Address Data Entry Conventions:
Life Cycle Guidance and Best Practice

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1.0 Property life cycle

1.1 Background

1.1.1 Introduction

Best practice and examples for capturing information throughout the life cycle of a property is provided in this document. Starting from a piece of land suitable for development to demolition and redevelopment, these events will prompt necessary updates in the Local Land and Property Gazetteer (LLPG) and be provided to GeoPlace® for synchronising, matching and validating before being published by Ordnance Survey (OS) in the AddressBase® range of products. Consistently following these guidelines will guarantee that Local Land and Property Gazetteers and AddressBase are fit for their intended purposes.

1.1.2 Users of life cycle data

Many organisations such as Ordnance Survey (OS), the Valuation Office Agency (VOA), Health and Safety Executive (HSE), National House Building Council (NHBC), local authorities and emergency services have a need for life cycle data. For example:

- emergency services are forewarned about the physical state of the property they are attending for example a complete residential property may require a different response resource to a derelict building
- OS use the life cycle of a record to trigger their surveying programme and subsequently update base mapping efficiently
- local authorities can use early life cycle data for strategic planning policy
- local authorities can use life cycle information to trigger services such as refuse collection.

1.1.3 Poor life cycle data

Poor life cycle data in a Local Land and Property Gazetteer can cause the following:

- delays in programming the delivery of services to new properties
- delays for people in accessing vital key services
- service delivery issues for emergency services
- delays to the timely updating of OS mapping
- inefficiencies for the users of address and mapping data.

1.2 Source data

Each Authority Address Custodian is responsible for establishing protocols to receive and compile address change intelligence to maintain the currency of information in gazetteers. Common sources of this data include:

- planning related application approvals
- building control commencements, completions and demolitions
- council tax and national non-domestic rates (NNDR)
- customer relationship management (CRM) systems
- electoral register
- local authority Licencing, environmental health, waste services and trading standards systems
- reports from GeoPlace
- Ordnance Survey (OS) products
- Valuation Office Agency (VOA)
- Postal Address File (PAF®)
- emergency services including local police and fire services
- missing and incorrect address information from web forms and customer service centres.

Functions that rely heavily on address data are likely to serve as valuable sources of address change intelligence.

1.3 Policy changes

1.3.1 Introduction to policy changes

The full life cycle of the Basic Land and Property Unit (BLPU) from the preconstruction stage to demolition or conversion is captured in the combination of BLPU Logical Status and BLPU State codes.

Changes in the use and description of some of the Logical Status and State Codes aim to provide clarity, limit inconsistencies in their use, and simplify the life cycle stages.

1.3.2 BLPU LOGICAL_STATUS

Logical Status refers to the level of acceptance of the Basic Land and Property Unit (BLPU) record by the local authority gazetteer custodian. It is about the gazetteer record rather than what is on the ground in the real world. Previous guidance allows for an under construction BLPU to be captured either with an Approved or Provisional

Logical Status with no apparent differences between the two. This best practice guidance clarifies the use of Approved and Provisional BLPU Logical status.

1.3.2.1 BLPU LOGICAL_STATUS = 1 (Approved)

All new BLPUs that have been through the street naming and numbering process should have a BLPU Logical Status of Approved. This should be the case even if the building is still at the preconstruction or construction stage. This also includes BLPUs which are being added to the gazetteer when the property is complete, regardless of street naming and numbering status.

1.3.2.2 BLPU LOGICAL_STATUS = 6 (Provisional)

All new BLPUs that have not been officially addressed and are still at the planning or construction phase should have a BLPU Logical Status of Provisional. In practice this should be limited to BLPUs created for plots in new developments at the preconstruction or construction stage where street naming and numbering has not been completed.

1.3.3 BLPU STATE

The BLPU STATE field will become mandatory (except for Rejected BLPUs) so that all different stages in the life cycle of the BLPU are recorded consistently. Previously BLPU STATE was only mandatory for BLPUs with a LOGICAL_STATUS = 5 (Candidate) or 6 (Provisional).

Each state now describes the physical state of the BLPU and any references to the use or occupancy of the BLPU have been removed.

Based on the previous descriptions, an unoccupied BLPU state may refer to an unoccupiable / derelict property or simply a temporarily vacant property. From now on, a property being temporarily vacant should not be considered a separate life cycle stage.

Similarly, it has been unclear whether the BLPU STATE should be updated from Under Construction to In Use as soon as the BLPU is structurally complete or only when actually in use and occupied. The descriptions now seek to make the use of these codes clear.

The table below describes the changes in the naming and descriptions of the BLPU STATE codes.

Code	BLPU STATE old description	Change	BLPU STATE new description
1	Under construction	no change	Under construction
2	In use	new purpose	Complete
3	Unoccupied	new purpose	Unoccupiable / unusable / derelict
4	No longer existing	no change	No longer existing
5	Planning application received *	deleted*	
6	Planning permission granted	new purpose	Preconstruction
7	Planning permission refused *	deleted*	
Null	Field not completed	conditional	BLPU LOGICAL_STATUS = 1 to 8: Mandatory that field must not be Null. BLPU LOGICAL_STATUS = 9: field may be Null

* Objects with BLPU STATE = 5 (Planning application received) or 7 (Planning permission refused) may be held in gazetteer management systems but must be held as internal records only and must not be sent to GeoPlace until the BLPU STATE code changes to 1,2,3,4 or 6.

1.3.4 BLPU LOGICAL_STATUS and BLPU STATE combinations as a result of policy changes

The table below shows possible combinations of BLPU Logical Status and BLPU State depending on construction stage for a new property.

Street naming and numbering	Construction stage	BLPU LOGICAL_STATUS	BLPU STATE
Complete	Not yet commenced	1 = Approved	6 = Preconstruction
Complete	Under construction	1 = Approved	1 = Under construction
Complete	Suitable for use	1 = Approved	2 = Complete
Not Complete	Not yet commenced	6 = Provisional	6 = Preconstruction
Not Complete	Under construction	6 = Provisional	1 = Under Construction
Not Complete *	Suitable for use	1 = Approved	2 = Complete

* It is best practice to ensure that street naming and numbering is completed ahead of construction being completed.

1.3.5 Permitted BLPU / LPI LOGICAL_STATUS and BLPU LOGICAL _STATUS/ BLPU STATE combinations as a result of policy changes

The table below shows the combinations of BLPU / LPI LOGICAL_STATUS and BLPU LOGICAL _STATUS / BLPU STATE that are now permitted. See section 2.2 for additional guidance.

BLPU LOGICAL_STATUS	Mandatory single LPI LOGICAL_STATUS record	Other permitted multiple LPI LOGICAL_STATUS values	Permitted BLPU STATE codes
1 = Approved	1 = Approved	1[a] = Approved 3 = Alternative 5 = Candidate 6 = Provisional 7 = Rejected external 8 = Historical 9 = Rejected internal	1 = Under construction 2 = Complete 3 = Derelict/ unoccupiable/ unusable 6 = Preconstruction
5[b] = Candidate	5[b] = Candidate	5[b] = Candidate	1 = Under construction, 2 = Complete, 3 = Derelict/ unoccupiable/ unusable 4 = No longer existing, 6 = Preconstruction

BLPU LOGICAL_STATUS	Mandatory single LPI LOGICAL_STATUS record	Other permitted multiple LPI LOGICAL_STATUS values	Permitted BLPU STATE codes
6 = Provisional	6 = Provisional	6 = Provisional 7 = Rejected external 8 = Historical 9 = Rejected internal	1 = Under construction 6 = Preconstruction
7 = Rejected external	7 = Rejected external	7 = Rejected external 9 = Rejected internal	1 = Under construction 2 = Complete 3 = Derelict/ unoccupiable/ unusable 4 = No longer existing 6 = Preconstruction
8 = Historical	8 = Historical	7 = Rejected external 8 = Historical 9 = Rejected internal	4 = No longer existing

BLPU LOGICAL_STATUS	Mandatory single LPI LOGICAL_STATUS record	Other permitted multiple LPI LOGICAL_STATUS values	Permitted BLPU STATE codes
9 = Rejected internal	9 = Rejected internal	9 = Rejected internal	Null, 1 = Under construction 2 = Complete 3 = Derelict/ unoccupiable/ unusable 4 = No longer existing 6 = Preconstruction

Note a – Multiple LOGICAL_STATUS = 1 (Approved) LPIs are only allowed if they have different languages for example Welsh / English.

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

2.0. Basic Land and Property Unit (BLPU)

2.1 BLPU Logical Status

All BLPUs shall have a mandatory LOGICAL_STATUS which is to record the status of the BLPU within the gazetteer.

The National Address Gazetteer (NAG) contains current and historical entries to enable data users to trace changes to land and property details. The table below shows the acceptable BLPU Logical Status codes that shall be used:

Code	LOGICAL_STATUS description	Explanatory notes
1	Approved	BLPUs which the Authority Address Custodian considers to be the current and complete record of the object. Objects whose address has been agreed through the street naming and numbering process should have a Logical Status of Approved. Non addressable objects that would not have been through the street naming and numbering process should also have a Logical Status of Approved.
5	Candidate	Candidate BLPUs must not be created by the Authority Address Custodian. Candidates may be submitted by an external source and the correct BLPU Logical Status applied before insertion into the Local Land and Property Gazetteer.

Code	LOGICAL_STATUS description	Explanatory notes
6	Provisional	BLPUs created for objects in the street naming and numbering / construction stages of development. Provisional should only be used for the very early life cycle of the object. For example, when adding pre-build plots whose address has not been confirmed by the street naming and numbering process. An object should not have a Logical Status of Provisional if its address has been confirmed by the street naming and numbering process.
7	Rejected external	Rejected external BLPUs are records received from an external source as Candidates which are deemed by the Authority Address Custodian to be an inappropriate or an inaccurate representation of a real-world object. Local convention determines whether rejected records are deleted from Local Land and Property Gazetteers or retained for auditing purposes.
8	Historical	Objects which no longer exist as an entity in the real world. The record should remain in the gazetteer to facilitate the maintenance of cross references to other datasets. These should also be retained in the gazetteer for future scenarios where for example commercial units are split and then re-merged. In this case the historical record would become Approved again. If at a later date the commercial unit is split once more, the Approved property would once more become Historical.

Code	LOGICAL_STATUS description	Explanatory notes
9	Rejected internal	Rejected internal BLPUs are records received from an internal source which are deemed to be an inappropriate or inaccurate representation of a real world object. Local convention determines whether rejected records are deleted from Local Land and Property Gazetteers or retained for auditing purposes.

2.2 BLPU State

2.2.1 BLPU STATE codes

Authority Address Custodians shall enter the current physical state of a BLPU in the BLPU STATE field. This is a mandatory field for all BLPUs where the LOGICAL_STATUS code = 1 to 8. The BLPU State identifies the current life cycle stage of a property or land object based on its physical state rather than occupancy. The BLPU State codes and their definitions (where permitted to send to GeoPlace) are described below:

Code	BLPU STATE	Explanatory notes
1	Under construction	BLPUs that are currently under construction / reconstruction or redevelopment
2	Complete	BLPUs that are: • useable / fit for purpose as per the BLPU classification for example a house or advertising hoarding • buildings that are suitable for occupation • land. Note: this includes BLPUs listed above that are vacant
3	Derelict / unusable / unoccupiable	BLPUs that are: • not useable / fit for purpose • buildings that are not generally wind and watertight / are derelict • buildings not suitable for beneficial occupation.

4	No longer existing	BLPUs that are: • no longer in existence for example due to conversion or demolition • land that is no longer in existence for example a BLPU that is for a whole development site where it now has individual BLPUs for the new buildings.
6	Preconstruction	BLPUs where construction works have not commenced
Null	Field not completed	This field may only be Null if the BLPU Logical Status = 9 (rejected internal)

2.2.2 BLPU STATE codes for provisional records

Only BLPU STATE = 1 (Under construction) or 6 (Preconstruction) shall be used for BLPUs where the LOGICAL_STATUS = 6 (Provisional).

2.2.3 BLPU STATE code for records no longer existing

Only BLPU STATE = 4 (No longer existing) shall be used for BLPUs where the LOGICAL_STATUS = 8 (Historical).

BLPU STATE = 4 (No longer existing) must not be used for BLPUs where the LOGICAL_ STATUS = 1 (Approved) or LOGICAL_ STATUS = 6 Provisional).

2.2.4 BLPU STATE codes for deleted records

Objects with BLPU STATE = 5 (Planning application received) or 7 (Planning permission refused) may be held in gazetteer management systems but must be held as internal records only and must not be sent to GeoPlace until the BLPU STATE code changes to 1,2,3,4 or 6. Alternatively, planning information can be held as an Application Cross Reference. See section 2.7 for further information.

2.2.5 Null BLPU STATE code

BLPU STATE is now mandatory. The only exception to this is where the BLPU LOGICAL_STATUS = 9 (Rejected internal). As these records are not validated by GeoPlace, they may remain Null.

2.3 BLPU classifications

2.3.1

The BLPU Classification shall be maintained to reflect the current or most recent usage as part of the life cycle of the property. A current list of classifications can be found in the Address Data Entry Conventions (2025) guidance Appendix C.

2.3.2

Where a BLPU is under reconstruction for example under conversion, the BLPU classification should reflect only the primary or secondary level of the BLPU Classification where current / future use is ambiguous or unknown.

2.3.3

Classification of neighbouring properties should be reviewed following completion. For example, if a pair of semi-detached properties has a new house built joining them to make a terrace, then the original properties will need to be changed from RD03 (Semi-detached) to RD04 (terraced) also.

2.4 Organisation Name

For information and conventions for maintaining the ORGANISATION Name field, please refer to the Address Data Entry Conventions (2025) guidance section 6.3.12.

2.5 Representative Point Code (RPC)

2.5.1 Codes

The Representative Point Code (RPC) indicates the confidence level of the co-ordinates of the BLPU. One of the following codes must be used throughout the life cycle of the BLPU.

RPC code	RPC description
1	Visual centre
2	General internal point
4	Start of referenced Street

2.5.2 BLPUs where base mapping is available

If base mapping is available for the new BLPU, the Authority Address Custodian should use RPC = 1 (Visual centre) or 2 (General internal point).

