show plot/developers plans

- **NO effect** on individual authority SNN processes except for
    Collection of extra data
    Final notification process

# Why integrate with your LLPG?

Authority compiled address list to underpin your citizen service delivery, meet MSA requirements and external customer needs
cebr report 2006 "It makes life easier"

- **Timely**
- **Accurate**
- **Consistent**
- **Complete**

ADDRESS CHANGE INTELLIGENCE

SNN → **LLPG**

integrate into one process "Address Management Team" or improve links between two functions
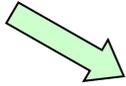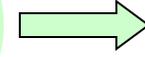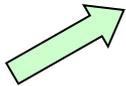
CTax/NDR	→	**VOA**
Electoral Register	→	**CORE**
Refuse		
Call Centres/CRM		
Education	→	**DFES**
Planning	→	**PARSOL**
Environmental Health		

→ **Police & Fire + MSA signatories**

Reasons for Integration

Address Change Intelligence – source data

SOURCE DATA
SNN Function
creates new streets, property numbers and/or property names, needs to include, residential, commercial and industrial, needs to cover new build & property conversions
need~~~~~~~~~~~~~~~~~~~~~~~~date

STANDARD ADDRESS
STANDARD ADDRESS
used by all council depts
Compiled/maintained by
and all outside agencies
the council
Royal Mail, OS, emergency
services etc

LLPG

LSG
relies on SNN data for street name, adds other data for NSG purpose; USRN,status of street,co-ordinates, street type, ESUs, highway authority, etc updates sent to IA

LLPG
relies on LSG for street data, USRN, street name, town, etc - relies on SNN data for property number/name, postcode, post town; adds other data for LLPG purpose, UPRN, logical status, LPIs, spatial point/polygon, etc
updates sent to IA

What it means in practice

Improved Service Delivery
- Data sharing, "capture once use many"
- Collection of property type data for green wheelie bin allocation
- Residential property types detached, semi-detached, terraced, flat
- Data passed to LLPG custodian, to update LLPG to BS7666:2006 and share to all depts.

Regulatory Enforcement
- Address validation
- Waste permit tipping licences
- Prevents the disposal of trade refuse in the council's household waste sites
- Database uses real time link to the LLPG to generate and monitor licence allocation
- First week alone resulted in 24 fictitious or out of borough addresses

Roles and Responsibilities

Why LLPG and SNN Data Entry Conventions and Best Practice

Street Naming and Numbering

- process varies between authorities
- but all produce same end results
- quality of end results may differ
- inconsistent notification processes
- inconsistent data storage

When developers revise their plot layout do we completely renumber or just add/remove addresses to suit?

Odds on side evens on the other?

Are all commercial, industrial properties numbered as well as residential?

Can numbered properties be replaced with a name?

Are all addresses unique and do not cause confusion or misunderstanding, especially for the emergency services?

Do we agree Street names for developers marketing purposes or impose some conventions or standards?

Do we number all internal properties within an apartment complex?

Do we advise demolished addresses no longer exist or have been replaced with new ones?

Roles and Responsibilities

Why LLPG and SNN Data Entry Conventions and Best Practice

LLPG Custodians

nlpg

The National
Land & Property Gazetteer

- QA process of address change data from SNN

- ability to schedule and provide hub updates (Linked)

- ability to upload postcodes and post towns

- linkage to SNN (pdf) plot plans (positional accuracy)

- possible software improvements (SNN modules)

Are you provided with all SNN address change data? Do you enter SNN in the Xref table?

Are all your DC/BC applications scanned into a doc. management system or can SNN paper plans be digitised into your LLPG?

Can SNN data be entered into the LLPG, is it BS7666 compliant?

When will your software be upgraded to BS7666:2006 & DTF 7.3 are you using the latest version, do you need to schedule upgrade work with your IT dept?

Is your LLPG networked to other council depts. for real time address use, Intranet enabled LLPG?

Are you a Linked Authority?, if not why not and when?

