



## Sefton Customer Information Document

What does the rule relate to?	Rule	Live example (before and after)
Charge Creation Date and Charge Registration Date	A Decision was made to set the Charge Registration Date to equal the Charge Creation Date. This was due to the fact that the Charge Creation Dates provided were not accurate and there were many charges with a Registration Date before their Creation Date.	<p><b>Before:</b> Charge Registration Date field contains "1990-07-24" Charge Creation Date field contains "2014-06-26"</p> <p><b>After:</b> Charge Registration Date field contains "1990/07/24" Charge Creation Date field contains "1990/07/24"</p>
"1899-12-30" Dates	Charge Creation Date and/or Charge Registration Date are set to "1899-12-30", a rule was created to locate and extract the correct Charge Creation Date and Charge Registration Date.	<p><b>Before:</b> Charge Registration Date field contains "1899-12-30" Charge Creation Date field contains "1899-12-30"</p> <p><b>After:</b> Charge Registration Date field contains "1990/07/24" Charge Creation Date field contains "1990/07/24"</p>
Address (Dummy addresses)	Dummy addresses included as part of the data extract were replaced with accurate addresses.	<p><b>Before:</b> Charge Geographic Location field contains "Historic Dummy Property, Dummy Street, Dummy Town"</p> <p><b>After:</b> Charge Geographic Location field contains "24A Marshside Road, Southport"</p>
Address duplicates	Some charge addresses contained duplicate phrases that have now been removed.	<p><b>Before:</b> Charge Address field contains "{ 'line-1': '178 Hawthorne Road', 'line-2': 'Bootle', 'line-3': 'Bootle', 'postcode': 'L20 3AR', 'unique-property-reference-number': 41041618}"</p> <p><b>After:</b> Charge Address field contains "{ 'line-1': '178 Hawthorne Road', 'line-2': 'Bootle', 'postcode': 'L20 3AR', 'unique-property-reference-number': 41041618}"</p>
Multiple charge addresses	Where a charge has multiple addresses the most appropriate address to describe the location of the charge has been chosen.	<p><b>Before:</b> Charge Address and Charge Geographic Location fields are blank</p> <p><b>After:</b> Charge Address field contain "{ 'line-1': '123 Satinwood Crescent', 'line-2': 'Melling', 'line-3': 'Liverpool', 'postcode': 'L31 1JY', 'unique-property-reference-number': 41114384}"</p>



		<p>Or</p> <p><b>After:</b> Charge Geographic Location field contain "24A Marshside Road, Southport"</p>
Personally identifiable information	<p>Personally identifiable information has been removed from the Charge Supplementary Information field.</p> <p>Further information on the charge can be obtained from the link contained in the Further Information Location field: "<a href="https://www.sefton.gov.uk/planning-building-control/land-charges/">https://www.sefton.gov.uk/planning-building-control/land-charges/</a>"</p>	<p><b>Before:</b> Charge Supplementary information field contains "Disabled Facilities Grant Loan Reference DFG1868L"</p> <p>For more information on this charge please contact us at <a href="mailto:housing.improvements@sefton.gov.uk">housing.improvements@sefton.gov.uk</a> or call 0151 934 3599 / 3528"</p> <p><b>After:</b> Charge Supplementary Information field contains "Disabled Facilities Grant Loan Reference Dfg1868L"</p>
Statutory Provision	<p>Charge statutory provisions have been populated or modified to fit the HMLR standardised schema.</p> <p>Information from other fields have been used to populate the Charge Statutory Provision field with accurate legislation.</p>	<p><b>Before:</b> Charge Statutory provision field contains "Building Act 1984 - Section 78"</p> <p><b>After:</b> Charge Statutory provision field contains "Building Act 1984 section 78"</p>
Charge Types and Charge Sub-categories and Charge Instruments	<p>Charge types and Charge sub-categories and instruments have been populated or modified to meet the HMLR standardised schema (with the exception of charge types that do not require sub-categories e.g., Financial charges).</p> <p>Additionally a process was introduced to ensure all charge types and sub-categories are correctly populated in the future.</p>	<p><b>Before:</b> Charge Sub-Category field is blank</p> <p><b>After:</b> Charge Sub-Category field contains "Conditional planning consent"</p> <p><b>Before:</b> Charge Sub-Category field contains "Other"</p> <p><b>After:</b> Charge Sub-Category field contains "Planning"</p>
Financial Charge Rate of Interest	<p>Part 2 charges have been given a value for Rate of Interest.</p>	<p><b>Before:</b> Rate of Interest field is blank</p>



		<b>After:</b> Rate of Interest field contains "No interest is payable"
Financial Charge Amount Originally Secured	Part 2 charges have had their Amount Originally Secured fields populated where appropriate.	<b>Before:</b> Amount Originally Secured field is blank  <b>After:</b> Amount Originally Secured field contains "1189.57"
Originating Authority	Set charge originating authority to accurately describe its origin. Originating authorities used include: "Sefton Metropolitan Borough Council", "One Vision Housing", "Historic England", "Natural England" and "Sanctuary Housing"	<b>Before:</b> Originating authority field contains "Sefton MBC"  <b>After:</b> Originating authority field contains "One Vision Housing" or "Historic England", "Sefton Metropolitan Borough Council"
Further Information Location	Set all charge Further Information Location fields to " <a href="https://www.sefton.gov.uk/planning-building-control/land-charges/">https://www.sefton.gov.uk/planning-building-control/land-charges/</a> " where the correct information for each charge type is provided.	<b>Before:</b> Further Information Location field contains "Magdalen House, 30 Trinity Road, Bootle, L20 3NJ"  <b>After:</b> Further Information Location field contains " <a href="https://www.sefton.gov.uk/planning-building-control/land-charges/">https://www.sefton.gov.uk/planning-building-control/land-charges/</a> "
Special Characters	Special characters not found within UTF-8 have been removed from all charges.	<b>Before:</b> Charge Supplementary Information field contains "Erection of a single storey unit for use with classes A1, A3 and A5 (Retail, Restaurants / Caf��s and Hot Food Takeaway)."  <b>After:</b> Charge Supplementary field contains "Erection of a single storey unit for use with classes A1, A3 and A5 (Retail, Restaurants / Cafes and Hot Food Takeaway)."
Land Compensation Charges	After contacting the registering authorities, invalid land compensation charges have been removed from the register.	<b>Before:</b> Invalid Land Compensation charges were revealed on search results.  <b>After:</b> All Land Compensation charges revealed on search results are now valid.