The exception to this is for Street BLPUs which should have RPC = 4 (Start of referenced street).

See Address Data Entry Conventions (2025) guidance section 6.3.11 for further information.

2.5.3 BLPUs where base mapping is unavailable

For new developments where base mapping is unavailable at the time of creating a BLPU, RPC = 2 (General internal point) should be used if an estimate is made of the actual location, for example by geo-referencing the site plan.

Alternatively, use RPC = 4 (Start of a referenced street) on a temporary basis. Either way, once base mapping is available, the coordinates for the BLPU must be corrected and the RPC updated to RPC = 1 (Visual centre) or RPC = 2 (General internal point).

See Address Data Entry Conventions (2025) guidance section 6.3.11 for further information.

2.6 Cross Reference

The Authority Address Custodian should maintain cross references relevant to the life cycle of a property such as street naming and numbering and council tax / national non-domestic rates (NNDR) functions.

For information and conventions for adding and maintaining cross references, please refer to the Address Data Entry (2025) guidance section 8.

2.7 Cross Reference - planning information

2.7.1

Some Authority Address Custodians have historically used the following BLPU State codes in their Local Land and Property Gazetteer to record the stage of a related planning application (as defined in Address Data Entry Conventions (2025) guidance section 6.3.9):

- BLPU STATE = 5 (Planning application received) - code now deleted
- BLPU STATE = 6 (Planning permission granted) - code now redefined to 'Preconstruction'
- BLPU STATE = 7 (Planning permission refused) - code now deleted.

Objects with BLPU STATE = 5 (Planning application received) or 7 (Planning permission refused) may be held in gazetteer management systems but must be held as internal records only and must not be sent to GeoPlace until the BLPU STATE code changes to 1,2,3,4 or 6.

2.7.2

BLPU State = 6 (formerly planning permission granted) may still be used but its use has been redefined as 'Preconstruction'. This state would be used for a BLPU where works have not commenced, for example when adding BLPUs for plots.

2.7.3

Authority Address Custodians can maintain related planning application stages using the Application Cross Reference record as suggested below.

This is not mandatory and is guidance for authorities who historically used BLPU State Codes = 5 (Planning application received), 6 (Planning permission granted) and 7 (Planning permission refused) as an alternative way to hold this information.

Planning related Application Cross Reference records do not need to be sent to GeoPlace.

Field	Description	Example
SOURCE	Code which identifies the external dataset to which the record is matched	4 digit LOCAL_CUSTODIAN_CODE followed by suffix “PL” (Planning) for example: “1415PL”
CROSS_REFERENCE	Unique key of entry in external dataset	Planning application reference followed by planning status defined by local policy for example: “GP/2023/001178/**REC**” for an application received but not determined “GP/2023/001345/**GTD**” for an application granted consent “GP/2023/001257/**REF**” for an application refused
XREF_KEY	Unique identifier within the Local Land and Property Gazetteer for this Record	usually automated in the Local Land and Property Gazetteer software

For further information on Application Cross References see the Address Data Entry Conventions (2025) guidance section 8.

3.0. Local Land and Property Identifier (LPI)

3.1 Managing LPIs

The general principles of managing LPI records are detailed in the Address Data Entry Conventions (2025) guidance section 7. However, there are some fields that specifically relate to the life cycle of the property.

3.2 Property address /description

The address of the property shall be managed by the use of additional LPIs to reflect the current best description/name for the property throughout its life cycle. For example, a property can go through the following address changes, each of which will have its own LPI:

- Plot 1, Alpha Development Site King Street, Anytown
- Show Home, Alpha Development Site, King Street, Anytown
- 14 Prince Drive, Anytown
- Site of/former 14 Prince Drive, Anytown.

3.3 LPI Logical Status

3.3.1

A BLPU may have many LPIs, therefore a LPI will have a mandatory Logical Status in the same way that a BLPU does, to define which of the LPI records is the most current. One of the following Logical Status codes must be used to reflect the current status of the BLPU.

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)

3.3.2

Each time a new LPI is created for a BLPU because of a life cycle change, the LPI for the former name/ description should be made historical by updating the LPI Logical Status to 8 (Historical).

3.3.3

There must only ever be one Logical Status = 1 (Approved) LPI for a BLPU where the BLPU Logical Status = 1 (Approved), unless the name is recorded in multiple languages for example both Welsh and English.

3.3.4

Where an existing property that is already Logical Status = 1(Approved) is renamed / renumbered and the changeover date is in the future, where possible this should be held as a Logical Status = 6 (Provisional) LPI until the change takes place. This is because it is not possible to have more than one approved LPI.

3.4 Official Address field

3.4.1 Introduction

The use of the Official Address field is best practice but is not mandatory. It should determine the 'official' LPI used for identifying a BLPU. The intention of this field is to indicate whether the LPI has been subject to the street naming and numbering process. For further guidance on use of the Official Address field, please refer to the Address Data Entry Conventions (2025) guidance Section 7.3.6**.**

3.4.2 Official Address field permitted values

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
Null	Not defined

3.5 Postal address fields

For guidance on the use of the POSTAL_ADDRESS, POSTCODE and POSTTOWN fields, please refer to the Address Data Entry Conventions (2025) guidance section 7.3.5.

4.0 New Street Records and Street Record BLPUs

4.1 New Street Records for preconstruction streets

4.1.1

It is not mandatory to add a new Street Record to the Local Street Gazetteer until a new street is under construction, however local authority address custodians may add them to their Local land and Property Gazetteers sooner than this.

4.1.2

A typical example would be where a local authority address custodian creates BLPUs for plots where street naming and numbering has been completed but works have not commenced on site.

4.1.3

Where no works have commenced on site, the Street Record may be created in the Local Land and Property Gazetteer only with STREET STATE = 5 (Street for addressing purposes only).

4.1.4

The new Street Record must not be exported to the Local/National Street Gazetteer at this stage.

4.2 Street Records for streets under construction

4.2.1

Once a street has been pegged out on the site, the Street Record must be added to or updated (if previously created for addressing purposes only) in the Local Land and Property Gazetteer. The Street Record must have STREET STATE = 1 (Under construction).

4.2.2

The Street Record must now be added to the Local Street Gazetteer.

4.3 Street Records for open streets

4.3.1

A street is considered Open as soon as vehicular access is available to it, or if any BLPU on the street has a BLPU_STATE = 2 (Complete). The Street Record should be updated to STREET STATE = 2 (Open).

4.4 Street BLPUs

4.4.1

Once the Street Record has been created, it will require a corresponding Street BLPU with the PAO_TEXT = Street Record to be created. The BLPU LOGICAL_STATUS and BLPU_STATE of the Street BLPU must reflect the physical state of the street itself. See Address Data Entry Conventions (2025) guidance section 6.3.20.

5.0 Tracking address change intelligence

5.1 Conventions

5.1.1

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 should be amended as appropriate.

5.1.2

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 Local Land and Property Gazetteer is outlined in the examples in the Appendices.

6.0 Life cycle stages of a property and appropriate codes

This section intends to show the key stages throughout the life cycle of a property and the principal codes to use at each stage. For detailed working examples, see Appendices 1 to 4 of this life cycle document.

All new developments should be recorded in the Local Land and Property Gazetteer when street naming and numbering authority activities commence for these sites or when construction begins, whichever occurs first. The Authority Address Custodian may create 'plots' for new properties in the Local Land and Property Gazetteer, before either of these activities have commenced.

6.1 Preconstruction

6.1.1 Street naming and numbering not complete

The Authority Address Custodian may add BLPUs as plots before construction works commence and before the street naming and numbering process has been completed. These BLPUs should be added to the Local Land and Property Gazetteer with BLPU LOGICAL_STATUS = 6 (Provisional) and BLPU STATE = 6 (Preconstruction). The LPI should have the plot number as the address and the Official Address = N (No). Cross References such as planning and building control may be added if it is local policy to add these.

The BLPUs for plots may be addressed directly off an existing street or may have a parent shell addressed to the existing street the development is being built off. Alternatively, where a new street is part of the development, this may be added to the Local Land and Property Gazetteer at this stage.

See section 4 of this document for further details about adding new streets.

6.1.2 Street naming and numbering complete

Where the street naming and numbering process has been completed but construction works have not commenced, these BLPUs should be added to the Local Land and Property Gazetteer with LOGICAL_STATUS = 1 (Approved) and BLPU STATE = 6 (Preconstruction). The LPI must have the official approved address and should have the Official Address = Y (Yes). The street naming and numbering Cross References should be added. Other Cross References such as for planning and building control may also be added if it is local policy to add these.

If street naming and numbering has been completed but it is not known if construction work has started, it should be assumed that it has, and the objects should be added as under construction. See section 6.2.

Life cycle stage		Preconstruction
Logical Status	**No SNN**	6 Provisional
	SNN Complete	1 Approved
BLPU State Code		6 Preconstruction
LPI Address	**No SNN**	use plot number
	SNN Complete	use official address
Official Flag	**No SNN**	N
	SNN Complete	Y
Application Cross Ref	**No SNN**	DC / BC (if local policy to add these)
	SNN Complete	SNN 3 (New build) or 1 (Conversion)

6.2 Under construction

6.2.1 Street naming and numbering not Complete

The Authority Address Custodian may have already added BLPUs as plots before construction works commenced. If this is the case, these BLPUs should be updated in the Local Land and Property Gazetteer with to BLPU STATE = 1 (Under construction).

If BLPUs were not created as plots before construction work commenced, these BLPUs should be added to the Local Land and Property Gazetteer with LOGICAL_STATUS = 6 (Provisional) and BLPU STATE = 1 (Under construction). The LPI should have the plot number as the address and the Official Flag = N (No).

If requested via candidates, under construction properties must be created regardless of street naming and numbering status.

Cross References such as planning and building control may be added if it is local policy to add these.

6.2.2 Street naming and numbering complete

Where the street naming and numbering process was completed at preconstruction stage, these BLPUs should already exist and will therefore need to be updated with BLPU STATE = 1 (Under construction).

Where BLPUs have not already been created, these BLPUs must be added to the Local Land and Property Gazetteer with LOGICAL_STATUS = 1 (Approved) and BLPU STATE = 1 (Under construction). The LPI must have the official approved address and should have the Official Flag of Y (Yes). The street naming and numbering Cross References should be added.

Other Cross References such as planning and building control may be added if local policy to add these.

Life cycle stage		Under construction
Logical Status	**No SNN**	6 Provisional
	SNN Complete	1 Approved
BLPU State Code		1 Under construction
LPI Address	**No SNN**	use plot number
	SNN Complete	use official address
Official Flag	**No SNN**	N
	SNN Complete	Y
Application Cross Ref	**No SNN**	DC / BC (if local policy to add these)
	SNN Complete	SNN 3 (New build) or 1 (Conversion)

6.3 Completion

If not already done so, the BLPU must be added at this stage, even if street naming and numbering is not complete.

In either case the object must have BLPU LOGICAL_STATUS = 1 (Approved) and BLPU STATE = 2 (Complete).

If street naming and numbering is not yet complete, the LPI should have a logical descriptive text and the Official Flag = N (No).

Once street naming and numbering is complete, the LPI should be made historical if the address changes, and a new one created for the official address. The Official Flag should be updated to Y (Yes). The street naming and numbering (SNN), Valuation Office Agency (VOA) and electoral registration (EREG) Cross References must be added where they are available.

Life cycle stage		Completion
Logical Status	**No SNN**	1 Approved
	SNN Complete	1 Approved
BLPU State Code		2 Complete
LPI Address	**No SNN**	use descriptive text
	SNN Complete	use official address
Official Flag	**No SNN**	N
	SNN Complete	Y
Application Cross Ref	**No SNN**	VOA EREG DC / BC (if local policy to add these)
	SNN Complete	SNN 3 (New build) or 1 (Conversion) VOA EREG DC / BC (if local policy to add these)

6.4 Unoccupiable / unusable / derelict

When a building becomes unoccupiable, unusable or derelict for example taken out of rating / council tax as not capable of occupation, the BLPU STATE code should be updated to 3 (Unoccupiable / unusable / derelict). Cross Reference fields populated such as those for council tax may require review.

Life cycle stage	Logical Status	BLPU State code	LPI address	Official Flag	Cross Reference
Unoccupiable / unusable / derelict	1 Approved	3 Unoccupiable / unusable / derelict	as existing	as existing	EREG / VOA will require review

6.5 No longer existing

When a property no longer exists, for example two properties are merged into one, or a BLPU that was created for a development site is completely consumed by the new development, the BLPU must not be deleted from the Local Land and Property Gazetteer. The BLPU LOGICAL_STATUS should be updated to 8 (Historical) and the BLPU STATE = 4 (No longer existing).

Where appropriate, the current LPI should be made historical and a new LPI added. The Address Data Entry Conventions (2025) guidance advises that for the address of the new LPI, to use 'Former….' when demolition occurs, and the property name or number may be reused by the SNN Authority or otherwise use 'Site of….'.

The street naming and numbering Cross Reference = 2 (Demolished) should be added.

Life cycle stage	BLPU Logical Status	BLPU State code	LPI address	Official Flag	Cross Reference
No longer existing	8 Historical	4 No longer existing	Make current LPI historical and add new LPI with address starting 'Former…..' if the property name or number will be reused by the SNN Authority or otherwise use 'Site of….'.	as existing	SNN 2 (Demolished)

7.0 Best practice examples

Typical life cycle scenarios have been worked through to provide guidance for Authority Address Custodians. These scenarios are included in the Appendices to this document.

Where appropriate, alternative examples are given for when street naming and numbering has been completed before and after the object is added to the LLPG.

Appendix 1 - New development:

- single infill property
- multiple properties on a greenfield site.

Appendix 2 – Redevelopment:

- single property to multiple properties on a brownfield site
- multiple properties to single property.

Appendix 3 – Conversion:

- single property to single property
- single property to multiple properties.

Appendix 4 – Demolition:

- demolition of a single property
- demolition of a parent shell property with multiple child properties.

8.0 Summary of codes

8.1 BLPU_LOGICAL_STATUS

No changes from the Address Data Entry Conventions (2016) guidance.