Consistency of approach for SNN

Information capture – what is needed

Original Data

- Case no – *unique reference number to SNN case*

- Developer name/name of development – *marketing name of the site*

- Street name and house number/name and area – *understanding of PAON/SAON*

- Plot/development plans

- Renumbering/renaming

- Post Codes & Post Towns from Royal Mail – *supplied by Royal Mail*

Additional Data (based upon needs of Council depts, BS7666:2006 & MSA)

- Plot/development plans in PDF – *need to supply all plans to pdf format*

- No of Floors and Floor Level – *total floor height of building plus floor level for SAONs*

- Property Type – *code list, primary, secondary, tertiary data entry conventions*

- Business Names – *only relevant to certain property types, when available*

- Property State – *code list "under construction, in use" data entry conventions*

- SNN State – *"conversion, new build, re-naming, demolition" spare field BS7666:2006*

- Postal/Non Postal – *some properties may need new address but may not receive mail*

Consistency of approach for SNN

Information capture – example

Case No:	SNN001		
Developer Name:	Vesta Homes Ltd		
Development Name:	Worthington Park		
SNN State:	New Build		

Plot No:	1	2	3
Building no/name: **(PAON/SAON)**	2	4	6
Street:	Trevore Drive	Trevore Drive	Trevore Drive
Area:	Standish,Wigan	Standish,Wigan	Standish,Wigan
Property Type:	RD02 (residential,dwelling,detached)	RD03	RD03
Property State:	1(under construction)	1	1
Height:	2	2	3
Floor Level:	0	0	0
Postal/Non Postal:	P	P	P
Business Name:			

Consistency of approach for SNN
Information capture – example

Case No:	SNN001
Developer Name:	Vesta Homes Ltd
Development Name:	Worthington Park
SNN State:	New Build

Plot No:	11-16	11	13
Building no/name: **(PAON/SAON)**	20	Apartment 1, 20	Apartment 2, 20
Street:	Trevore Drive	Trevore Drive	Trevore Drive
Area:	Standish,Wigan	Standish,Wigan	Standish,Wigan
Property Type:	PP(parent property)	RD06	RD06
Property State:	1(under construction)	1	1
Storey Height:	3	0	0
Floor Level:	0	1	3
Postal/Non Postal:	NP	P	P
Business Name:			

Consistency of approach for SNN
Information capture – example

Case No:	SNN002		
Developer Name:	Langtree Properties		
Development Name:	Northgate house		
SNN State:	Conversion		
Plot No:	1-2	1	2
Building no/name: (PAON/SAON)	32	Suite 1, 32	Suite 2, 32
Street:	High Street	High Street	High Street
Area:	Aspull,Wigan	Aspull,Wigan	Aspull,Wigan
Property Type:	PP (parent property)	CO01	CO01
Property State:	2 (in use)	1	1
Height:	2	0	0
Floor Level:	0	1	2
Postal/Non Postal:	NP	P	P
Business Name:		Langtree Group	AMEC plc

Consistency of approach for SNN
How do we do it?

- Monitor all developments – QA how?

- Internal consultee on PAs, flag in PA system

- Encourage developer to liaise and apply ASAP

- Make all information available on Councils web site

- Alternative ways to apply web forms,email,post,phone

- Needs to include residential & commercial

- Also new build,conversion,renaming & demolitions

- Access to LLPG/LSG for address validation

- Applications must quote planning approval number

Consistency of approach for SNN
Monitoring change – QA Process

- Consultation on Planning Applications

- Details logged in the planning module consultations screen

- Allows SNN application form & guidance notes to go out with the decision notice

- Permits monitoring and reporting on all approved applications requiring new addresses

