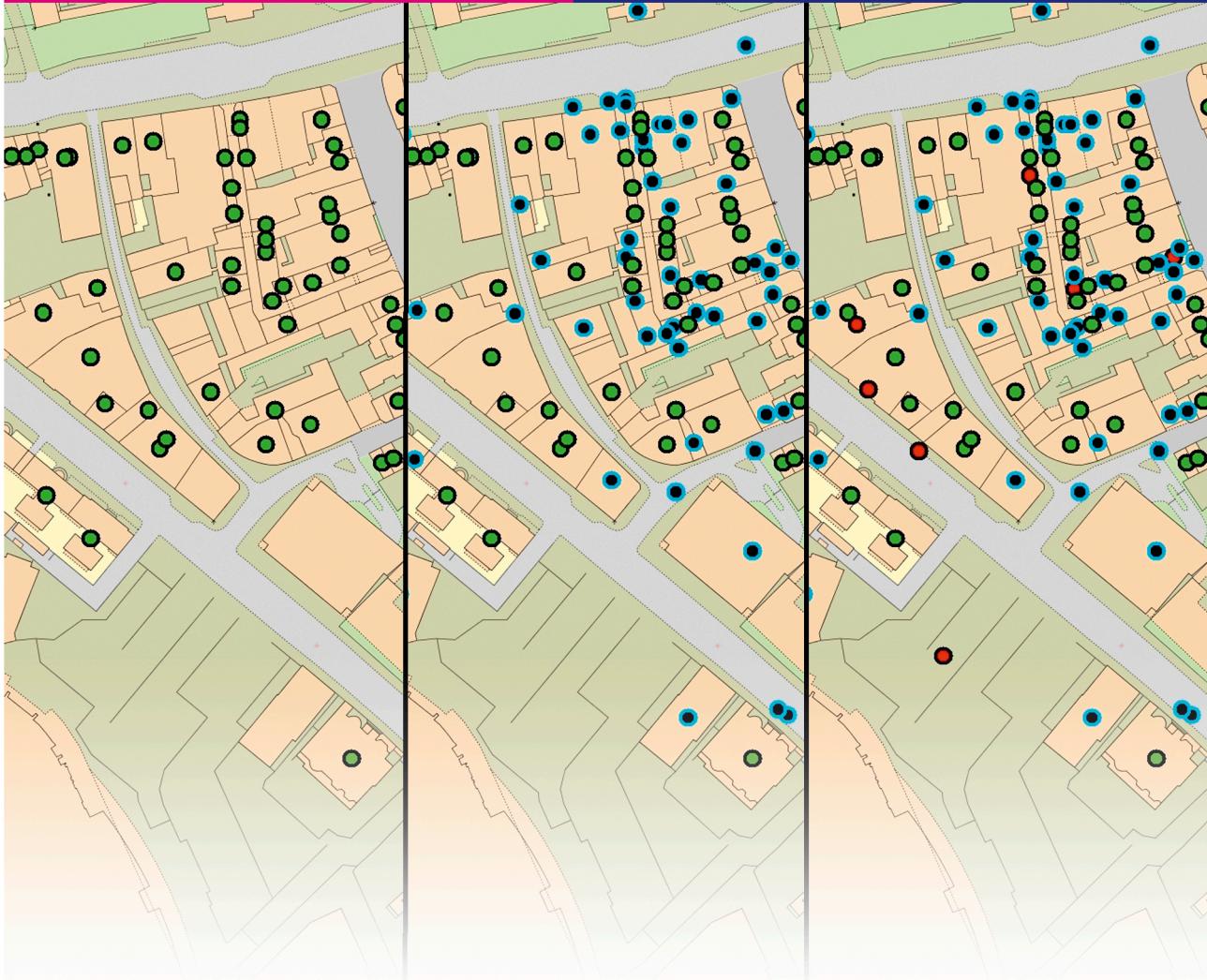




Ordnance  
Survey®

# AddressBase™ products

## User guide



# AddressBase products

## User guide

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## Preface

This user guide (hereafter referred to as the guide) is designed to provide an overview of AddressBase Products (hereafter referred to as the products) and it gives guidelines and advice on how a customer might derive the maximum benefit from the products. It assumes a general knowledge of geographic information. If you find an error or omission in this guide, or otherwise wish to make a comment or suggestion as to how we can improve the guide, please contact us at the address shown below under contact details or complete the product and service performance report form at [annexe B](#) and return it to us.