1	Approved
5	Candidate
6	Provisional
7	Rejected external
8	Historical
9	Rejected Internal

8.2 BLPU_STATE

BLPU_STATE CODE now mandatory for BLPUs with LSC 1 to 8.

1	Under Construction
2	Complete (changed from In Use)
3	Derelict/Unoccupiable/Unusable (changed from unoccupied)
4	No Longer Existing
*(5)**	*Code not for use with LOGICAL_STATUS code = 1 to 8* *(was planning permission received)*
6	Preconstruction (changed from planning permission granted)
*(7)**	*Code not for use with LOGICAL_STATUS code = 1 to 8* *(was planning permission granted)*

* BLPU STATE CODE = 5 (Planning application received) and BLPU STATE CODE = 7 (Planning permission refused) may still be used within gazetteer management software for internal local authority use. Objects with these state codes may continue to be held but must not be sent to GeoPlace until the BLPU STATE CODE = 1, 2, 3, 4 or 6.

8.3 LPI_LOGICAL_STATUS

No changes from the Address Data Entry Conventions (2016) guidance.

1	Approved
3	Alternative
5	Candidate
6	Provisional
7	Rejected External
8	Historical
9	Rejected Internal

9.0 Glossary of defined terms

9.1 Verbs used

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.

9.2 Other terms used

Term	Definition
BLPU	Basic Land and Property Unit
DEC	Data Entry Conventions GeoPlace Data Entry Conventions and Best Practice for Addresses guidance Version 3.5 September 2025
EREG	Electoral Registration
local authority address custodian	This is a general reference to the person entering data into the Local Land and Property Gazetteer.
LLPG	Local Land and Property Gazetteer
LPI	Land and Property Identifier
LSG	Local Street Gazetteer
NAG	National Address Gazetteer
NSG	National Street Gazetteer
OS	Ordnance Survey
PAF®	Postcode Address File
PAON	Primary Addressable Object Name
RPC	Representative Point Code
SAON	Secondary Addressable Object Name
VOA	Valuation Office Agency

Appendix 1 - New development

Single infill property

Street naming and numbering process complete before works on site start

Scenario – Development of a new single detached house in the garden of 10 High Street to be addressed as 10A High Street.

In this example, there is an existing BLPU for 10 High Street that will remain unchanged throughout.

When street naming and numbering completes, a new BLPU for 10A High Street will need to be created.

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
1 **Garden of house is approved for development**	*BLPU for 10 High Street will already exist as below.* **BLPU for 10 High Street** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD02 (Detached house) RPC 1 (Visual centre) **LPI for 10 High Street** LPI_PAO_START_NUMBER 10 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	*Consent has been given for the new house, but work may never happen. A new BLPU for the new house should not be created at this stage as the land is still the garden of 10 High Street.*

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
2 **Street naming and numbering Process completed**	*There will be no change to the BLPU or LPI for 10 High Street.* **BLPU for 10 High Street** No change **LPI for 10 High Street** No change	*A new BLPU and LPI for 10A High Street should be created.* *BLPU_LOGICAL_STATUS – As street naming and numbering is complete this must be set to 1 (Approved).* *BLPU_STATE – As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this should be set to 1 (Under construction) or for Authority Address Custodians who track building commencement, they may choose to use 6 (Preconstruction).* *BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD02 for a detached house.* *RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point).* *Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU.* *LPI_LOGICAL_STATUS – This must be 1 (Approved).* *LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes).* **Create BLPU for 10A High Street** **BLPU_LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **1 (Under construction) or 6 (Preconstruction)** **BLPU_CLASS** **RD02 (Detached house)** **RPC** **1 (Visual centre) or 2 (General internal point)** **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S3 (New build)** **Create LPI for 10A High Street** **LPI_PAO_START_NUMBER** **10A** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
3 **Development works start**	*There should be no change to the BLPU or LPI for 10 High Street.* **BLPU for 10 High Street** No change **LPI for 10 High Street** No change	*If the Authority Address Custodian chose to use BLPU_STATE 1 (Under construction) at Stage 2, there should be no changes required to the BLPU or LPI.* **No change to BLPU for 10A High Street – under construction** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 1 (Under construction) BLPU_CLASS RD02 (Detached house) RPC 1 (Visual centre) or 2 (General internal point) **No change to LPI for 10A High Street** LPI_PAO_START_NUMBER 10A LP_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
4 **Works complete and house suitable for occupation**	*There should be no change to the BLPU or LPI for 10 High Street.* **BLPU for 10 High Street** No change **LPI for 10 High Street** No change	*BLPU_STATE – As work has completed this must be updated to 2 (Complete).* **Update BLPU for 10A High Street – now complete** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS RD02 (Detached house) RPC 1 (Visual centre) or 2 (General internal point) **No change to LPI for 10A High Street** LPI_PAO_START_NUMBER 10A LP_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
5 **Base mapping updated to reflect change**	*There should be no change to the BLPU or LPI for 10 High Street.* **BLPU for 10 High Street** No change **LPI for 10 High Street** No change	*RPC – Base mapping is now available for the property so the coordinates should be updated and RPC = 1 (Visual centre) should be used.* **Update BLPU for 10A High Street – location correct** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD02 (Detached house) **RPC 1 (Visual centre)** **No change to LPI for 10A High Street** LPI_PAO_START_NUMBER 10A LP_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Street naming and numbering process not complete before works on site start

Scenario: development of a new single detached house in the garden of 10 High Street to be addressed as 10A High Street.

In this example, there is an existing BLPU for 10 High Street that will remain unchanged throughout.

When work on site commences, a new BLPU for 10A High Street will need to be created.

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
1 **Garden of house is approved for development**	BLPU for 10 High Street will already exist as below. **BLPU for 10 High Street** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD02 (Detached house) **LPI for 10 High Street** LPI_PAO_START_NUMBER 10 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Consent has been given for the new semi-detached house, but work may never happen. A new BLPU for the new house should not be created at this stage as the land is still the garden of 10 High Street.

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
2 **Development works start but street naming and numbering not completed**	There should be no change to the BLPU or LPI for 10 High Street. **BLPU for 10 High Street** No change **LPI for 10 High Street** No change	Work has started and therefore the Authority Address Custodian may create a new BLPU and LPI for Land at 10 High Street. BLPU_LOGICAL_STATUS – As street naming and numbering is not complete this must be 6 (Provisional). BLPU_STATE – should be 1 (Under construction). BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD02 for a detached house. The RPC – this should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). LPI_LOGICAL_STATUS – This must be 6 (Provisional). LPI_OFFICIAL_FLAG – As street naming and numbering is not complete, this should be set to N (no). **Create BLPU for Land at 10 High Street** **BLPU_LOGICAL_STATUS 6 (Provisional)** **BLPU_STATE 1 (Under construction)** **BLPU_CLASS RD02 (Detached house)** **RPC 1 (Visual centre) or** **2 (General internal point)** **Create LPI for Land at 10 High Street** **LPI_PAO_TEXT Land at 10** **LPI_LOGICAL_STATUS 6 (Provisional)** **LPI_OFFICIAL_FLAG N**

Stage	Original BLPU for 10 High Street	New BLPU for 10A High Street
3A **Development works underway and street naming and numbering completed** If a BLPU for Land at 10 was not created at Stage 2, then this stage will be required to create a BLPU for 10A High Street	There should be no change to the BLPU or LPI for 10 High Street. **BLPU for 10 High Street** No change **Current LPI for 10 High Street** No change	**This stage will only be required if a BLPU was not created at Stage 2. If a BLPU was created at Stage 2, skip to Stage 3B.** A new BLPU and LPI for 12 High Street must be created. BLPU_LOGICAL_STATUS – As street naming and numbering is complete this must be set to 1 (Approved). BLPU_STATE – As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this should be set to 1 (Under construction) or for Authority Address Custodians who track building commencement, they may choose to use 6 (Preconstruction). BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD02 for a detached house. RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU. LPI_LOGICAL_STATUS – This must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **Create BLPU for 10A High Street** **BLPU LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **1 (Under construction)** **BLPU_CLASS** **RD02 (Detached house)** **RPC** **1 (Visual centre) or** **2 (General internal point)** **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S3 (New build)** **Create LPI for 10A High Street** **LPI_PAO_START_NUMBER** **10A** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Original BLPU for 10 High Street	New BLPU for 12 High Street
3B **Development works underway and street naming and numbering completed** If a BLPU for Land at 10 was created at Stage 2, then this stage will be required to update the BLPU to 12 High Street	There should be no change to the BLPU or LPI for 10 High Street. **BLPU for 10 High Street** No change **Current LPI for 10 High Street** No change	**This stage will only be required if a BLPU has been created at Stage 2. If a BLPU was not created at Stage 2, go back to Stage 3A**. BLPU_LOGICAL_STATUS – As street naming and numbering is complete, this must be updated to 1 (Approved). Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU. LPI_LOGICAL_STATUS for Land at 10 High Street – As street naming and numbering is now complete, the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for 10A High Street. LPI_LOGICAL_STATUS for 10A High Street – As street naming and numbering is complete this must be 1 (Approved). LPI_OFFICIAL_FLAG for 10A High Street – As street naming and numbering is complete, this should be set to Y (Yes). **Update BLPU for Land at 10 High Street – now approved** **BLPU LOGICAL_STATUS** **1 (Approved)** BLPU_STATE 1 (Under construction) BLPU_CLASS RD02 (Detached house) RPC 1 (Visual centre) or 2 (General internal point) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S3 (New build)** **Update LPI for Land at 10 High Street – now historical** LPI PAO_TEXT Land at 10 **LPI LOGICAL_STATUS** **8 (Historical)** LPI_OFFICIAL_FLAG N **Create LPI for 10A High Street** **LPI_PAO_START_NUMBER** **10A** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Original BLPU for 10 High Street	New BLPU for 12 High Street
4 **Works complete and new house suitable for occupation**	There should be no change to the BLPU or LPI for 10 High Street. **BLPU for 10 High Street** No change **Current LPI for 10 High Street** No change	BLPU_STATE – As work has completed this must be updated to 2 (Complete). **Update BLPU for 10A High Street – now complete** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE** **2 (Complete)** BLPU_CLASS RD02 (Detached house) RPC 1 (Visual centre) or 2 (General internal point) **No change to current LPI for 10A High Street** LPI_PAO_START_NUMBER 12 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for 10 High Street	New BLPU for 12 High Street
5 **Base mapping updated to reflect change**	There should be no change to the BLPU or LPI for 10 High Street. **BLPU for 10 High Street** No change **LPI for 10 High Street** No change	RPC – Base mapping is now available for the property so the coordinates should be updated and RPC = 1 (Visual centre) should be used. **Update BLPU for 10A High Street – location correct** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD02 (Detached house) **RPC** **1 (Visual centre)** **No change to LPI for 10A High Street** LPI_PAO_START_NUMBER 10A LP_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Multiple properties on a greenfield site

Street naming and numbering process complete before works on site start

Scenario – Development of 3 pairs of semi-detached houses in new cul-de-sac to be called 1-6 Old Farm Close on greenfield agricultural land at Old Farm

In this example, a BLPU for the agricultural land may already exist, in which case it would need to be updated to development land. If a BLPU for the agricultural land does not already exist, a new BLPU should be created for the development land. When construction of the houses completes, the BLPU for the development land should be made historic.

When street naming and numbering is complete, a new street record will need to be created for Old Farm Close along with new BLPUs for the new houses.

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close and Street Record
1 **Agricultural land is approved for housing development**	A BLPU and LPI for agricultural land at Old Farm may already exist. If this is the case, the BLPU_CLASS should be updated from LA (agricultural land) to LD (Development land). If a BLPU and LPI for the land does not already exist, then this should be created. Create or Update BLPU for Land at Old Farm BLPU LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS LD (Development land) RPC 1 (Visual centre) Create or Update LPI for Land at Old Farm LPI_PAO_TEXT Land at Old Farm LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG N	Consent has been given for the new houses, but work may never happen. New BLPUs for the new houses should not be created at this stage as the land is still development land at Old Farm.

Stage	New USRN for Old Farm Close	New Street Record for Old Farm Close
2 **Street naming and numbering completed but development works not started** **Create USRN for new Street**	As the new development includes a new street called Old Farm Close, this should be created now in the LLPG. The street STATE should = 5 (street for addressing purposes only). The street should not be exported to the Local/National Street gazetteer at this stage. The fields shown below are for indicative purposes only. Create USRN for Old Farm Close **USRN 1234556789 *(example)*** **STREET_DESCRIPTOR Old Farm Close** **STATE 5 (Street for addressing purposes only)**	A new provisional BLPU and LPI must be created for the Street Record Create BLPU for Street Record on Old Farm Close **BLPU_LOGICAL_STATUS 6 (Provisional)** **BLPU_STATE 6 (Preconstruction)** **BLPU_CLASS PS (Street record)** **RPC 4 (Start of referenced street)** Create LPI for Street Record on Old Farm Close **PAO_TEXT Street Record** **LPI_LOGICAL_STATUS 6 (Provisional)** **LPI_OFFICAL_FLAG Y**

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
3 **Street naming and numbering Process completed but development works not started** **Create BLPUs for new Properties**	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	New BLPUs and LPIs for 1 to 6 Old Farm Close must be created. BLPU_LOGICAL_STATUS – As street naming and numbering is complete this must be set to 1 (Approved). BLPU_STATE – As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this should be set to 1 (Under construction) or for Authority Address Custodians who track building commencement, they may choose to use 6 (Preconstruction). BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD03 for semi-detached house RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU. LPI_LOGICAL_STATUS – This must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **Create BLPUs for 1 to 6, Old Farm Close on New USRN** **BLPU_LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **1 (Under construction) or 6 (Preconstruction)** **BLPU_CLASS** **RD03 (Semi-detached)** **RPC** **2 (General internal point) or 4 (Start of referenced street)** **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S3 (New build)** **Create LPI on each new BLPU for 1 to 6,Old Farm Close** **LPI_PAO_START_NUMBER** **1 (2,3 and so forth)** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	USRN for Old Farm Close	Street Record for Old Farm Close
4 **Development works start** **Update Street Record**	The street STATE should be updated to 1 (Under construction) once the street has been pegged out on site. The street should now be exported to the Local/National Street gazetteer. If the new street was not created at stage 2, then it should be created now. The fields shown below are for indicative purposes only.	BLPU_STATE - Update Street Record BLPU, now under construction. If the Street Record was not created at stage 2, then it should be created now. **Update BLPU for Street Record on Old Farm Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE** **1 (Under construction)** BLPU_CLASS PS (Street record) RPC 2 (General internal point) or 4 (Start of referenced street)
	Update USRN for Old Farm Close USRN 1234556789 (example) STREET_DESCRIPTOR Old Farm Close **STATE** **1 (Under construction)**	**Update LPI for Street Record on Old Farm Close** PAO_TEXT Street Record **LPI_LOGICAL_STATUS** **1 (Approved)** LPI_OFFICAL_FLAG Y