Consistency of approach for SNN
Re-use of Information – PDF plot plans
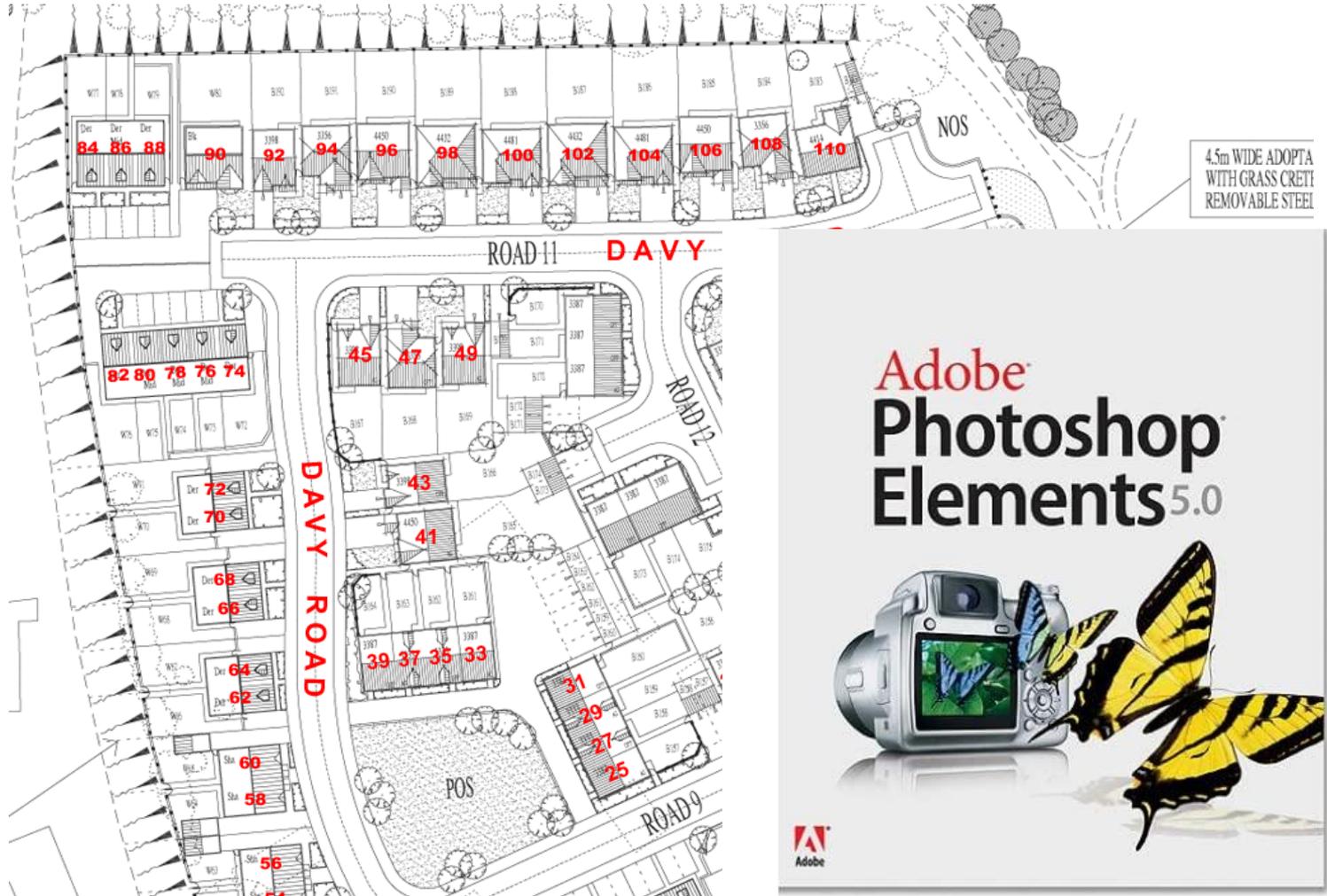
Consistency of approach for SNN
Allocation of new street names

Allocated in accordance with 5.4.1

LLPG & SNN Data Entry Conventions and Best Practice

- Names should not be duplicated within the authority area.

- Names need to be sufficiently unique so as to avoid confusion or give rise to spelling difficulties. Consideration of phonics for emergency services

- Where possible names should reflect the history of the site or acknowledge the geography of the area. Liase with local historical societies

- Names of living persons should be treated with caution and specific protocols be formed be each authority

- Names that construe marketing are not acceptable.

- Names should not be capable of being twisted into obscene meanings.

- Name duplication close to authority boundaries – RM concerned with   duplication for same postcode area. WN6 = Wigan & West Lancashire

Consistency of approach for SNN
Allocation of new street names - examples

1. **Crown Wood Court**   Site of bowling green

2. **Beacon View**   Greenfield site with view

3. **Collier Close**   Site of old Colliery

4. **Corfe Close**   4 Corfe Close

5. **Oakfield Court**   Duplicates building name   X

6. **Rushwood Gardens**   Greenfield site next to SSSI Woodrush   ✓

7. **Vigo Street**   Ex RL player, still alive but now in prison   X

8. **Alan Turing Way**   Deceased, invented the first computer   ✓

Integration of SNN/LLPG Data
Software development – SNN modules

Integration of SNN/LLPG Data
Importance of SNN Xref

SNN Consultations and Notifications

Consultations

Varying consultation processes are used by authorities with;

Developer, Councillors, Parish Councils, Royal Mail, Emergency Services,

NO CHANGE TO PROCESSES

Developer – understand developers needs, marketable address but must ALWAYS comply with conventions – creative thinking!

