



## Craven District Council

What does the rule relate to?	Rule	Live example (before and after)
Registration Date, Charge Type, Charge Subcategory, Further Information Location, Originating Authority.	All text mandatory items as defined in the schema are present for every charge.	<b>Before:</b> Some mandatory fields were missing. <b>After:</b> All text mandatory items are now present for every charge.
Supplementary Information	Charge text suggests charge has expired.	<b>Before:</b> Supplementary Information suggested that the charge had expired. <b>After:</b> Charge is now cancelled.
Duplicate Charges	Consolidate Charges using Further Information Reference with a combination of Registration Date and Supplementary Information.	<b>Before:</b> Duplicates were present for the same charge. <b>After:</b> Now only a single version of the charge remains.
Originating Authority	Consolidate multiple variations into a single agreed version and replace any incapable of being an Originating Authority with a valid version.	<b>Before:</b> Multiple variations of the same Originating Authority or an invalid Originating Authority were present. <b>After:</b> Now only single versions of the same agreed Originating Authority, and valid Originating Authority, are present.
Further Information Location	Consolidate multiple variations into a single agreed version and replace any that are invalid with a correct version.	<b>Before:</b> Multiple variations of the same Further Information Location and invalid Further Information Location were present. <b>After:</b> Now only single version of the same agreed Further Information Location, and valid Further Information Location are present.

What does the rule relate to?	Rule	Live example (before and after)
Statutory Provision	Statutory provision variations aligned to HMLR's defined list. Consolidate multiple variations of the same Statutory Provision into a single agreed version. Where not on HMLR's defined list, the same style and format is adopted.	<p><b>Before:</b> Charges contained incorrectly formatted Statutory Provisions in Supplementary Information.</p> <p><b>After:</b> Statutory Provisions have been extracted from Supplementary Information and formatted correctly.</p>
Charge Type, Charge Subcategory, Instrument	Charge Type & Charge sub-category aligned to HMLR's defined list. Add Charge Type and (where required) a Charge Sub-Category.	<p><b>Before:</b> Charges had missing charge types and sub-categories.</p> <p><b>After:</b> All charges now have correct charge types and sub-categories.</p>
Charge Address and Charge Geographic Description	Cleansing the charge addresses and Charge Geographic Description to remove all none address relevant data	<p><b>Before:</b> Charges contained references numbers (e.g. planning reference)</p> <p><b>After:</b> Superfluous information is removed from the address information</p>
Charge Address	Charges with addresses that are incomplete (e.g. missing postcode) have the existing address moved to Charge Geographic Description, such that only Charge Geographic Description is populated.	<p><b>Before:</b> Charges had incomplete addresses (e.g. missing postcode)</p> <p><b>After:</b> Address is moved to Charge Geographic Description, such that only Charge Geographic Description is populated.</p>
Charge Geographic Description	For charges that affect multiple properties (with different addresses), consolidate into a single charge with an appropriate Charge Geographic Description.	<p><b>Before:</b> Charges that affected multiple properties were listed per each address.</p> <p><b>After:</b> Charges are now consolidated into a single charge with an appropriate Charge Geographic Description describing all the effected properties.</p>

What does the rule relate to?	Rule	Live example (before and after)
Entries that are not actually charges	Remove charges from the dataset.	<p><b>Before:</b> entries in the dataset were determined not to be charges.</p> <p><b>After:</b> These entries have now been removed from the dataset.</p>
Listed buildings	Listed buildings comparison between LA dataset and national dataset, to make sure both contain the same information.	<p><b>Before:</b> Listed building information may be missing from the dataset.</p> <p><b>After:</b> Missing listed building information is now added to the dataset.</p>
Listed buildings	Listed building charges (Part 10) have the LA as the Originating Authority.	<p><b>Before:</b> Listed building charges had a missing or incorrect Originating Authority</p> <p><b>After:</b> Listed building charges now have the LA as the Originating Authority.</p>
Ancient monuments	Ancient monuments information comparison between the LA dataset and national dataset to ensure both contain the same information.	<p><b>Before:</b> Ancient monument information may be missing from the dataset.</p> <p><b>After:</b> Missing Ancient monument information is now added to the dataset.</p>
Ancient monuments	Ancient monument charges (Part 4) must have Secretary of State as the Originating Authority.	<p><b>Before:</b> Originating Authority for Ancient monument charges is incorrect or missing</p> <p><b>After:</b> Secretary of State is now added as Originating Authority for Ancient monument charges</p>
Sites of Scientific Special Interest (SSSI)	Sites of Scientific Special Interest (SSSI) information comparison between the LA dataset and national dataset to ensure both contain the same information.	<p><b>Before:</b> Sites of Scientific Special Interest (SSSI) information may be missing from the dataset.</p> <p><b>After:</b> Missing Sites of Scientific Special Interest (SSSI) information is now added to the dataset.</p>

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Special Areas of Conservation (SAC)	Special Areas of Conservation (SAC) information comparison between the LA dataset and national dataset to ensure both contain the same information.	<p><b>Before:</b> Special Areas of Conservation (SAC) information may be missing from the dataset.</p> <p><b>After:</b> Missing Special Areas of Conservation (SAC) information is now added to the dataset.</p>
Personally Identifiable Information in charge text.	Personally Identifiable Information in charge text must be removed in certain circumstances defined by HMLR.	<p><b>Before:</b> Personally Identifiable Information is present in some charges.</p> <p><b>After:</b> Personally Identifiable Information has been removed where required from the dataset by replacing with "[name(s) redacted]", so that the text string in which the information appeared still makes sense.</p>