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
5 **Development works start** **Update property BLPUs** If the Authority Address Custodian chose to use 'under construction'; at Stage 3, there should be no change required.	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	BLPU_STATE - If the Authority Address Custodian chose to use 1 (Under construction); at Stage 3, there should be no change required. BLPU_STATE - If the Authority Address Custodian tracks commencements and chose to use BLPU_STATE 6 (Preconstruction) at Stage 2, then this should be updated to 1 (Under construction) as each house commences. **Update BLPUs for 1 to 6, Old Farm Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** BLPU_CLASS RD03 (Semi-detached) RPC 2 (General internal point) or 4 (Start of referenced street) **No change to LPIs for 1 to 6, Old Farm Close** LPI_PAO_START_NUMBER 1 (2,3 and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
6 **Works to each house completes and suitable for occupation**	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	BLPU_STATE – This must be updated to 2 (Complete) as work completes on each house, and it becomes suitable for occupation. **Update BLPUs for 1 to 6, Old Farm Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS RD03 (Semi-detached) RPC 2 (General internal point) or 4 (Start of referenced street) **No change to LPIs for 1 to 6, Old Farm Close** LPI_PAO_START_NUMBER 1 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
7 **Works to all houses complete and suitable for occupation**	Once the development of the site is complete, the BLPU for Land at Old Farm can now be made historic. **Update BLPU for Land at Old Farm – now historical** BLPU LOGICAL_STATUS 8 (Historical) BLPU_STATE 4 (No longer existing) BLPU_CLASS LD **Update LPI for Land at Old Farm – now historical** LPI_PAO_TEXT Land at Old Farm LPI_LOGICAL_STATUS 8 (Historic) LPI_OFFICIAL FLAG N	There should be no change to the BLPUs or LPIs for each BLPU as they were made complete at Stage 6. **BLPUs for 1 to 6, Old Farm Close** No change **LPIs for 1 to 6, Old Farm Close** No change

Stage	USRN for Old Farm Close	Street Record for Old Farm Close
8 **Street is now open**	As the new development is now complete the street record for Old Farm Close, should now be updated in the Local/National Street Gazetteer. The street STATE should now be recorded as 'open'. The fields shown below are for indicative purposes only.	BLPU_STATE - Update Street Record BLPU, now 2 (Complete). **Update BLPU for Street Record on Old Farm Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS PS (Street record) RPC 4 (Start of referenced street)
	Update USRN for Old Farm Close USRN 123456789 (example) STREET_DESCRIPTOR Old Farm Close **STATE 2 (Open)**	**No change to LPI for Street Record on Old Farm Close** PAO_TEXT Street Record LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICAL_FLAG Y

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
9 **Base mapping updated to reflect change**	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	RPC – Base mapping is now available for the property so the coordinates should be updated and RPC = 1 (Visual centre) should be used. **Update BLPUs for 1 to 6, Old Farm Close** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD03 (Semi-detached) **RPC** **1 (Visual centre)** **No change to LPIs for 1 to 6, Old Farm Close** LPI_PAO_START_NUMBER 1 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Street naming and numbering process not complete before works on site start

Scenario: Development of 3 pairs of semi-detached houses in new cul-de-sac to be called 1-6 Old Farm Close on greenfield agricultural land at Old Farm.

In this example, a BLPUs for the agricultural land may already exist, in which case it would need to be updated to development land. If a BLPU for the agricultural land does not already exist, a new BLPU should be created for the development land. When construction of the houses completes, the BLPU for the development land should be made historic.

When works commence on site, a new street record will need to be created for Old Farm Close along with new BLPUs for the new houses.

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close and Street Record
1 **Agricultural land is approved for housing development**	A BLPU and LPI for agricultural land at Old Farm may already exist. If this is the case, the BLPU should be reclassified from LA (agricultural land) to LD (Development land). If a BLPU and LPI for the land does not already exist, then this should be created. Create or Update BLPU for Land at Old Farm **BLPU LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **2 (Complete)** **BLPU_CLASS** **LD (Development land)** Create or Update LPI for Land at Old Farm **LPI_PAO_TEXT** **Land at Old Farm** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **as existing**	Consent has been given for the new houses, but work may never happen. New BLPUs for the new houses should not be created at this stage as the land is still development land at Old Farm.

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close and Street Record
2 **Development works start but street naming and numbering not completed**	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. BLPU for Land at Old Farm No change LPI for Land at Old Farm No change	The Authority Address Custodian may choose to create a new BLPU for each of the plots before street naming and numbering has been completed. The plots should be created as children to the BLPU for Land at Old Farm. BLPU_LOGICAL_STATUS - As street naming and numbering has not completed this should be 6 (Provisional) BLPU_STATUS and 1 (Under construction) BLPU_CLASS - We know what the development will be, so the BLPU_CLASS can be set to its approved use, in this case RD03 for a semi-detached house. RPC - this should be set to 2 (General internal point) or 4 (Start of referenced street). Create child BLPUs for Plots 1 to 6, Land at Old Farm **USRN** **Same as Parent BLPU** **PARENT_BLPU** **Land at Old Farm** **BLPU_LOGICAL_STATUS** **6 (Provisional)** **BLPU_STATE** **1 (Under construction)** **BLPU_CLASS** **RD03 (Semi-detached)** **RPC** **2 (General internal point) or 4 (Start of referenced street)** Create LPIs for Plots 1 to 6, Land at Old Farm **LPI_PAO_START_NUMBER** **Plot 1** (2,3 and so forth) **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **N**

Stage	New USRN for Old Farm Close	New Street Record for Old Farm Close
3 **Development works underway and street naming and numbering completed** **Create USRN for new street**	As the new development includes a new street called Old Farm Close, this should be created now in the LLPG. The street STATE should be updated to 1 (Under construction) once the street has been pegged out on site. The street should be exported to the Local/National Street gazetteer. The fields shown below are for indicative purposes only. **Create USRN for Old Farm Close** USRN — 123456789 *(example)* STREET_DESCRIPTOR — Old Farm Close STATE — **1 (Under construction)**	Create new Street Record BLPU **Create BLPU for Street Record on Old Farm Close** **BLPU_LOGICAL_STATUS — 1 (Approved)** **BLPU_STATE — 1 (Under construction)** **BLPU_CLASS — PS (Street record)** **RPC — 4 (Start of referenced street)** **Create LPI for Street Record on Old Farm Close** **PAO_TEXT — Street Record** **LPI_LOGICAL_STATUS — 1 (Approved)** **LPI_OFFICAL_FLAG — Y**

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
4A **Development works underway and street naming and numbering completed.** **Create BLPUs for new properties.** If BLPUs for plots were created at Stage 2, then Stage 4A applies. If plots were not created at Stage 2, then go to Stage 4B	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	**If BLPUs for plots were created at Stage 2, then Stage 4A applies. If plots were not created at Stage 2, then go to Stage 4B.** If BLPUs for plots were created at Stage 2, then the BLPUs will need to be moved to the street record for Old Farm Close by changing the USRN. The BLPUs for each of the plots should be updated to 1 (Approved) and 1 (Under construction). As there is now a formal address for each of the BLPUs, the LPIs for Plot 1, Plot 2 and so forth should be made 8 (Historical). New LPIs for each of the BLPUs should now be created for the new formal address. The LPIs should be 1 (Approved). Finally, the BLPUs for 1-6 Old Farm Close are no longer children of the BLPU for Land at Old Farm, so the UPRN for Land at Old Farm can be removed from the PARENT_UPRN field. **Move BLPUs for Plots 1 to 6 to New Street** **USRN — Change to new USRN (Old Farm Close)** **Update BLPUs for Plots 1 to 6 – now approved** **BLPU_LOGICAL_STATUS — 1 (Approved)** BLPU_STATE — 1 (Under construction) BLPU_CLASS — RD03 (Semi-detached) RPC — 2 (General internal point) or 4 (Start of referenced street) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER — S3 (New build)** **Update LPI on each BLPU for Plots 1 to 6, now historical** LPI_PAO_TEXT — Plot 1 (and so forth) LPI_SAO_TEXT — Land at Old Farm **LPI_LOGICAL_STATUS — 8 (Historic)** LPI_OFFICIAL_FLAG — N **Create LPIs on each BLPU for 1 to 6 Old Farm Close** **LPI_PAO_START_NUMBER — 1** **LPI_LOGICAL_STATUS — 1 (Approved)** **LPI_OFFICIAL_FLAG — Y** **Remove Parent UPRN from BLPUs for 1 to 6 Old Farm Close – no longer children of Land at Old Farm.** **PARENT_UPRN — Remove UPRN**

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
4B **Development works underway and street naming and numbering completed.** **Create BLPUs for new properties.** If BLPUs for plots were not created at Stage 2, then Stage 4B applies. If plots were created at Stage 2, then go to Stage 4A	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	**If BLPUs for plots were not created at Stage 2, then Stage 4B applies. If plots were created at Stage 2, then go to Stage 4A.** If BLPUs for plots were not created at Stage 2, then new BLPUs for 1 to 6 Old Farm Close should be created on the new street. BLPU_LOGICAL_STATUS - The BLPUs should be 1(Approved). BLPU_STATE – this should be 1(Under construction). BLPU_CLASS - As we know what the development will be, this can be set to its approved use, in this case RD03 for a semi-detached house. RPC - the RPC should be set to 2 (General internal point) or 4 (Start of referenced street). Cross Reference - Add the street naming and numbering Cross Reference S3 (New build) to each BLPU. LPI_LOGICAL_STATUS - the new LPIs for each BLPU should be 1 (Approved). **Create BLPUs for 1 to 6 Old Farm Close** **BLPU_LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **1 (Under construction)** **BLPU_CLASS** **RD03 (Semi-detached)** **RPC** **2 (General internal point) or 4 (Start of referenced street)** **Create LPIs for each BLPU for 1 to 6 Old Farm Close** **LPI_PAO_START_NUMBER** **1** (2, 3, and so forth) **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
5 **Works to each house completes and suitable for occupation**	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. **BLPU for Land at Old Farm** No change **LPI for Land at Old Farm** No change	BLPU_STATE - The BLPUs should be updated to 2 (Complete) as work completes on each house, and they become suitable for occupation. There should be no changes needed to the LPIs for 1 to 6 Old Farm Close. **Update BLPUs for 1 to 6, Old Farm Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE** **2 (Complete)** BLPU_CLASS RD03 (Semi-detached) RPC 2 (General internal point) or 4 (Start of referenced street) **No change to LPIs for each BLPU for 1 to 6, Old Farm Close** LPI_PAO_START_NUMBER 1 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
6 **Works to all houses complete and suitable for occupation**	Once the development of the site is complete, the BLPU for Land at Old Farm can now be made historic. Update BLPU for Land at Old Farm – now historical **BLPU LOGICAL_STATUS** **8 (Historical)** **BLPU_STATE** **4 (No longer existing)** BLPU_CLASS LD Update LPI for Land at Old Farm – now historical LPI_PAO_TEXT Land at Old Farm **LPI_LOGICAL_STATUS** **8 (Historical)** LPI_OFFICIAL FLAG N	There should be no change to the BLPUs or LPIs for each BLPU as they were made complete at Stage 5. BLPUs for 1 to 6, Old Farm Close No change LPIs for 1 to 6, Old Farm Close No change

Stage	New USRN for Old Farm Close	New Street Record for Old Farm Close
7 **Street is now fully open**	As the new development is now complete the street record for Old Farm Close, should now be updated in the Local/National Street Gazetteer (LSG). The street STATE should now be recorded as 'open'. The fields shown below are for indicative purposes only. Update USRN for Old Farm Close USRN 123456789 *(example)* STREET_DESCRIPTOR Old Farm Close **STATE** **2 (Open)**	Update Street Record BLPU, now complete. Update BLPU for Street Record on Old Farm Close BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE** **2 (Complete)** BLPU_CLASS PS (Street record) RPC 4 (Start of referenced street) Update LPI for Street Record on Old Farm Close PAO_TEXT Street Record LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICAL_FLAG Y

Stage	Original BLPU for Land at Old Farm	New BLPUs for 1 to 6 Old Farm Close
8 **Base mapping updated to reflect change**	There should be no change to the BLPU or LPI for Land at Old Farm. The land is still development land. BLPU for Land at Old Farm No change LPI for Land at Old Farm No change	ROC - Base mapping is now available for the property so the coordinates can be update and RPC = 1 (Visual centre) should be used. Update BLPUs for 1 to 6, Old Farm Close BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD03 (Semi-detached) **RPC** **1 (Visual centre)** No change to LPIs for 1 to 6, Old Farm Close LPI_PAO_START_NUMBER 1 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Appendix 2 - Redevelopment

Redevelopment of brownfield site – single property to multiple properties

Street naming and numbering process complete before works on site start

Scenario – Demolition of a former industrial warehouse and site redeveloped to a new cul-de-sac of detached houses, 1 to 6 Arkwright Close.

In this example, there is an existing BLPU for the warehouse. This BLPU/LPI should be updated to development land when the building is demolished. When construction of the houses completes, this BLPU should be made historic.

When street naming and numbering completes, a new street record will need to be created along with new BLPUs for the new houses.

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
1 **Warehouse still in use**	A BLPU should already exist for Arkwright Warehouse as below: **BLPU for Arkwright Warehouse** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CI04 (warehouse) BLPU_ORGANISATION Arkwright Trading RPC 1 (Visual centre) **LPI for Arkwright Warehouse** LPI_PAO_TEXT Arkwright Warehouse LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Consent has been given for the new houses, but work may never happen. New BLPUs for the new houses should not be created at this stage as the building is still Arkwright Warehouse.