Royal Mail – consultation optional - validate against LLPG/LSG and postcode sector – NO legal requirement to consult optional for authorities

Charging – some authorities charge, unique costs per authority no standard charge rate. WHAT happens if developer refuses to pay?

Renaming – opportunity to allocate property number if practical, important for Commercial, Industrial properties when business name is the property name

IMPORTANT: address will be used by citizen for service delivery and must be sufficiently unique and suitable for their needs ie Census data

SNN Consultations and Notifications

Notifications

Varying notification processes are used by authorities
Sent to Developer with or without post code, numerous 3rd party notifications

Developer – needs timely quality service

MSA – requirement for notifications to go via the NLPG hub (1st Oct 07)

CHANGE TO PROCESSES

Proposed New Build Address Process

Royal Mail — with us it's personal®

NLPG — The National Land & Property Gazetteer

NLPG Data User

SN&N Notification
(non-NLPG licensees)

Postcodes & Posttowns

Query Resolution

Creating Authority

LLPG

LLPG

LLPG

LLPG

SN&N

LLPG

SN&N Web Form

Upload plans & SN&N recipients

New build data extracted

nlpg — The National Land & Property Gazetteer

Postcodes/Posttowns (XML Update)

Regular COU

Address Validation
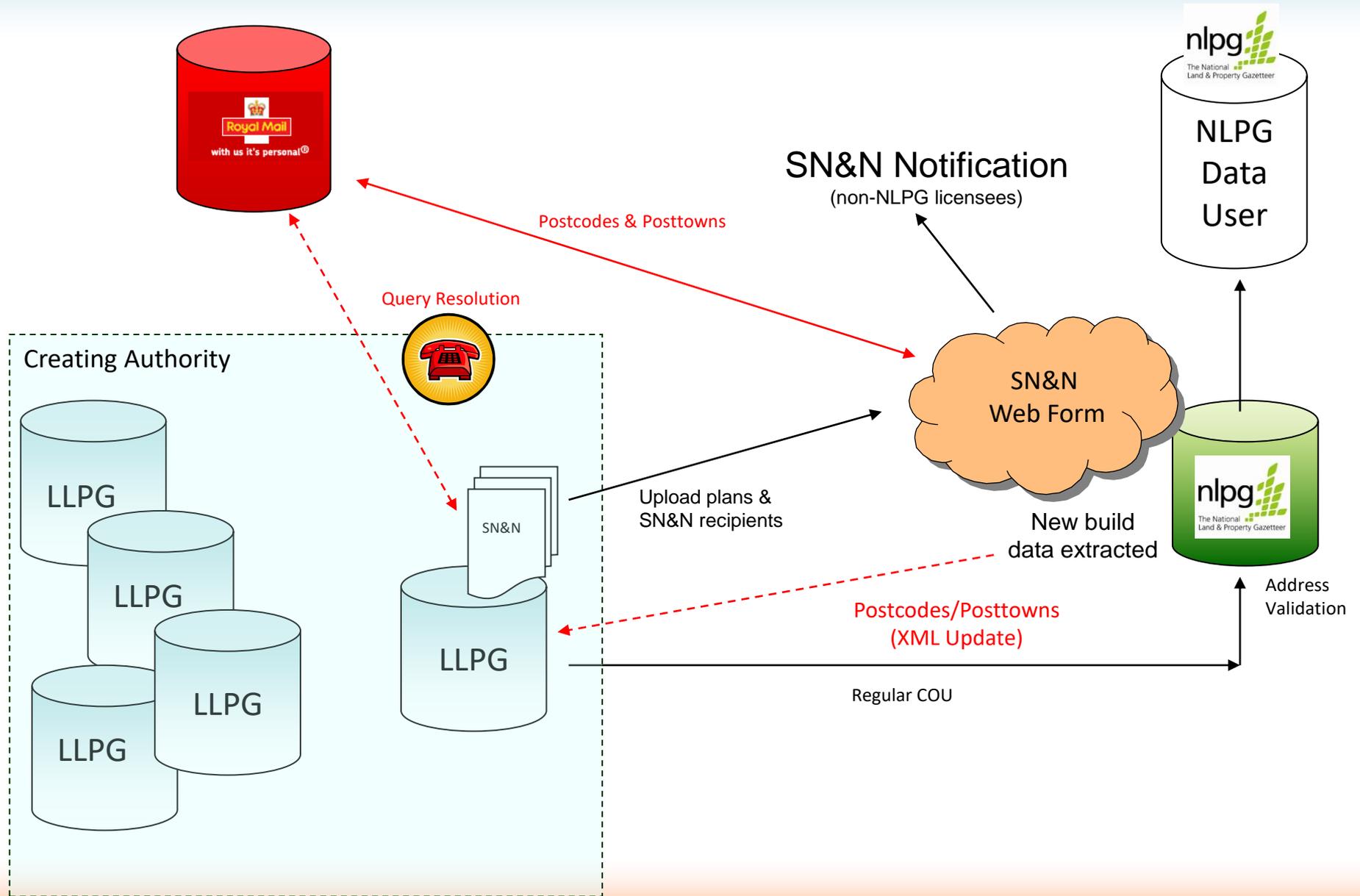
SNN Consultations and Notifications