## Contact details

Our Customer Service Centre will be pleased to deal with your enquiries:

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Ordnance Survey  
Adanac Drive  
SOUTHAMPTON  
SO16 0AS

General enquiries (calls charged at local rate): +44 (0)8456 05 05 05

Dedicated Welsh Language HelpLine: 08456 05 05 04

Textphone (deaf and hard of hearing users only please): +44 (0)23 8005 6146

[customerservices@ordnancesurvey.co.uk](mailto:customerservices@ordnancesurvey.co.uk)

[www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

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## Trademarks

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PAF and Royal Mail are registered trademarks of Royal Mail Group plc.

## Back-up provision of the product

You are advised to copy the supplied data to a back-up medium.

## Using this guide

The documentation is supplied in portable document format (PDF) only. Free Adobe® Acrobat Reader® software, which displays the guide, incorporates search and zoom facilities and allows you to navigate within. Hyperlinks are used to navigate between associated parts of the guide and to relevant Internet resources by clicking on the blue hyperlinks and the table of contents.

If you are unfamiliar with any words or terms used and require clarification please refer to the [glossary](#) at the end of the document.

# Chapter 1 Introduction

AddressBase products are created under a joint venture partnership between Local Government Group and Ordnance Survey, with the single address database managed and maintained by GeoPlace LLP. GeoPlace has then appointed Ordnance Survey to be responsible for sales, marketing and distribution of the products.

## About GeoPlace

GeoPlace is the centre of excellence for spatial address and street information in Great Britain. GeoPlace is a limited liability partnership jointly owned by the Local Government Group and Ordnance Survey. It brings together local government's address and streets gazetteers with information from OS MasterMap® Address Layer 2 into a central spatial address data hub. This data is updated by GeoPlace based upon the receipt of change-only update (COU) files to Local Land and Property Gazetteers (LLPG's) from 348 creating local authorities and updates to Local Street Gazetteers (LSG's) from 174 creating local authorities.



This user guide is published to assist in the use of AddressBase products and is updated from time-to-time when changes to the product or operating practice arise. Other minor changes may, from time-to-time, be found on the Ordnance Survey website at: [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk).

This user guide assumes a degree of prior expertise in the operation of geographical information systems (GIS), relational databases or other suitable methods of viewing and using the data.

## Chapter 2 The joint venture

### Initiative

Through GeoPlace LLP, the Local Government Group and Ordnance Survey have worked together in partnership to create and maintain the single *definitive spatial address base for Great Britain (England and Wales released in September 2011. Local authority data for Scotland expected to be included early 2012)*.

The initiative supports the *UK Location Strategy* concept of a 'core reference geography', including the key principles of the European Union INSPIRE directive, that data should only be collected once and kept where it can be maintained most effectively. It follows significant feedback from the market, including strong support for a single definitive address gazetteer at customer level.

GeoPlace will:

- replace the need for two separate public bodies to produce two similar products, leading to direct public cost savings arising from the de-duplication of work;
- create and maintain the single address database and pass the data to Ordnance Survey, who will provide a range of spatial address products that meet the needs of government – central and local, emergency services and health; and
- maximise the experience and knowledge of its staff, who have worked alongside local authority custodians for many years.

This will lead to:

- the more efficient transfer of address data within government. This will, in turn, lead to improved decision-making and delivery of public services; and
- the provision through Ordnance Survey to the private sector of a single source of spatial address information.

### What it actually means

Combining the best parts of local government's National Land and Property Gazetteer (NLPG), Ordnance Survey's OS MasterMap Address Layer 2 and the Royal Mail® Postcode Address File (PAF®):

- NLPG brings the most up-to-date street names and numbers for England and Wales, providing each location with a UPRN – Unique Property Reference Number – and a comprehensive range of addresses, from commercial through industrial to residential and including flats, other dwellings of multiple occupation, commercial units and public infrastructure such as fire stations and railway stations.
- OS MasterMap Address Layer 2 brings national consistency of addresses and locations, a wide range of objects without a postal address (OWPAs) and a wider spatial context through TOID®s (Ordnance Survey's unique identifier) for the address, the topographic feature that it relates to and the road and road link features.
- PAF brings approximately 25.5 million (for England and Wales) Royal Mail addresses that are identified as receiving post.
- For Scotland, this will include the best parts of the One Scotland Gazetteer (early 2012).