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
2 **Warehouse is demolished**	As the building has been demolished and the site cleared, it is assumed to be brownfield development land. BLPU_CLASS – this should be update to LD (Development land). BLPU_ORGANISATION – If the Organisation name field was populated, this must now be removed. The LPI for Arkwright Warehouse should be made historic and a new LPI created for Site of Arkwright Warehouse. LPI_LOGICAL_STATUS for Arkwright Warehouse – This must be updated to 8 (Historical). LPI_LOGICAL_STATUS for Site of Arkwright Warehouse – This should be 1 (Approved). LPI_OFFICIAL_FLAG – As this is not an address confirmed through the street naming and numbering process, this should be set to N (no). **Update BLPU for Arkwright Warehouse** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) **BLPU_CLASS LD (Development land)** RPC 1 (Visual centre) **Update LPI for Arkwright Warehouse – now historical** LPI_PAO_TEXT Arkwright Warehouse **LPI_LOGICAL_STATUS 8 (Historic)** LPI_OFFICIAL_FLAG Y **Create New LPI for Site of Arkwright Warehouse** **LPI_PAO_TEXT Site of Arkwright Warehouse** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG N**	Consent has been given for the new houses, but work may never happen. New BLPUs for the new houses should not be created at this stage as the land is still Site of Arkwright Warehouse.

Stage	New Street for Arkwright Close	New Street Record BLPU for Arkwright Close
3 **Street naming and numbering Process completed** **Create USRN for new Street**	As the new development includes a new street called Arkwright Close, this should be created now in the LLPG. The street STATE should = 1 (Under construction) once the street has been pegged out on site. The street should be exported to the Local/National Street gazetteer. The fields shown below are for indicative purposes only. **Create USRN for Arkwright Close** **USRN** **123456789** *(example)* **STREET_DESCRIPTOR** **Arkwright Close** **STATE** **1 (Under construction)**	A new provisional BLPU must be created for the Street Record. **Create BLPU for Street Record on Arkwright Close** **BLPU_LOGICAL_STATUS** **6 (Provisional)** **BLPU_STATE** **6 (Preconstruction)** **BLPU_CLASS** **PS (Street record)** **RPC** **4 (Start of referenced street)** **Create LPI for Street Record on Old Farm Close** **PAO_TEXT** **Street Record** **LPI_LOGICAL_STATUS** **6 (Provisional)** **LPI_OFFICAL_FLAG** **Y**

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
4 **Street naming and numbering Process completed** **Create BLPUs for new properties**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **LPI for site of Arkwright House** No change	New BLPUs for 1 to 6 Arkwright Close must be created. BLPU_LOGICAL_STATUS – As street naming and numbering is complete this must be set to 1 (Approved). BLPU_STATE – As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this should be set to 1 (Under construction) or for Authority Address Custodians who track building commencement, they may choose to use 6 (Preconstruction). BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD02 for a detached house. RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU. LPI_LOGICAL_STATUS – This must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **Create BLPUs for 1 to 6, Arkwright Close on New USRN** **BLPU_LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **1 (Under construction) or 6 (Preconstruction)** **BLPU_CLASS** **RD02 (Detached)** **RPC** **1(Visual centre) or 2 (General internal point)** **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S3 (New build)** **Create LPIs for 1 to 6, Arkwright Close** **LPI_PAO_START_NUMBER** **1** (2,3 and so forth) **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Street for Arkwright Close	Street Record BLPU for Arkwright Close
5 **Development works start** **Update new street**	The street STATE should be updated to 1 (Under construction) once the street has been pegged out on site. The street should now be exported to the Local/National Street gazetteer. If the new street was not created at stage 2, then it should be created now. **Update USRN for Arkwright Close** USRN 123456789 (example) STREET_DESCRIPTOR Arkwright Close **STATE 1 (Under construction)**	Update the BLPU for the Street Record, under construction. **Create BLPU for Street Record on Arkwright Close** **BLPU_LOGICAL_STATUS 1 (Approved)** **BLPU_STATE 1 (Under construction)** BLPU_CLASS PS (Street record) RPC 4 (Start of referenced street) **Create LPI for Street Record on Old Farm Close** PAO_TEXT Street Record **LPI_LOGICAL_STATUS 1 (Approved)** LPI_OFFICAL_FLAG Y

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
6 **Development works start** **Update new properties**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **Current LPI for Site of Arkwright Warehouse** No change	If the Authority Address Custodian tracks commencements and chose to use a BLPU_STATE of 'preconstruction' at Stage 4, then this should be updated to 'under construction' as work starts. BLPU_STATE – This should be updated to 1 (Under construction). **Update BLPUs for 1 to 6, Arkwright Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** BLPU_CLASS RD02 (Detached) RPC 2 (General internal point) or 4 (Start of referenced street) **No change to LPIs for each of the BLPUs for 1 to 6, Arkwright Close** LPI_PAO_START_NUMBER 1 (2,3 and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
7 **Works to each house completes and suitable for occupation**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **LPI for Site of Arkwright Warehouse** No change	BLPU_STATE – As work completes on each house, this must be updated to 2 (Complete). **Update BLPUs for 1 to 6, Arkwright Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS RD02 (Detached) RPC 2 (General internal point) or 4 (Start of referenced street) **No change to LPIs for 1 to 6, Arkwright Close** LPI_PAO_START_NUMBER 1 (2,3,and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
8 **Works to all houses complete and suitable for occupation**	Once the development of the site is complete, the BLPU for Site of Arkwright Warehouse can now be made historic. It should not be deleted. BLPU LOGICAL_STATUS – This should be changed to 8 (Historical) BLPU_STATE – This should be changed to 4 (No longer existing). Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added LPI_LOGICAL_STATUS – This should be changed to 8 (Historical) **Update BLPU for Site of Arkwright Close – now historical** BLPU_LOGICAL_STATUS **8 (Historical)** BLPU_STATE **4 (No longer existing)** BLPU_CLASS LD RPC 1 (Visual centre) **Add street naming and numbering Identifier** **RECORD_IDENTIFIER S2 (Demolition)** **Update LPI for Site of Arkwright Close – now historical** LPI_PAO_TEXT Site of Arkwright Warehouse LPI_LOGICAL_STATUS **8 (Historical)** LPI_OFFICIAL FLAG N	There should be no change to the BLPUs or LPIs for each BLPU as they were made complete at Stage 5. **BLPUs for 1 to 6, Arkwright Close** No change **LPIs for 1 to 6, Arkwright Close** No change

Stage	Street for Arkwright Close	Street Record BLPU for Arkwright Close
9 **Street now open**	As the new development is now complete the street record for Arkwright Close, should now be updated in the Local/National Street Gazetteer. The street STATE should now be recorded as 'open'. The fields shown below are for indicative purposes only. **Update USRN for Arkwright Close** USRN 123456789 (example) STREET_DESCRIPTOR Arkwright Close **STATE 2 (Open)**	BLPU_STATE - update the BLPU for the Street Record, now 2(Complete). **Update BLPU for Street Record on Arkwright Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS PS (Street record) RPC 4 (Start of referenced street) **No change to LPI for Street Record on Arkwright Close** PAO_TEXT Street Record LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICAL_FLAG Y

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
10 **Base mapping updated to reflect change**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. **BLPU for Site of Arkwright Warehouse** No change **LPI for Site of Arkwright Warehouse** No change	RPC – Base mapping is now available for the property so the coordinates should be updated and RPC = 1 (Visual centre) should be used. **Update BLPUs for 1 to 6, Arkwright Close** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD02 (Detached) **RPC 1 (Visual centre)** **No change to LPIs for 1 to 6, Arkwright Close** LPI_PAO_START_NUMBER 1 (2,3,and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Street naming and numbering process not complete before works on site start

Scenario – Demolition of a former industrial warehouse and site redeveloped to a new cul-de-sac of detached houses, 1 to 6 Arkwright Close.

In this example, there is an existing BLPU for the warehouse. This BLPU/LPI should be updated to development land when the building is demolished. When construction of the houses completes, this BLPU should be made historic.

When work on site commences, a new street record will need to be created along with new BLPUs for the new houses.

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
1 **Warehouse still in use**	A BLPU should already exist for Arkwright Warehouse as below: **BLPU for Arkwright Warehouse** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CI04 (warehouse) BLPU_ORGANISATION Arkwright Trading RPC 1 (Approved) **LPI for Arkwright Warehouse** LPI_PAO_TEXT Arkwright Warehouse LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Consent has been given for the new houses, but work may never happen. New BLPUs for the new houses should not be created at this stage as the building is still Arkwright Warehouse.

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
2 **Warehouse is demolished**	As the building has been demolished and the site cleared, it is assumed to be brownfield development land. BLPU_CLASS – this should be update to LD (Development land). BLPU_ORGANISATION – If the Organisation Name field was populated, this must now be removed. The LPI for Arkwright Warehouse should be made historic and a new LPI created for Site of Arkwright Warehouse. LPI_LOGICAL_STATUS for Arkwright Warehouse – This must be updated to 8 (Historical). LPI_LOGICAL_STATUS for Site of Arkwright Warehouse – This should be 1 (Approved). LPI_OFFICIAL_FLAG – As this is not an address confirmed through the street naming and numbering process, this should be set to N (no). **Update BLPU for Arkwright Warehouse** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) **BLPU_CLASS LD (Development land)** RPC 1 (Approved) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S2 (Demolition)** **Update LPI as now Historical** LPI_PAO_TEXT Arkwright Warehouse **LPI_LOGICAL_STATUS 8 (Historic)** **LPI_OFFICIAL_FLAG N** **Create New LPI** **LPI_PAO_TEXT Site of Arkwright Warehouse** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**	Consent has been given for the new houses, but work may never happen. New BLPUs for the new houses should not be created at this stage as the land is still Site of Arkwright Close.

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
3 **Development works start but street naming and numbering not completed**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **LPI for Site of Arkwright Warehouse** No change	When works start, the Authority Address Custodian may choose to create a new BLPU for each of the plots before street naming and numbering has been completed. The plots will be created as children to the BLPU for Site of Arkwright Warehouse and assigned to the same street as the parent BLPU until street naming and numbering has been completed. New BLPUs for Plots 1 to 6 Arkwright Close may be created. BLPU_LOGICAL_STATUS – As street naming and numbering is not complete this must be set to 6 (Provisional). BLPU_STATE – This should be set to 6 (Preconstruction). BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD02 for a detached house. RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). LPI_LOGICAL_STATUS – This should be set to 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is not complete, this should be set to N (no). **Create child BLPUs for Plots 1 to 6, Site of Arkwright Close** **USRN** — **Same as Parent BLPU** **PARENT_BLPU** — **Site of Arkwright Close** **BLPU_LOGICAL_STATUS** — **6 (Provisional)** **BLPU_STATE** — **1 (Under construction)** **BLPU_CLASS** — **RD02 (Detached)** **RPC** — **1 (Visual centre) or 2 (General internal point)** **Create Child LPIs for Plots 1 to 6, Site of Arkwright Close** **LPI_PAO_START_NUMBER** — **Plot 1** (2,3 and so forth) **LPI_LOGICAL_STATUS** — **1 (Approved)** **LPI_OFFICIAL_FLAG** — **N**

Stage	New Street Record for Arkwright Close	New Street Record BLPU for Arkwright Close
4 **Development works underway and street naming and numbering completed** **Create USRN for new Street**	As the new development includes a new street called Arkwright Close, this should be created now in the LLPG. The street STATE should = 1 (Under construction) once the street has been pegged out on site. The street should be exported to the Local/National Street gazetteer. The fields shown below are for indicative purposes only. **Create USRN for Arkwright Close** **USRN** — **123456789** *(example)* **STREET_DESCRIPTOR** — **Arkwright Close** **STATE** — **1 (Under construction)**	A new BLPU must be created for the Street Record. **Create BLPU for Street Record on Arkwright Close** **BLPU_LOGICAL_STATUS** — **1 (Approved)** **BLPU_STATE** — **1 (Under construction)** **BLPU_CLASS** — **PS (Street record)** **RPC** — **4 (Start of referenced street)** **Create LPI for Street Record on Old Farm Close** **PAO_TEXT** — **Street Record** **LPI_LOGICAL_STATUS** — **1 (Approved)** **LPI_OFFICAL_FLAG** — **Y**

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
5A **Development works underway and street naming and numbering completed** If BLPUs for plots were created at Stage 3, then Stage 5A applies. If plots were not created at Stage 3, then go to Stage 5B	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **Current LPI for Site of Arkwright Warehouse** No change	**If BLPUs for plots were created at Stage 3, then Stage 5A applies. If plots were not created at Stage 3, then go to Stage 5B** USRN – As street naming and numbering is now complete, if BLPUs for plots were created at Stage 4, then they will need to be moved to the street record for Arkwright Close by changing the USRN. PARENT_UPRN – The new BLPUs are no longer children of the BLPU for Site of Arkwright Warehouse, so the UPRN for Site of Arkwright Warehouse can be removed from the PARENT_UPRN field. BLPU_LOGICAL_STATUS – This should be updated to 1 (Approved). BLPU_STATE – This should be updated to 1 (Under construction). Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU. LPI_LOGICAL_STATUS for Plots 1 to 6 – As street naming and numbering is now complete, the LPIs are now historic so they must be updated to 8 (Historical). New LPIs must be created for 1 to 6 Arkwright Close. LPI_LOGICAL_STATUS for 1 to 6 Arkwright Close – As street naming and numbering is complete this must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **Move BLPUs for Plots 1 to 6 to New Street Record** **USRN** — **Change to new USRN (Arkwright Close)** **Update BLPUs for Plots 1 to 6 – no longer a child record** **PARENT_UPRN** — **Remove UPRN** **BLPU_LOGICAL_STATUS** — **1 (Approved)** **BLPU_STATE** — **1 (Under construction)** BLPU_CLASS — RD02 (Detached) RPC — 2 (General internal point) or 4 (Start of referenced street) **Add street naming and numbering Cross Reference to plots 1 to 6** **RECORD_IDENTIFIER** — **S3 (New build)** **Update LPIs for Plots 1 to 6, Site of Arkwright Warehouse – now historical** LPI_PAO_TEXT — Plot 1 *(Plot 2 and so forth)* LPI_SAO_TEXT — Site of Arkwright Close **LPI_LOGICAL_STATUS** — **8 (Historical)** LPI_OFFICIAL_FLAG — N **Create New LPIs for 1 to 6 Arkwright Close – approved address** **LPI_PAO_START_NUMBER** — **1** **LPI_LOGICAL_STATUS** — **1 (Approved)** **LPI_OFFICIAL_FLAG** — **Y**