Notifications benefits of new process

Provides consistent standard notification process

Provides mechanism to monitor SNN data flows

Single source for Royal Mail to update their Post Town/Postcode data and provide speedy response back to Authorities

Direct updates of Post Town/Postcode data back into the LLPG

Provides authorities the freedom to work within their existing processes

Cost saving – no paper notifications, reduced admin and mailing charges

Complies with MSA requirements

Thank you for listening…

Thank you for all your efforts over the last year

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LUNCH

Following slides NOT part of presentation

Regional Chairs LLPG Custodians group Agreed Objectives as in October Ezine:

Migrate all LLPG's to use the revised data entry conventions issued under the MSA (1st April 2007).

All local authority Street Naming and Numbering information to be passed to third parties on a daily basis via the NLPG Hub (1st April 2007).

Distribute NLPG to end users (including receiving authorities defined under the MSA) in revised format based on standards and conventions issued under the MSA (incorporating BS7666: 2006) (1st June 2007)

Extend this core public sector dataset to allow the re-use of data on a nationally consistent basis using the standards and conventions issued under the MSA (incorporating BS7666: 2006). (1st October 2007)

Complete migration from the use of LLPG data internally to the use of NLPG data within an authority, to ensure consistency between all NLPG users (1st October 2007).

What's it all about…

Cost effect service delivery to our citizens
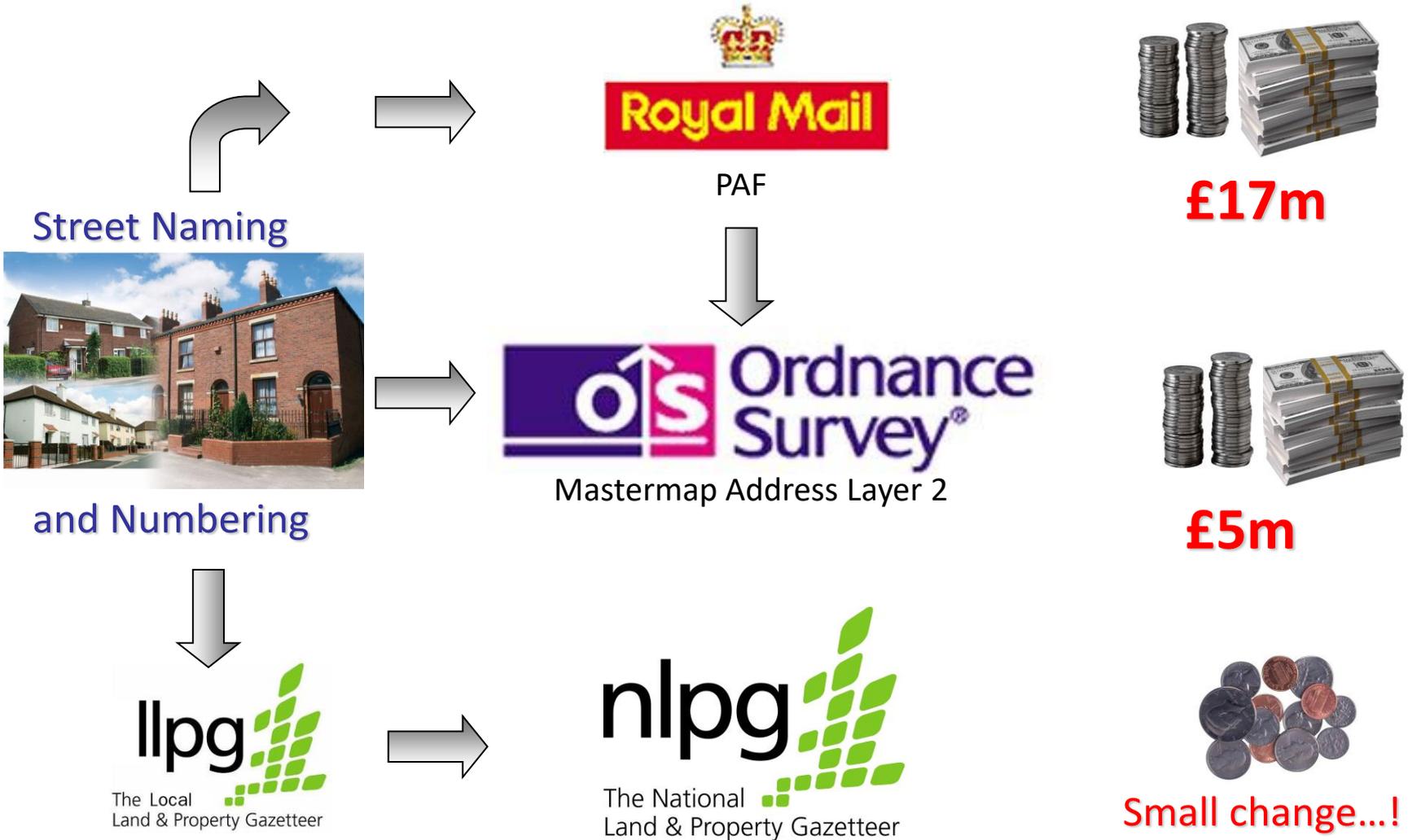
Business Process change

Key changes

• New corporate Address Management function

• Responsible for NSG, LLPG, SNN function

• Includes single custodian for both LLPG & NSG

• Proactive rather than reactive approach to SNN function

• Includes value added data for business needs

• Provision of technical support on BS7666 and all address development needs for service delivery and e-priority outcomes

• Responsible for publishing and supporting the LLPG on our intranet site

• Ongoing education and promotion of BS7666/LLPG

• Operational process changes within Revenue Services, Elections, Planning and Engineering Services - no one within these departments manually enters an address into a database without first clarifying it is a true LLPG record

"One stop shop for all council or external customers to resolve any address query"

Added value...

Need to link SNN data direct to GMS

- **Level** - ground, first etc

- **Description** - access to the rear of the property

- **Property type** - apartment

- **Organisation/business name** - JJB Sports

- **Property notes** - converted from terraced property
  to 2 flats see 7A & 7B Dicconson Terrace, Wigan

- **Image files** - for new complex apartment developments

- **Postal Addresses** - display our data in postal address format
  when different from BS7666, mainly involves displaying postal town instead
  of the NSG county
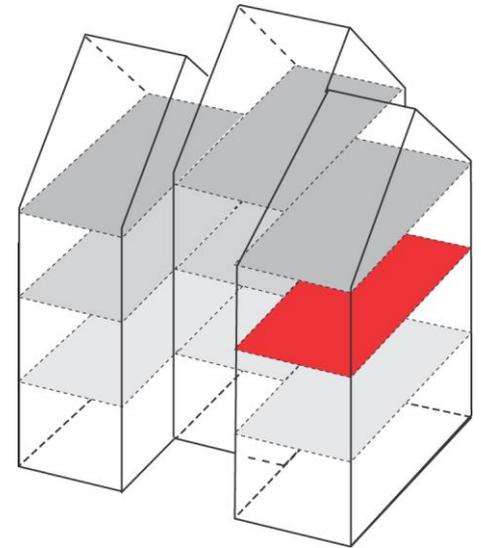
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