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| What does the rule relate to? | Rule | Live example (before and after) |
| Charge & registration dates | The start date of some charges has been found to be inconsistent with the registration date. A decision has been made to align all charge creation dates to the registration date on the charge. | Before: Different dates for ‘creation’ and ‘registration’  After: 1 consistent date for both ‘creation’ and ‘registration’ |
| Further-information-location / originating authority | If further-information-location from originating document location is ‘The council of the Borough of Stockton-on-Tees’ or blank, then record as a standardised entry. | Before: The Council of the Borough of Stockton-on-Tees  After: Stockton-on-Tees Borough Council |
| Large spatial extents | A charge/charges which straddle a boundary with another Local Authority have been recorded as ending at the Stockton-on-Tees boundary. | Before: Would extend or overlap into another Local Authority  After: Agree with neighbouring Local Authorities that the charge area will end at the Stockton-on-Tees boundary |
| Reference numbers on planning | The reference numbers have been standardised by including a relevant 0(zero) and may differ from previous historic search results. | Before: S458/85  After: S0458/85 |
| Charge information – textual | Information was copied directly from index cards. Occasional mis-interpretation of illegible hand-writing and abbreviations. Local Authority advice was sought and agreed. | Abbreviations are expressed in historic format eg. ‘int.alts’ has not been amended to ‘internal alterations’ or ‘C.O.U’ has not been amended to ‘change of use’ |