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
5B **Development works underway and street naming and numbering completed** If BLPUs for plots were not created at Stage 4, then Stage 5B applies. If plots were created at Stage 4, then go to Stage 5A	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **LPI for Site of Arkwright Warehouse** No change	**If BLPUs for plots were not created at Stage 4, then Stage 5B applies. If plots were created at Stage 4, then go to Stage 5A.** If BLPUs for plots were not created at Stage 2, then new BLPUs for 1 to 6 Arkwright Close should be created on the new street. New BLPUs for 1 to 6 Arkwright Close must be created. BLPU_LOGICAL_STATUS – As street naming and numbering is complete this must be set to 1 (Approved). BLPU_STATE – As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this should be set to 1 (Under construction) or for Authority Address Custodians who track building commencement, they may choose to use 6 (Preconstruction). BLPU_CLASS – As it is known what the development will be, this should be set to its approved use, in this case RD02 for a detached house. RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the new BLPU. LPI_LOGICAL_STATUS – This must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **Create BLPUs for 1 to 6 Arkwright Close** **BLPU_LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **1 (Under construction)** **BLPU_CLASS** **RD02 (Detached)** **RPC** **1 (Visual centre) or 2 (General internal point)** **Create LPIs for 1 to 6 Arkwright Close** **LPI_PAO_START_NUMBER** **1** (2, 3, and so forth) **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
6 **Works to each house completes and suitable for occupation**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. **BLPU for Site of Arkwright Warehouse** No change **LPI for Site of Arkwright Warehouse** No change	BLPU_STATE – As work has completes on each house, this must be updated to 2 (Complete). **Update BLPUs for 1 to 6, Arkwright Close** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE** **2 (Complete)** BLPU_CLASS RD02 (Detached) RPC 2 (General internal point) or 4 (Start of referenced street) **No change to LPIs for 1 to 6 (Arkwright Close)** LPI_PAO_START_NUMBER 1 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
7 **Works to all houses complete and suitable for occupation**	Once the development of the site is complete, the BLPU for Site of Arkwright Close can now be made historic. It should not be deleted. BLPU LOGICAL_STATUS – This should be changed to 8 (Historical) BLPU_STATE – This should be changed to 4 (No longer existing). Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added. LPI_LOGICAL_STATUS – This should be changed to 8 (Historical) Update BLPU for Site of Arkwright Warehouse – now historical **BLPU_LOGICAL_STATUS** **8 (Historic)** **BLPU_STATE** **4 (No longer existing)** BLPU_CLASS LD Add street naming and numbering Cross Reference **RECORD_IDENTIFIER** **S2 (Demolition)** Update LPI for Site of Arkwright Warehouse – now historical LPI_PAO_TEXT Site of Arkwright Warehouse **LPI_LOGICAL_STATUS** **8 (Historic)** **LPI_OFFICIAL FLAG** **N**	There should be no change to the BLPUs or LPIs as they were made complete at Stage 5. BLPUs for 1 to 6, Arkwright Close No change LPIs for 1 to 6, Arkwright Close No change

Stage	New Street Record for Arkwright Close	New Street Record BLPU for Arkwright Close
8 **Street is now fully open**	As the new development is now complete the street record for Arkwright Close, should now be updated in the Local/National Street Gazetteer. The street STATE should now be recorded as 'open'. The fields shown below are for indicative purposes only Update USRN for Arkwright Close USRN 123456789 (example) STREET_DESCRIPTOR Arkwright Close **STATE** **2 (Open)**	Update the BLPU for the Street Record, now complete. Update BLPU for Street Record on Arkwright Close BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE** **2 (Complete)** BLPU_CLASS PS (Street record) RPC 4 (Start of referenced street) No change to LPI for Street Record on Old Farm Close PAO_TEXT Street Record LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICAL_FLAG Y

Stage	Original BLPU for Arkwright Warehouse	New BLPUs for 1 to 6 Arkwright Close
9 **Base mapping updated to reflect change**	There should be no change to the BLPU or LPI for Site of Arkwright Warehouse. The land is still development land. BLPU for Site of Arkwright Warehouse No change LPI for Site of Arkwright Warehouse No change	RPC – Base mapping is now available for the property so the coordinates should be updated and RPC = 1 (Visual centre) should be used. Update BLPUs for 1 to 6, Arkwright Close BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD02 (Detached) **RPC** **1 (Visual centre)** No change to LPIs for 1 to 6, Arkwright Close LPI_PAO_START_NUMBER 1 (2,3,and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Redevelopment of brownfield site – multiple properties to single property

Street naming and numbering process complete before works on site start

Scenario – demolition of 2 light industrial workshops (12 and 14 Station Way) and development of factory (Brewery House, 12 Station Way).

In this example, there are 2 existing BLPUs for the industrial warehouses. These BLPUs/LPIs should be made historic when the buildings are demolished and a new BLPU for the development site created. When construction of the houses completes, the BLPU for the development land should be made historic.

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
1 **Workshops at 12 and 14 Station Way still in use**	BLPUs will already exist for the workshops at 12 and 14 Station Way as below. BLPUs for 12 and 14 Station Way BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CI03 (Workshop) BLPU_ORGANISATION Potters Wheel / Tea Time Treats RPC 1 (Visual centre) LPIs for 12 and 14 Station Way LPI_PAO_START_NUMBER 12 (and 14) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Consent may have been given for the warehouse, but work may never happen. New BLPUs for the warehouse should not be created at this stage as the BLPUs for 12 and 14 Station Way are still in use.

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
2 **Workshops at 12 and 14 Station Way are demolished**	As the two warehouses have been demolished and the new development will cover a different footprint, both BLPUs and their LPIs should be made historical. BLPU_LOGICAL_STATUS – This should be changed to 8 (Historical) BLPU_STATE – This should be changed to 4 (No longer existing). BLPU_ORGANISATION – If the Organisation Name field was populated, this must now be removed. Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added. LPI_LOGICAL_STATUS – This should be changed to 8 (Historical) Update BLPUs for 12 and 14 Station Way – now historical **BLPU_LOGICAL_STATUS 8 (Historical)** **BLPU_STATE 4 (No longer existing)** BLPU_CLASS CI03 (Workshop) RPC 1 (Visual centre) Add street naming and numbering Cross Reference to 12 and 14 Station Way **RECORD_IDENTIFIER S2 (Demolition)** Update LPI for 12 and 14 Station Way – now historical LPI_PAO_START_NUMBER 12 (and 14) **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG Y	As the two warehouses are demolished and consent has been given for the new factory, a new BLPU should be created for the whole site incorporating the sites of 12 and 14. Although consent has been given for a factory, it may not be built so the site should be treated as brownfield development land at this stage. BLPU_LOGICAL_STATUS – This must be set to 1 (Approved). BLPU_STATE – This should be set to 2 (complete.) BLPU_CLASS – This should be set to LD (Development land) RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). LPI_LOGICAL_STATUS – This must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is not complete, this should be set to N (no). Create BLPU for Development Land **BLPU_LOGICAL_STATUS 1 (Approved)** **BLPU_STATE 2 (Complete)** **BLPU_CLASS LD (Development land)** **RPC 1 (Visual centre) or 2 (General internal point)** Create LPI for Development Land **LPI_PAO_TEXT Site of 12 and 14** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG N**

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
3 **Street naming and numbering Process completed**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore the BLPU should be set to 'under construction'. BLPU_STATE – As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this should be set to 1 (Under construction). BLPU_CLASS – As it is known what the development will be, this should be updated its approved use, in this case CI02 for a factory. The LPI for Site of 12 and 14 Station Way should be made historical and a new LPI created for Brewery House, 12 Station Way. LPI_LOGICAL_STATUS for Site of 12 and 14– As street naming and numbering is now complete, the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for 12 Station Way. LPI_LOGICAL_STATUS for 12 The Street – As street naming and numbering is complete this must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **Update BLPU to a factory under construction** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** **BLPU_CLASS CI02 (Factory)** RPC 1 (Visual centre) or 2 (General internal point) **Add street naming and numbering Cross Reference to 12 and 14 Station Way** **RECORD_IDENTIFIER RECORD_IDENTIFIER** **Update LPI for Site of 12 and 14 – now historical** **LPI_PAO_TEXT Site of 12 and 14** **LPI_LOGICAL_STATUS 8 (Historical)** **LPI_OFFICIAL_FLAG** N **Create new LPI for Brewery House, 12 Station Way** **LPI_PAO_START_NUMBER 12** **LPI_PAO_TEXT Brewery House** **LPI LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
4 **Development of the Factory starts**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	BLPU_STATE – This should be updated to under construction when work commences. **Update BLPU for Brewery House, 12 Station Way – under construction** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** BLPU_CLASS CI02 (Factory) RPC 1 (Visual centre) or 2 (General internal point) **No change LPI for Brewery House, 12 Station Way** LPI_PAO_START_NUMBER 12 LPI_PAO_TEXT Brewery House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
5 **Development of Factory completes and suitable for occupation**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	BLPU_STATE – As work has completed this must be updated to 2 (Complete). **Update BLPU for Brewery House, 12 Station Way – complete** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS CI02 (Factory) RPC 1 (Visual centre) or 2 (General internal point) **No change LPI for Brewery House, 12 Station Way** LPI_PAO_START_NUMBER 12 LPI_PAO_TEXT Brewery House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
6 **Base mapping updated to reflect change**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	Base mapping is now available for the property so the coordinates can be update and RPC = 1 (Visual centre) should be used. **Update BLPU for Brewery House, 12 Station Way** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CI02 (Factory) BLPU_ORGANISATION Hop House Ales **RPC 1 (Visual centre)** **No change to LPI for Brewery House, 12 Station Way** LPI_PAO_START_NUMBER 12 LPI_PAO_TEXT Brewery House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Street naming and numbering process not complete before works on site start

Scenario – demolition of 2 light industrial workshops (12 and 14 Station Way) and development of factory (Brewery House, 12 Station Way).

In this example, there are 2 existing BLPUs for the industrial warehouses. These BLPUs/LPIs should be made historic when the buildings are demolished and a new BLPU for the development site created. When construction of the houses completes, the BLPU for the development land should be made historic.

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
1 **Workshops at 12 and 14 Station Way still in use**	BLPUs will already exist for the workshops at 12 and 14 Station Way as below. **BLPUs for 12 and 14 Station Way** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CI03 (Workshop) RPC 1 (Visual centre) **LPIs for 12 and 14 Station Way** LPI_PAO_START_NUMBER 12 (and 14) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Consent may have been given for the warehouse, but work may never happen. New BLPUs for the warehouse should not be created at this stage as the BLPUs for 12 and 14 Station Way are still in use.

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
2 **Workshops at 12 and 14 Station Way are demolished**	As the two warehouses have been demolished and the new development will cover a different footprint, both BLPUs and their LPIs should be made historical. BLPU_LOGICAL_STATUS – This should be changed to 8 (Historical) BLPU_STATE – This should be changed to 4 (No longer existing). BLPU_ORGANISATION – If the Organisation Name field was populated, this must now be removed. Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added. LPI_LOGICAL_STATUS – This should be changed to 8 (Historical). **Update BLPUs for 12 and 14 Station Way – now historical** **BLPU_LOGICAL_STATUS 8 (Historical)** **BLPU_STATE 4 (No longer existing)** BLPU_CLASS CI03 (Workshop) RPC 1 (Visual centre) **Add street naming and numbering Cross Reference to 12 and 14 Station Way** **RECORD_IDENTIFIER S2 (Demolition)** **Update LPI for 12 and 14 Station Way – now historical** LPI_PAO_START_NUMBER 12 (and 14) **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG Y	As the two warehouses are demolished and consent has been given for the new factory, a new BLPU should be created for the whole site incorporating the sites of 12 and 14. Although consent has been given for a factory, it may not be built so the site should be treated as brownfield development land at this stage. BLPU_LOGICAL_STATUS – This must be set to 1 (Approved). BLPU_STATE – This should be set to 2 (complete.) BLPU_CLASS – This should be set to LD (Development land) RPC – This should be set to 1 (Visual centre) if the Authority Address Custodian is confident of the BLPUs coordinates otherwise 2 (General internal point). LPI_LOGICAL_STATUS – This must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is not complete, this should be set to N (no). **Create BLPU for Development Land** **BLPU_LOGICAL_STATUS 1 (Approved)** **BLPU_STATE 2 (Complete)** **BLPU_CLASS LD (Development land)** **RPC 1 (Visual centre) or 2 (General internal point)** **Create LPI for Development Land** **LPI_PAO_TEXT Site of 12 and 14** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG N**

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
3 **Development of the Factory starts. Street naming and numbering has not been completed**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	BLPU_STATE – This should be updated to 1 (Under construction) as works start on site. **Update BLPU – now under construction** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** BLPU_CLASS CI02 (Factory) RPC 1 (Visual centre) or 2 (General internal point) **No change to LPI for Site of 12 and 14** LPI_PAO_TEXT Site of 12 and 14 LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG N

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
4 **Development of the Factory is underway street naming and numbering has been completed**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	As street naming and numbering is complete, the LPI for Site of 12 and 14 Station Way should be made historical and a new LPI created for Brewery House, 12 Station Way Cross Reference – The street naming and numbering Cross Reference S3 (New build) should be added to the BLPU. LPI_LOGICAL_STATUS for Site of 12 and 14 – As street naming and numbering is now complete, the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for Brewery House. LPI_LOGICAL_STATUS for Brewery House – As street naming and numbering is complete this must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **No change to BLPU to a factory under construction** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 1 (Under construction) BLPU_CLASS CI02 (Factory) RPC 1 (Visual centre) or 2 (General internal point) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S3 (New build)** **Update LPI for Site of 12 and 14 – now historical** LPI_PAO_TEXT Site of 12 and 14 **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG N **Create new LPI for Brewery House, 12 Station Way** **LPI_PAO_START_NUMBER 12** **LPI_PAO_TEXT Brewery House** **LPI LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
5 **Development of Factory completes and suitable for occupation**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	BLPU_STATE – As work has completed this must be updated to 2 (Complete). **Update BLPU for Brewery House, 12 Station Way – complete** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS CI02 (Factory) RPC 1 (Visual centre) or 2 (General internal point) **No change LPI for Brewery House, 12 Station Way** LPI_PAO_START_NUMBER 12 LPI_PAO_TEXT Brewery House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPUs for 12 and 14 Station Way	New BLPU for Brewery House, 12 Station Way
6 **Base mapping updated to reflect change**	There should be no change to the BLPUs or LPIs for 12 and 14 Station Way **BLPUs for 12 and 14 Station Way** No change **LPIs for 12 and 14 Station Way** No change	RPC – Base mapping is now available for the property so the coordinates should be updated and RPC = 1 (Visual centre) should be used. **Update BLPU for Brewery House, 12 Station Way** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CI02 (Factory) BLPU_ORGANISATION Hop House Ales **RPC 1 (Visual centre)** **No change LPI for Brewery House, 12 Station Way** LPI_PAO_START_NUMBER 12 LPI_PAO_TEXT Brewery House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Appendix 3 - Conversion

Conversion – single property to single property

Street naming and numbering process complete before works on site start

Scenario – A small local Fire Station is converted to commercial office space for single use. The property is named only and not numbered.