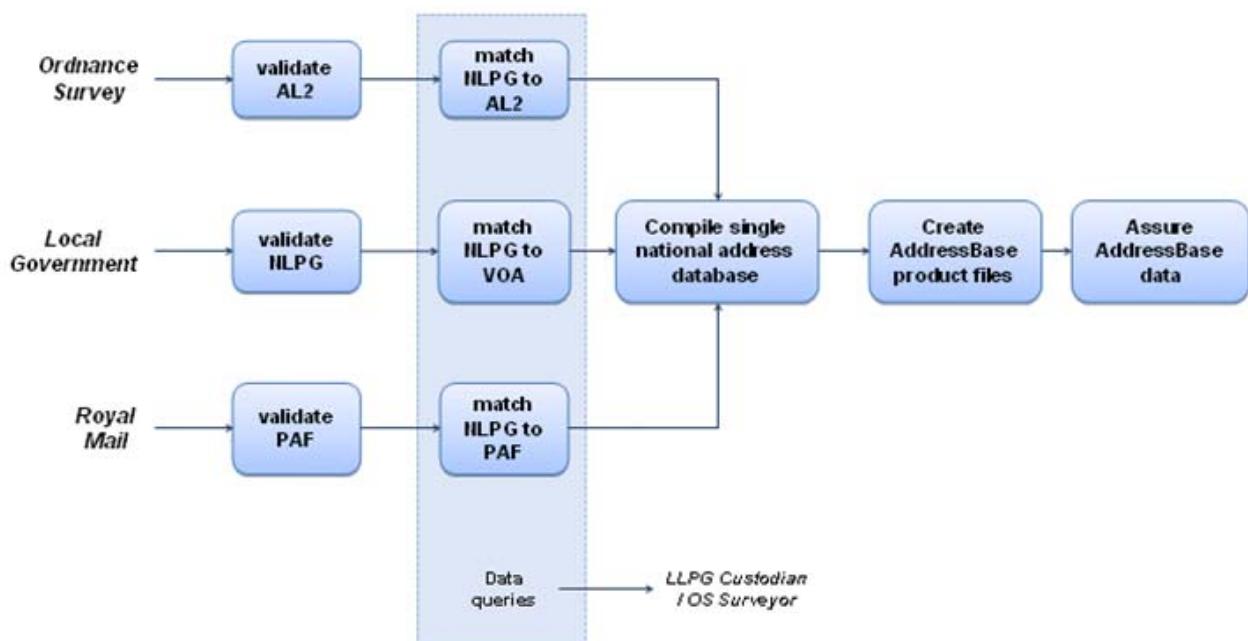
# Chapter 3 Roles and responsibilities

## GeoPlace

GeoPlace manages the single address database (Hub) taking in address information from various sources by combining processes, GeoPlace will manage a single address and street database, and will provide address and street information to be utilised in new product specifications.

All LLPGs and LSGs will continue to be supplied to the central hubs, where they will form the foundations for the single address gazetteer database.

### AddressBase production



**Figure 1:** the role of GeoPlace

There are 348 local authorities in England and Wales, providing updates to their LLPGs on a daily, weekly or monthly update schedule. On receipt of these updates they are checked record-by-record to ensure that they have been produced in accordance with NLPG Data Entry Conventions (DEC-NLPG) and they are in compliance with the national standard for the representation of address information – BS 7666 Parts 1 and 2. LLPG custodians are also signed up to annual improvement targets. Once verification is complete, the address information is included into the single address database, which is then utilised in the AddressBase products (where applicable).

There are 174 Highways Authorities in England and Wales, providing updates to their LSGs to the GeoPlace Hub on a monthly basis. The LSGs include many items, such as the street name, location, type, length and the Unique Street Reference Number (USRN). Each of these files is also checked on a record-by-record basis and checked to ensure consistency with BS 7666. Each verified LSG is then amalgamated into the National Street Gazetteer (NSG).

GeoPlace, on receiving data from each defined source, will:

- validate the incoming data, ensuring each submission meets the quality levels and stringent tests;
- report on performance and data quality – providing metrics on the single address database; and
- provide central governance – a crucial role in ensuring that the database is managed responsibly on behalf of contributors and end-users via the AddressBase products.

GeoPlace, alongside Ordnance Survey, will enable development of the database and products by:

- capturing and exploring user requirements;

- providing expertise in database and geographic data management; and
- promoting the single address database.

GeoPlace will retain its current certification to ISO 9001 and 27001 standards.

## Local authority custodians

One of the key strengths of all these products is the collection and verification of data at the local level. A real benefit is that capture is at the earliest point of address creation within the local authority utilising their knowledge to regularly update the product, maintaining the address until it no longer exists (when it becomes an historic record).