In this example, there is an existing BLPU for the fire station. This being the case, the original BLPU/LPI should be updated to reflect the new use as an office.

Stage	Original BLPU for Fire Station
1 **BLPU for Fire Station**	A BLPU for the Fire Station will already exist as below: **Existing BLPU for Fire Station** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (In use) BLPU_CLASS CX02 (Fire Station) RPC 1 (Visual centre) **Existing LPI for Fire Station** LPI_PAO_TEXT Courtlands Fire Station LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Fire Station
2 **Fire Station no longer in use and not suitable for any occupation**	The building is no longer in use as a Fire Station and is now currently considered to be not suitable for occupation. BPPU_STATE - This should be updated to 3 (Unoccupiable/unusable). BLPU_CLASS - Although the building is no longer a fire station, it is not yet being used for its new commercial purpose so this should be updated to just C (Commercial). LPI_LOGICAL_STATUS for Fire Station – as the property is longer in use as a fire station the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for Former Fire Station. LPI_LOGICAL_STATUS for Former Station –this must be 1 (Approved). **Update BLPU for Fire Station** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 3 (Unoccupiable/unusable)** **BLPU_CLASS C (Commercial)** RPC 1 (Visual centre) **Update LPI for Fire Station to make historical** LPI_PAO_TEXT Courtlands Fire Station **LPI_LOGICAL_STATUS 8 (Historical)** **LPI_OFFICIAL_FLAG Y** **Create New LPI for Former Fire Station** **LPI_PAO_TEXT Former Fire Station** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG N**

Stage	Original BLPU for Fire Station
3 **Street naming and numbering complete**	Street naming and numbering for the building has been completed and a new building name of Trumpton House has been assigned. LPI_LOGICAL_STATUS for Former Fire Station – as street naming and numbering is complete, this LPI is now historic so this must be updated to 8 (Historical). Cross Reference - The street naming and numbering Cross Reference S1 (Conversion) should be added to the BLPU. A new LPI must be created for Trumpton House. LPI_LOGICAL_STATUS for Trumpton House – as street naming and numbering is complete, this must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). **No change to BLPU** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 3 (Unoccupiable/unusable) BLPU_CLASS C (Commercial) RPC 1 (Visual centre) **Update LPI for Former Fire Station – now historical** LPI_PAO_TEXT Former Fire Station **LPI_LOGICAL_STATUS 8 (Historical)** **LPI_OFFICIAL FLAG N** **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S1 (Conversion)** **Create LPI for Trumpton House** **LPI_PAO_TEXT Trumpton House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Original BLPU for Fire Station
4 **Works to convert the building to offices starts**	Works to convert the former station to offices starts. The BLPU STATE – As work is now underway, this should be updated to 1 (Under construction). BLPU_CLASS – as work is now underway this should be updated to the new use CO01 (Office). **Update BLPU** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** **BLPU_CLASS CO01 (Office)** RPC 1 (Visual centre) **No change to LPI** LPI_PAO_TEXT **Trumpton House** LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Original BLPU for Fire Station
5 **Conversion to offices is complete**	BLPU_STATE - As work has completed this must be updated to 2 (Complete). **Update BLPU for Trumpton House – now complete** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS CO01 (Office) RPC 1 (Visual centre) **No change to for Trumpton House** LPI_PAO_TEXT Trumpton House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Street naming and numbering process not complete before works on site start

Scenario – A small local Fire Station is converted to commercial office space for single use. The property is named only and not numbered.

In this example, there is an existing BLPU for the fire station. This being the case, the original BLPU/LPI should be updated to reflect the new use as an office.

Stage	Original BLPU for Fire Station
1 **BLPU for Fire Station**	A BLPU for the Fire Station will already exist as below: **Existing BLPU for Fire Station** BLPU_LOGICAL_STATUS — 1 (Approved) BLPU_STATE — 2 (In use) BLPU_CLASS — CX02 (Fire Station) BLPU_ORGANISATION — Trumptonshire Fire and Rescue Service RPC — 1 (Visual centre) **Existing LPI for Fire Station** LPI_PAO_TEXT — Courtlands Fire Station LPI_LOGICAL_STATUS — 1 (Approved) LPI_OFFICIAL_FLAG — Y

Stage	Original BLPU for Fire Station
2 **Fire Station no longer in use and not suitable for any occupation**	The building is no longer in use as a Fire Station and is now currently considered to be not suitable for occupation. BLPU_STATE - This should be updated to 3 (Unoccupiable/unusable). BLPU_CLASS - Although the building is no longer a fire station, it is not yet being used for its new commercial purpose so this should be updated to just C (Commercial). LPI_LOGICAL_STATUS for Fire Station – as the property is longer in use as a fire station the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for Former Fire Station. LPI_LOGICAL_STATUS for Former Station –this must be 1 (Approved). **Update BLPU for Fire Station** BLPU_LOGICAL_STATUS — 1 (Approved) **BLPU_STATE — 3 (Unoccupiable/unusable)** **BLPU_CLASS — C (Commercial)** BLPU_ORGANISATION — Trumptonshire Fire and Rescue Service RPC — 1 (Visual centre) **Update LPI for Fire Station to make historical** LPI_PAO_TEXT — Courtlands Fire Station **LPI_LOGICAL_STATUS — 8 (Historical)** **LPI_OFFICIAL_FLAG — N** **Create new LPI for Former Fire Station** **LPI_PAO_TEXT — Former Courtlands Fire Station** **LPI_LOGICAL_STATUS — 1 (Approved)** **LPI_OFFICIAL_FLAG — N**

Stage	Original BLPU for Fire Station
3 **Works to convert the building to offices starts.** **Street naming and numbering not completed**	Works to convert the former fire station to offices starts but street naming and numbering for the building has not been completed. BLPU_STATE – As works have started, this should be updated to 1 (Under construction). BLPU_CLASS – As works have started and we know the new approved use, this should be updated for the new use, in this case CO01 (Office). Update BLPU – now under construction BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** **BLPU_CLASS CO01 (Office)** RPC 1 (Visual centre) No change to LPI LPI_PAO_TEXT Former Courtlands Fire Station LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL FLAG Y

Stage	Original BLPU for Fire Station
4 **Street naming and numbering completed.** **Works to convert the building to offices ongoing.**	Street naming and numbering is completed and works to convert the former station to offices continues. Cross Reference - The street naming and numbering Cross Reference S1 (Conversion) should be added to the BLPU. A new LPI must be created for Trumpton House. LPI_LOGICAL_STATUS for Trumpton House – as street naming and numbering is complete, this must be 1 (Approved). LPI_OFFICIAL_FLAG – As street naming and numbering is complete, this should be set to Y (Yes). No change to BLPU BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 1 (Under construction) BLPU_CLASS CO01 (Office) RPC 1 (Visual centre) Add street naming and numbering Cross Reference **RECORD_IDENTIFIER S1 (Conversion)** Update LPI for Fire Station - now historical LPI_PAO_TEXT Former Courtlands Fire Station **LPI_LOGICAL_STATUS 8 (Historical)** **LPI_OFFICIAL_FLAG N** Create new LPI for Trumpton House **LPI_PAO_TEXT Trumpton House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Original BLPU for Fire Station
5 **Conversion to offices is complete**	Works to convert the former station to offices is now complete BLPU_STATE – This should be updated to 2 (Complete). Update BLPU for Trumpton House – now complete BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS CO01 (Office) RPC 1 (Visual centre) No change to LPI for Trumpton House LPI_PAO_TEXT Trumpton House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Conversion – single property to multiple properties

Street naming and numbering process complete before works on site start

Scenario - A former small village school, is converted to five flats.

In this example, there is an existing BLPU for the school. This being the case, the original BLPU/LPI should be updated to show that it is now a Parent Shell property and new BLPUs created for the new flats.

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
1 **School still in use**	BLPU and LPI for Chigley Primary School will already exist as below. **BLPU for Chigley Primary School** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CE03 (Primary School) RPC 1 (Visual centre) **LPI for Chigley Primary School** LPI_PAO_TEXT Chigley Primary School LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	*Consent has been given for conversion of the school, but work may never happen. New BLPUs for the new flats should not be created at this stage.*

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
2 **Building is no longer used as a school, but conversion works not started.** **Street naming and numbering for new use has been completed.**	The building is no longer used as a school. Conversion works have not started but street naming and numbering has been completed for the new use. BLPU_CLASS – This should be updated to PP (Parent shell) as soon as the BLPUs for the flats are created. Cross Reference - The street naming and numbering Cross Reference S1 (Conversion) should be added to the BLPU. LPI_LOGICAL_STATUS for Chigley Primary School – As street naming and numbering is now complete, the LPI is now historic so this must be updated to 8 (Historical). A new approved LPI must be created for Old School House. **Update BLPU for Chigley Primary School – now a Parent Shell** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) **BLPU_CLASS PP (Parent property)** RPC 1 (Visual centre) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S1 (Conversion)** **Update LPI for Chigley Primary School – now historical** LPI_PAO_TEXT Chigley Primary School **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG Y **Create new LPI for Old School House** **LPI_PAO_TEXT Old School House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**	As street naming and numbering is complete, BLPUs for each of the 5 new flats should be created. LOGICAL_STATUS for each BLPU – These should be 1 (Approved) BLPU_CLASS - As we know what the development will be, the BLPU_CLASS for each BLPU can be set to its approved use, in this case RDO6 (Flat). BLPU_STATE -As street naming and numbering is complete, it is fair to assume that works will commence soon and therefore this may be set to 1 (Under construction). For Authority Address Custodians who track building commencement, they may choose to use 6 (Preconstruction) at this stage. Cross Reference - The street naming and numbering Cross Reference S1 (Conversion) should be added to the BLPU. LPI_LOGICAL_STATUS – This should be 1 (Approved). **Create child BLPUs for Flats 1 to 5 Old School House** **BLPU_LOGICAL_STATUS 1 (Approved)** **BLPU_STATE 1 (Under construction) or 6 (Preconstruction)** **BLPU_CLASS RD06 (Flat)** **RPC 1 (Visual centre)** **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S1 (Conversion)** **Create child LPIs for Flats 1 to 5 Old School House** **LPI_PAO_TEXT Flat 1** *(2,3 and so forth)* **LPI_SAO_TEXT Old School House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
3 **Work to convert the former school to flats starts**	There should be no change to the BLPU or LPI for Old School House. Parent Shell BLPU for Old School House No change Parent Shell LPI for Old School House No change	If the Authority Address Custodian tracks commencements and chose to use a BLPU_STATE of 6 (Preconstruction) at Stage 2, then this should be updated to 1 (Under construction) as work starts. Update child BLPUs for Flats 1 to 5 Old School House BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 1 (Under construction)** BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) No change to child LPIs for Flats 1 to 5 Old School House LPI_PAO_TEXT Flat 1 (2,3 and so forth) LPI_SAO_TEXT Old School House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
4 **Works to single flat complete and ready for occupation**	There should be no change to the BLPU or LPI for Old School House. Parent Shell BLPU for Old School House No change Parent Shell LPI for Old School House No change	BLPU STATE - as work completes on each flat, and they become suitable for occupation, this be updated to 2(Complete). Update child BLPUs for Flats 1 to 5 Old School House BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) No change to child LPIs for Flats 1 to 5 Old School House LPI_PAO_TEXT Flat 1 (2,3 and so forth) LPI_SAO_TEXT Old School House LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
5 **Works to all flats complete and ready for occupation**	There should be no change to the BLPU or LPI for Old School House. Parent Shell BLPU for Old School House No change Parent Shell LPI for Old School House No change	There should be no change to the BLPUs or LPIs for each of the flats at Old School House as these will have been completed at stage 4. Child BLPUs for Flats 1 to 5 Old School House No change Child LPIs for Flats 1 to 5 Old School House No change

Street naming and numbering process not complete before works on site start

Scenario - A former small village school, is converted to five flats.

In this example, there is an existing BLPU for the school. This being the case, the original BLPU/LPI should be updated to show that it is now a Parent Shell property and new BLPUs created for the new flats.

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
1 **School still in use**	BLPU and LPI for Chigley Primary School will already exist as below. **BLPU for Chigley Primary School** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CE03 (Primary School) RPC 1 (Visual centre) **LPI for Chigley Primary School** LPI_PAO_TEXT Chigley Primary School LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Consent has been given for conversion of the school, but work may never happen. New BLPUs for the new flats should not be created at this stage.