The LLPG custodians use the address change intelligence (ACI) such as building and development control, planning and land charges, provided by the relevant source within the local authority to create each new address.

A critical step in the creation of an address is undertaken within each local authority by the dedicated street naming and numbering (SNN) custodian, who allocates the official street name and building information. The SNN custodian has a statutory obligation to provide SNN information for all addresses within their administrative area. Once the SNN custodian has fulfilled their statutory obligation for initial capture, the LLPG custodian will maintain the address Basic Land and Property Unit (BLPU) and Local Property Identifier (LPI) for the life of the address record.

The LLPG custodians are allocated sequential batches of UPRNs by GeoPlace, which are assigned by the LLPG custodian at the creation of a new address.

There is also provision for other address intelligence to be captured via the candidate records, mainly provided by authoritative bodies such as fire, police, national park and conservation boards and passenger transport authorities. These are submitted to the GeoPlace Hub and then verified before being added to the address database.



Figure 2: An example of the information feed into the GeoPlace Hub

## Unique Property Reference Number (UPRN)

The UPRN is the persistent key identifier providing consistency across the AddressBase products range.

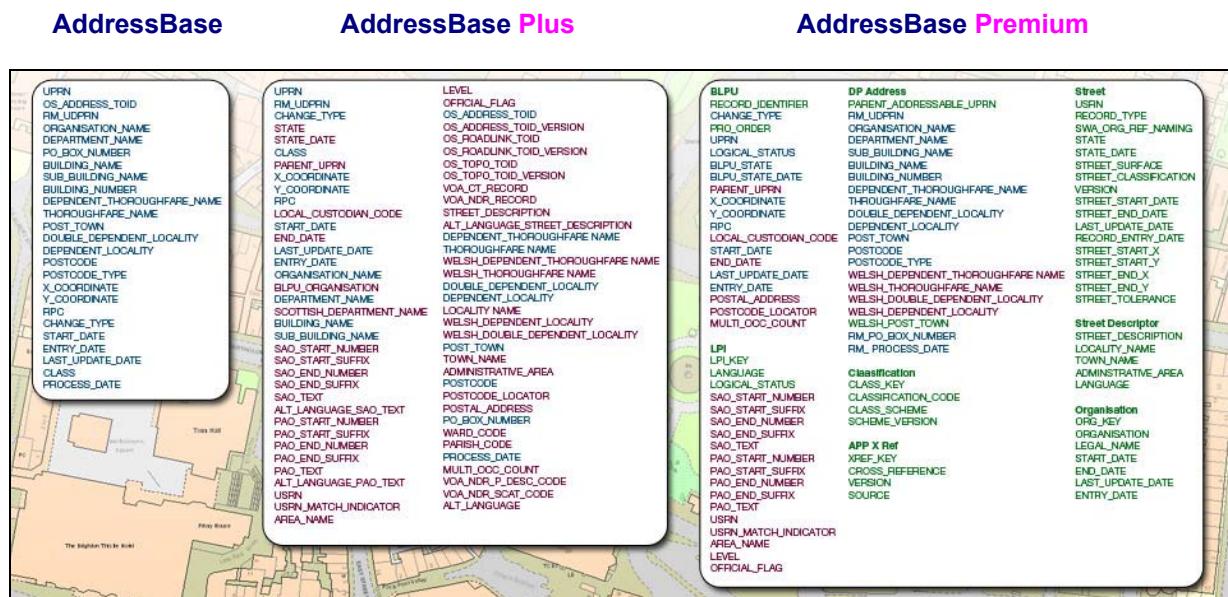
Each address record has a UPRN, which provides a reference key to join related address records across different datasets.

Throughout its life cycle, information on the address of a property can change. This may be due to a change of name, change of use, such as from single occupancy to multiple occupancies or the eventual demolition of the property. All of these historic, alternative and provisional addresses are recorded against the same UPRN.



**Figure 3:** the UPRN is maintained throughout the life cycle of the address

## High-level product view



**Figure 4:** Overview of product content

## Applications

## Examples of applications for AddressBase products

<b>Product Name</b>	<b>AddressBase Premium</b>	<b>AddressBase Plus</b>	<b>AddressBase</b>
Suggested application	Planning, mailing, postal delivery, analysis, statistics, strategic decision making, address matching and verification, customer relationship management (CRM), web mapping, live 'front line' operational use.	Planning, mailing, postal delivery, analysis, statistics, strategic decision-making, address-matching and verification, CRM, web mapping.	Precise location of an address, addition of the UPRN to postal addresses, web mapping postal delivery.

Benefits	<p>Key building block for 'e-government':</p> <ul style="list-style-type: none"> <li>• reduces duplication of effort on maintaining address information across multiple departments; and</li> <li>• facilitates data-sharing between departmental systems.</li> </ul> <p>Provides OWPA records and multiple address references in AddressBase Plus and AddressBase Premium products.</p> <p>Connectivity – the UPRN as the key identifier for a property/address that enables systems to share information about the same entities without the need to match multiple datasets.</p> <p>Created from a central hub managed by GeoPlace to bring all the address information together to ensure data management and update consistency.</p>
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## Chapter 4 Overview of the AddressBase products

Three products have been designed to meet distinct customer requirements. All are derived from a single database, which captures data from multiple authoritative address sources. The source data is collated, verified and quality assured by GeoPlace. This database is then used to create the AddressBase products.

### Explanation of AddressBase products

Product name	AddressBase Premium	AddressBase Plus	AddressBase
Features	<ul style="list-style-type: none"><li>• UPRN</li><li>• Royal Mail Postcode Address File</li><li>• National Grid coordinates</li><li>• References to OS MasterMap address TOID</li><li>• Four levels of classification</li><li>• Feature life cycle dates</li><li>• Local authority addresses</li><li>• OWPA</li><li>• Multiple occupancy addresses</li><li>• Local authority streets</li><li>• USRN</li><li>• Street start and end coordinates</li><li>• References to all OS MasterMap TOIDs</li><li>• Parent/child relationships</li><li>• Alternative addresses</li><li>• Provisional addresses</li><li>• Historical addresses</li></ul>	<ul style="list-style-type: none"><li>• UPRN</li><li>• Royal Mail Postcode Address File</li><li>• National Grid coordinates</li><li>• References to OS MasterMap address TOID</li><li>• Four levels of classification</li><li>• Feature life cycle dates</li><li>• Local authority addresses</li><li>• OWPA</li><li>• Multiple occupancy addresses</li><li>• Local authority streets</li><li>• USRN</li><li>• Street start and end coordinates</li><li>• References to all OS MasterMap TOIDs</li><li>• Parent/child relationships</li></ul>	<ul style="list-style-type: none"><li>• UPRN</li><li>• Royal Mail Postcode Address File</li><li>• National Grid coordinates</li><li>• References to OS MasterMap address TOID</li><li>• Primary level of classification</li><li>• Feature life cycle dates</li></ul>

### AddressBase Premium

AddressBase Premium provides the most detailed view of an address and its life cycle. It has more records than AddressBase Plus as it provides all the information relating to an address or property from creation to retirement.

It contains local authority, Ordnance Survey and Royal Mail addresses, current (approved) addresses, and alternatives for current addresses (reflecting differences in versions of addresses in current use), provisional addresses (proposed planning developments) and historic information for each address, where available, plus OWPs and cross references to the OS MasterMap TOIDs.

### Information source

#### Local Land and Property Gazetteer

AddressBase Premium contains data provided by the creating authorities' local custodian including information captured under statutory obligation through the SNN process. This provides address data early in the property life cycle and is underpinned by the UPRN.

## **Ordnance Survey**

Ordnance Survey brings together cross references to large-scale data, such as OS MasterMap Topography Layer and Integrated Transport Network Layer via the TOID. Ordnance Survey provides additional objects without postal addresses as well as verifying each address's coordinate position via Ordnance Survey's surveyors.

## **Royal Mail**

Royal Mail provides the PAF, which provides the UDRN and the delivery point address record.

## **Valuation Office Agency (VOA)**

VOA provides cross references to council tax (CT) and non-domestic rates (NDR) records.

## **AddressBase Plus**

AddressBase Plus contains current properties including addresses sourced from local authorities, Ordnance Survey and Royal Mail, all matched to the UPRN. It has more records than AddressBase as it includes objects without postal addresses. It also enables the end-user to locate an address or property on a map, by cross-referencing the information with OS MasterMap products via OS MasterMap Topography Layer and OS MasterMap Integrated Transport Layer TOID references.

## **Information source**

### **Local Land and Property Gazetteer**

AddressBase Premium contains data provided by the creating authorities' local custodian, including information captured under statutory obligation through the SNN process. This provides address data early in the property life cycle and is underpinned by the UPRN.