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
2 **Works to convert former School starts.** **Street naming and numbering not completed.**	The building is no longer used as a school. Conversion works have started but street naming and numbering has not been completed for the new use. BLPU_CLASS – If the Authority Address Custodian has chosen to create BLPUs for the Flats at this stage, this should be updated to PP (Parent shell), otherwise it should remain as CE03 (Primary School). LPI_LOGICAL_STATUS for Chigley Primary School – As works have started, the LPI is now historic so this must be updated to 8 (Historical). A new approved LPI must be created for Former Chigley Primary School. **Update BLPU for Chigley Primary School if Child BLPUs created** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) **BLPU_CLASS** **PP (Parent property) or CE03 (Primary School)** **Update LPI for Chigley Primary School – now historical** LPI_PAO_TEXT Chigley Primary School **LPI_LOGICAL_STATUS** **8 (Historical)** LPI_OFFICIAL_FLAG N **Create LPI for Former Chigley Primary School** **LPI_PAO_TEXT** **Former Chigley Primary School** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **N**	Work has started and the Authority Address Custodian may choose to create a new BLPU for each of the plots before street naming and numbering has been completed. The plots will be created as children to the BLPU for Former Chigley Primary School. BLPU_LOGICAL_STATUS - As street naming and numbering has not completed, this should be 6 (Provisional). BLPU_STATE – This should be 1(Under construction) BLPU_CLASS - As we know what the development will be, this can be set to its approved use, in this case RD06 for a flat. LPI_LOGICAL_STATUS – This should be 1 (Approved). **Create child BLPUs Plots 1 to 5, Former Chigley Primary School** **BLPU_LOGICAL_STATUS** **6 (Provisional)** **BLPU_STATE** **1 (Under construction)** **BLPU_CLASS** **RD06 (Flat)** **RPC** **1 (Visual centre)** **Create LPIs for Plots 1 to 5, Former Chigley Primary School** **LPI_PAO_TEXT** **Plot 1** *(2,3 and so forth)* **LPI_SAO_TEXT** **Former Chigley Primary School** **LPI_LOGICAL_STATUS** **1 (Under construction)** **LPI_OFFICIAL_FLAG** **Y**

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
3A **Works to convert School underway and street naming and numbering completed.** If BLPUs for plots were created at Stage 2, then Stage 3A applies. If plots were not created at Stage 2, then go to Stage 3B	**If BLPUs for plots were created at Stage 2 then this stage applies. If BLPUs for plots were not created at Stage 2, go to stage 3B.** LPI_LOGICAL_STATUS for Former Chigley Primary - As street naming and numbering has been completed, this should be updated to 8 (Historical). A new approved LPI should then be created for the new approved building name of 'Old School House'. Cross Reference - Add the street naming and numbering Cross Reference S1 (Conversion). **No change to Parent Shell BLPU** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS PP (Parent property) RPC 1 (Visual centre) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S1 (Conversion)** **Update LPI for Former Chigley Primary School – now historical** LPI_PAO_TEXT Former Chigley Primary School **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG N **Create LPI for Old School House** **LPI_PAO_TEXT Old School House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**	**If BLPUs for plots were created at Stage 2 then this stage applies. If BLPUs for plots were not created at Stage 2, go to stage 3B** BLPU_LOGICAL_STATUS for each of the plots – As street naming and numbering is complete, this should be updated to 1 (Approved). BLPU_STATE -As works have started, this should be updated 1(Under construction). Cross Reference - Add the street naming and numbering Cross Reference S1 (Conversion). LPI_LOGICAL_STATUS Plots 1 to 5 - As there is now a formal address for each of the BLPUs, these should be update to 8 (Historical). New approved LPIs should be created for Flats 1 to 5 Old School House. **Update BLPUs for Plots 1 to 5 - now approved** **BLPU_LOGICAL_STATUS 1 (Approved)** **BLPU_STATE 1 (Under construction)** BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER S1 (Conversion)** **Update LPIs for Plots 1 to 5, Former Chigley Primary School now historical** LPI_PAO_TEXT Plot 1 *(2,3 and so forth)* LPI_SAO_TEXT Former Chigley Primary School **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG N **Create LPIs for 1 to 5 Old School House** **LPI_PAO_START_NUMBER 1** (2,3 and so forth) **LPI_PAO_TEXT Old School House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
3B **Works to convert School underway and street naming and numbering completed.** If BLPUs for plots were not created at Stage 2, then Stage 3A applies. If plots were not created at Stage 2, then go to Stage 3B	**If BLPUs for plots were not created at Stage 2 then this stage applies. If BLPUs for plots were created at Stage 2, go to stage 3A.** BLPU_CLASS - As street naming and numbering has been completed, this should be updated to PP (Parent shell) if this is not already the case. LPI_LOGICAL_STATUS for Former Chigley Primary should be updated to 9 (Historical). A new approved LPI should then be created for 'Old School House' **Parent Shell BLPU for Former Chigley Primary School - unchanged** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) **BLPU_CLASS PP (Parent property)** RPC 1 (Visual centre) **Update LPI for Former Chigley Primary School – now historical** LPI_PAO_TEXT Former Chigley Primary School **LPI_LOGICAL_STATUS 8 (Historical)** LPI_OFFICIAL_FLAG N **Create LPI for– Old School House** **LPI_PAO_TEXT Old School House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**	**If BLPUs for plots were not created at Stage 2 then this stage applies. If BLPUs for plots were created at Stage 2, go to stage 3A.** If BLPUs for plots were not created at Stage 2, then new BLPUs for 1 to 5 Old School House should now be created. BLPU_LOGICAL_STATUS – As street Naming and Numbering is complete, this should be 1(Approved) for each BLPU. BLPU_STATE – As work is underway this should be 1 (Under construction). BLPU_CLASS - As we know what the development will be, this can be set to its approved use, in this case RD06 for a flat. **Create BLPUs for Flats 1 to 5 Old School House - under construction** **BLPU_LOGICAL_STATUS 1 (Approved)** **BLPU_STATE 1 (Under construction)** **BLPU_CLASS RD06 (Flat)** **RPC 1 (Visual centre)** **Create LPIs for 1 to 5 Old School House** **LPI_PAO_START_NUMBER 1** *(2,3 and so forth)* **LPI_PAO_TEXT Old School House** **LPI_LOGICAL_STATUS 1 (Approved)** **LPI_OFFICIAL_FLAG Y**

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
4 **Works to single flat complete and ready for occupation**	There should be no change to the BLPU or LPI for Old School House. **Parent Shell BLPU for Old School House** No change **Parent Shell LPI for Old School House** No change	BLPU STATE – This should be updated to 2(Complete) as work completes on each flat and they become suitable for occupation. **Update Child BLPUs for Flats 1 to 5 Old Schools House** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 2 (Complete)** BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) **No change to child LPIs for Flats 1 to 5 Old School House** LPI_PAO_TEXT Flat 1 (2,3 and so forth) LPI_SAO_TEXT Old School LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Parent Shell BLPU for Chigley Primary School	Child BLPUs for Flats 1 to 5 Old School House
5 **Works to all flats complete and ready for occupation**	There should be no change to the BLPU or LPI for Old School House. **Parent Shell BLPU for Old School House** No change **Parent Shell LPI for Old School House** No change	There should be no change to the BLPUs or LPIs for each of the flats at Old School as these will have been completed at stage 4. **Child BLPUs for Flats 1 to 5 Old School House** No change **Child LPIs for Flats 1 to 5 Old School House** No change

Appendix 4 - Demolition

Demolition of a single property

Scenario – Demolition of Sunny Sands Hotel which was destroyed by fire.

In this example, there is only one existing BLPU for the hotel. This being the case, the original BLPU/LPI should be updated to reflect the new use as a brownfield site.

Stage	BLPU for Sunny Sands Hotel
1 **Hotel in use**	BLPU and LPI for 10 Sunny Sands Hotel will already exist as below. **BLPU for Sunny Sands Hotel** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS CH03 (hotel) RPC 1 (Visual centre) **LPI for Sunny Sands Hotel** LPI_PAO_TEXT Sunny Sands Hotel LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	BLPU for Sunny Sands Hotel
2 **Former hotel becomes derelict and unusable following fire.**	The building is now unusable BLPU_STATE – This should be updated to 3 (Unoccupiable/unusable). **Update BLPU for Sunny Sands Hotel – now unoccupiable / unusable** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 3 (Un-occupiable/unusable)** BLPU_CLASS CH03 (hotel) RPC 1 (Visual centre) **No change to LPI for Sunny Sands Hotel** LPI_PAO_TEXT Sunny Sands Hotel LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	BLPU for Sunny Sands Hotel
3 **Former hotel is demolished with no indication of future use for site.**	As the building has been demolished and the site cleared, it is assumed to be brownfield development land. BLPU_STATE – This should be updated to 2 (Complete) BLPU_CLASS – This should be updated to LD01 development land. Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added to the new BLPU. LPI_LOGICAL_STATUS for Sunny Sands Hotel – As the building is demolished, the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for Site of Sunny Sands Hotel. LPI_LOGICAL_STATUS for Site of Sunny Sands Hotel –this should be 1 (Approved). **Update BLPU to complete development land** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS LD01 (Development land) RPC 1 (Visual centre) **Add street naming and numbering Cross Reference** RECORD_IDENTIFIER S2 (Demolition) **Update LPI for Sunny Sands Hotel – now historical** LPI_PAO_TEXT Sunny Sands Hotel LPI_LOGICAL_STATUS 8 (Historical) LPI_OFFICIAL_FLAG Y **Create LPI for Site of Sunny Sands Hotel** LPI_PAO_TEXT Site of Sunny Sands Hotel LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG N

Demolition of a parent shell property with multiple child properties

Scenario – Demolition of Albion Court, a condemned block of flats.

In this example, there is one Parent Shell BLPU with a Child BPU for each of the flats. This being the case, the original BLPU/LPI should be updated to historical and a new BLPU created to reflect the new use as a brownfield site.

Stage	Parent Shell BLPU for Albion Court	Child BLPUs for Flats at Albion Court
1 **Block of flats still in use**	BLPU and LPI for the Parent Shell of Albion Court will already exist as below. **Parent Shell BLPU for Albion Court** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS PP RPC 1 (Visual centre) **Parent Shell LPI for Albion Court** LPI_PAO_TEXT Albion Court LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	Multiple BLPUs and LPIs for the Flats at Albion Court will already exist as below. **Child BLPUs for flats at Albion Court** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE 2 (Complete) BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) **Child LPIs for flats at Albion Court** LPI_PAO_TEXT Albion Court LPI_SAO_START_NUMBER 1 (2,3,4 and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Parent Shell BLPU for Albion Court	Child BLPUs for Flats at Albion Court
2 **Flats become unoccupiable/ unusable, and property is derelict beyond economic repair.**	BLPU_STATE – As the building is now unusable this should be updated to 3 (Unoccupiable/unusable). **Update BLPU Parent Shell – now unoccupiable / unusable** BLPU_LOGICAL_STATUS 1 (Approved) **BLPU_STATE 3 (Un-occupiable/unusable)** BLPU_CLASS PP RPC 1 (Visual centre) **No change to LPI Parent Shell for Albion Court** LPI_PAO_TEXT Albion Court LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y	BLPU_STATE – As the flats are now unusable this should be updated to 3 (Unoccupiable/unusable) for each flat. **Update Child BLPUs for flats at Albion Court** BLPU_LOGICAL_STATUS 1 (Approved) BLPU_STATE **3 (un-occupiable/unusable)** BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) **No change to Child LPIs for flats at Albion Court** LPI_PAO_TEXT Albion Court LPI_SAO_START_NUMBER 1 (2,3,4 and so forth) LPI_LOGICAL_STATUS 1 (Approved) LPI_OFFICIAL_FLAG Y

Stage	Parent Shell BLPU for Albion Court	Child BLPUs for Flats at Albion Court
3 **Former Block of Flats is demolished**	As the building is a parent shell that been demolished, the original BLPU for the site should be made historic. The BLPU should not be deleted. BLPU_LOGICAL_STATUS – This should be updated to 8 (Historical) BLPU_STATE – This should be updated to 4 (No longer existing). Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added to the BLPU. LPI_LOGICAL_STATUS for Albion Court– As the building is demolished, the LPI is now historic so this must be updated to 8 (Historical). A new LPI must be created for Site of Albion Court. LPI_LOGICAL_STATUS for Site of Sunny Sands Hotel –this should be 1 (Approved). **Update BLPU for Parent Shell for Albion Court – now historical** **BLPU_LOGICAL_STATUS** **8 (Historical)** **BLPU_STATE** **4 (No longer existing)** BLPU_CLASS PP (Parent shell) RPC 1 (Visual centre) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S2 (Demolition)** **Update LPI for Parent Shell of Albion Court – now historical** LPI_PAO_TEXT Albion Court **LPI_LOGICAL_STATUS** **8 (Historical)** LPI_OFFICIAL_FLAG Y **Create BLPU for development land, Site of Albion Court** **BLPU_LOGICAL_STATUS** **1 (Approved)** **BLPU_STATE** **2 (Complete)** **BLPU_CLASS** **LD (Development land)** **Create LPI for development land, Site of Albion Court** **LPI_PAO_TEXT** **Site of Albion Court** **LPI_LOGICAL_STATUS** **1 (Approved)** **LPI_OFFICIAL_FLAG** **Y**	As the building is demolished, the flats will no longer exist. BLPU_LOGICAL_STATUS – This should be updated to 8 (Historical) for each flat BLPU_STATE – This should be updated to 4 (No longer existing) for each flat. Cross Reference – The street naming and numbering Cross Reference S2 (Demolition) should be added to the BLPU for each flat. LPI_LOGICAL_STATUS for Flats– As the flat no longer exits, the LPI is now historic so this must be updated to 8 (Historical). **Update Child BLPUs for flats at Albion Court** **BLPU_LOGICAL_STATUS** **8 (Historical)** **BLPU_STATE** **4 (No longer existing)** BLPU_CLASS RD06 (Flat) RPC 1 (Visual centre) **Add street naming and numbering Cross Reference** **RECORD_IDENTIFIER** **S2 (Demolition)** **Update Multiple Child for flats at Albion Court** LPI_PAO_TEXT Albion Court LPI_SAO_START_NUMBER 1 (2,3,4 and so forth) **LPI_LOGICAL_STATUS** **8 (Historical)** LPI_OFFICIAL_FLAG Y