### **Ordnance Survey**

Ordnance Survey brings together cross references to large-scale data, such as OS MasterMap Topography Layer and Integrated Transport Network Layer via the TOID. Ordnance Survey provides additional objects without postal addresses as well as verifying each address's coordinate position via Ordnance Survey's surveyors.

### **Royal Mail**

Royal Mail provides the PAF, which provides the UDRN and the delivery point record.

### **Valuation Office Agency**

VOA provides cross references to CT and NDR records.

This product supports a range of primarily postal, desktop analysis and GIS (including web mapping) applications, which will allow you to carry out various analyses, such as risk assessment, property diversity/density or services proximity analysis.

## **AddressBase**

AddressBase provides a current view of an address providing its precise location. It contains Royal Mail PAF addresses, approximately 25.5 million (England and Wales), both commercial and residential matched to the UPRN. This allows users to link additional information about a property to a single address. It also provides an enhancement to the Royal Mail PAF data by assigning an X and Y coordinate to every address, as well as a primary level classification.

This will provide you with a single view of this address and allow you to carry out primary analysis. You could also locate this address on a map to give you a geographic view.

## **Information source**

### **Local Land and Property Gazetteer**

AddressBase Premium contains data provided by the creating authorities' local custodian, including information captured under statutory obligation through the SNN process. This provides address data early in the property life cycle and is underpinned by the UPRN.

## **Ordnance Survey**

Ordnance Survey provides a cross reference to address TOIDs, as well as verifying each address' coordinate position via Ordnance Survey's surveyors.

## **Royal Mail**

Royal Mail provides PAF, which provides the UDPRN and the delivery point record.

## **Classifications**

There are highly-detailed documents that list all the classifications used within the AddressBase products. These are produced by combining local authority and Ordnance Survey data. These can be as high-level as 'commercial property' or as detailed as a Youth Hostel.

### **Example of a detailed classification**

C	Commercial	H	Hotel/Motel/ Boarding/ Guest House	01	Boarding/Guest House/ Bed And Breakfast/Youth Hostel	Object defined by local government contributing authority, includes: Commercial Lodging.	CH01YH	Youth Hostel
---	------------	---	--	----	--	--	--------	-----------------

A document detailing the AddressBase product classifications is located on;

- <http://www.ordnancesurvey.co.uk/oswebsite/products/addressbase-premium/index.html>
- <http://www.ordnancesurvey.co.uk/oswebsite/products/addressbase-plus/index.html>
- <http://www.ordnancesurvey.co.uk/oswebsite/products/addressbase/index.html>

## **Product supply**

AddressBase products are available in two product formats: comma-separated values (CSV) and Geography Markup Language (GML). CSV will be provided in UTF-8 character encoding and GML will be provided as version 3.2 compliant.

## **Chunking**

To make the management of large areas easier, the data is split into chunks of smaller data. The primary supply mechanism is referred to as non-geographic chunks. This is the main mechanism for delivery of data, although PSMA customers are able to order geographic chunks (5 km tiles) as well as non-geographic chunks (although geographic chunks are not considered the main supply mechanism).

### **Non-geographic chunking**

Non-geographic chunking is a way of dividing up data into chunks that are supplied in separate volumes that have a fixed maximum number of records, as opposed to a given geographic National Grid area. For this reason, it is possible for features from various geographic locations to appear in one volume and for adjacent features to appear in different volumes. Non-geographic chunk volumes are designed for use as a set to load into spatial databases, but can be used in a file format as long as all chunks are translated or imported into the system at the same time. The maximum number of records per volume is 1 million complete address records. When the data in one volume reaches this limit, a new volume is started.

### **Geographic chunking**

PSMA customer data will be supplied as 5 km by 5 km chunks that reference to the 1 km tile in the southwest corner of the 5 km tile.

Based on your area of interest, for example the boundary of your local authority, a 5 km by 5 km grid covering the area of interest is generated.

Any features intersecting with squares in that grid are added to a chunk file representing the square. Geographic chunking is performed using standard Ordnance Survey National Grid.

## Supply mechanism

This section describes the options for which the AddressBase products will be supplied.

Format	Geographic chunks	Non-geographic chunks
<b>PSMA</b>		
GML (customer-defined area*)	5 km <sup>2</sup>	Per million records*
GML (MGBS <sup>†</sup> )	5 km <sup>2</sup>	Per million records*
CSV (customer-defined area*)	5 km <sup>2</sup>	Per million records*
CSV (MGBS)	5 km <sup>2</sup>	Per million records*
<b>Non PSMA</b>		
GML (customer-defined area*)	n/a	Per million records*
GML (MGBS)	n/a	Per million records*
CSV (customer-defined area)	n/a	Per million records*
CSV (MGBS)	n/a	Per million records*

\* Supplied in separate sequentially numbered volumes.

<sup>†</sup> MGBS = Managed GB Sets

## Area selection

### National sets (Managed GB Sets)

The Managed GB Sets (MGBS) service is a way of processing identical orders faster, which improves delivery times. If you subscribe to this service you will automatically receive your updates (full supply or change-only updates (COU)) on DVD or hard drive, every six weeks.

You will also benefit from:

- Data arriving faster and in a more predictable manner.
- Seeing the same version of features as other organisations.
- Easier data management – no need to remember to order change regularly or enter change 'since date'.

For PSMA customers, MGBS will be supplied as geographic or non-geographic chunks.

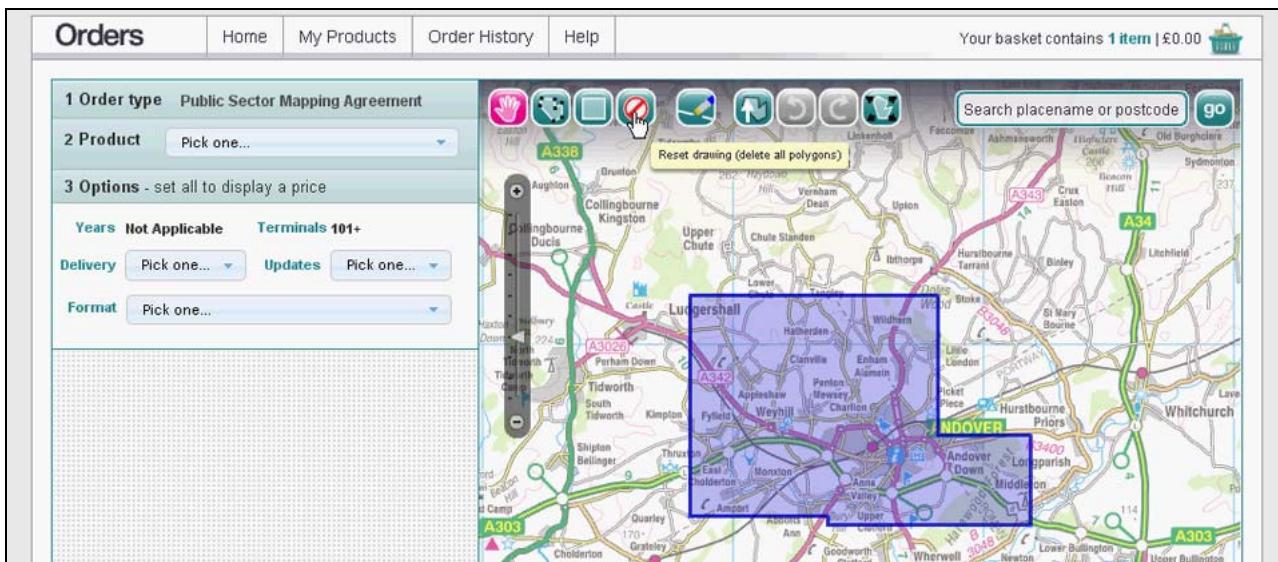
For non-PSMA users, MGBS will be supplied as non-geographic chunks.

You are eligible for MGBS supply if you hold a contract for full GB coverage of AddressBase. You can subscribe immediately through your account manager or by contacting [digitalsalesenquiries@ordnancesurvey.co.uk](mailto:digitalsalesenquiries@ordnancesurvey.co.uk).

### Customer-defined

Customers may provide their own area of interest (AOI) in any standard GIS format.

You can supply us with a polygon or you can digitise a polygon within our online ordering service.



**Figure 5:** Ordnance Survey online ordering service

## CD contents

When a customer receives an order via offline media, the following files will be supplied.

Within the DATA directory, data files will be found in their compressed format.

The DOC directory contains both standard and product-specific document files that describe what has been supplied in the order, including:

- *Medalist.txt* – outlining the contents of the media.
- *Report.txt* – outlining the order details.
- *Disccare.txt* – outlining how to care for your media.

With a File Transfer Protocol (FTP) order, the same information is supplied but the filenames will be slightly different, reflecting the FTP order number.

## Change-only update

Change-only-update (COU) can be described as a supply of features that have been created or have changed in a customer's order area since the customer took initial full supply of their AddressBase product or last took an update. An initial full supply contains all address records for the complete area covered by the order. COU contains new features, new versions of features and information about deleted features. Any feature within the order area that has not undergone any change will not be supplied.

COU will be supplied on a six-weekly basis.

Customers may request updates of the latest changes in their order area at any time using the Ordnance Survey online service. Customers can assign a regular date for receipt of COU. These will then be sent automatically on the required media or placed on the FTP server for collection (if under 400 Mb).

COU is supplied as customer-defined non-geographic chunks for all customers. If you are a PSMA member, you are entitled to supply as 5 km by 5 km geographic chunks.

Please see the AddressBase getting started guide.

This will be located at:

- <http://www.ordnancesurvey.co.uk/oswebsite/products/addressbase-premium/index.html>
- <http://www.ordnancesurvey.co.uk/oswebsite/products/addressbase-plus/index.html>
- <http://www.ordnancesurvey.co.uk/oswebsite/products/addressbase/index.html>

## Annexe A      Glossary

The purpose of this chapter is to provide a glossary of terms used in the definition of products, services, licensing and other terms and conditions for AddressBase products.

Where terms refer to other terms within the glossary, they are connected by means of hyperlinks to the relevant entries.

### **ACI or address change intelligence**

A generic term used to identify all address-change created within a contributing authority that will be captured within an LLPG function to ensure the gazetteer is maintained as the single corporate address intelligence resource for the [contributing authority](#).

### **AddressBase**

A range of address-based products produced by GeoPlace and supplied exclusively by Ordnance Survey.

### **addressable object**

A number and/or name as approved by the contributing authority for the [LPI](#) associated with the [BLPU](#).

### **addressed premises**

A permanent or non-permanent location with an address being a potential delivery point for Royal Mail. Examples of addressed premises are a house, a flat within a block of flats, a caravan site, a bollard to which several houseboats may be moored or an organisation occupying the whole or part of a building.

### **alpha data**

First cut of product in its development stage.

### **alternative LPI**

A number and/or name in common use but not approved by the [contributing authority](#) for the [LPI](#) associated with the [BLPU](#).

### **AO(N) or addressable object (name)**

Generic term used to describe either the [Primary](#) or [Secondary Addressable Object](#) feature.

### **AOI or area of interest**

The geographic area of interest to the customer.

### **application cross reference**

Record type used to associate external application references to [AddressBase](#).

### **approved BLPU**

A BLPU that has been approved by the [LLPG custodian](#).

### **approved preferred LPI**

A record that has been approved by the [LLPG custodian](#) as the current [LPI](#) associated with the [BLPU](#).

### **ASG or Associated Street Gazetteer**

Street gazetteer used for the purposes of an LLPG.

### **associated data**

Initial supply of the first cut product (to the best of our ability/knowledge at the time). It will be provided in specific sample areas (London and Southampton). In the case of [AddressBase](#) it will have some fields unpopulated at this stage and will be accompanied by draft documentation. This allows preliminary development of systems and import/export criteria.

### **attribute**

Any item of information packaged in an [AddressBase](#) feature. The [UPRN/TOID](#) and the geometry of the feature are both attributes of the feature. In [GML](#) and [XML](#) documents and specifications ,this term is used in a different way.

### **attribute set**

A group of attributes that can legitimately and logically be used together. Each feature type uses a particular attribute set.

**beta data**

Second cut of product but does not preclude further versions of beta data as it gets refined, will have all fields populated and final specification documentation. This provides the [AddressBase](#) product derived from a production system and will be available as GB coverage.

**BLPU or Basic Land and Property Unit**

A real-world object recorded within a gazetteer.

**BS 7666:2006**

BS 7666:2006 Parts 0, 1 and 2. British Standard used for the compilation and implementation of an LLPG, LSG and GeoPlace.

**BSI**

British Standards Institute.

**CAG**

32 Scottish local authorities create a database of property information, called a Corporate Address Gazetteer.

**candidate**

[BLPU](#) and [LPI](#) records proposed by licensed users as additions, amendments and changes to the GeoPlace Hub.

**candidate submitter**

A licensed user permitted to submit candidates to the GeoPlace Hub.

**centroid**

The term given to the centre of a polygon. In the case of irregularly shaped polygons, the centroid is derived mathematically and is weighted to approximate a sort of 'centre of gravity'.

**COU or change-only update**

The ability to supply features that have been created or changed since a specified date. Change-only supply includes a list of the [TOIDs](#) of deleted features. In the OS MasterMap context the selection of changed data will be by change-since date (that is all change since 00.00 hours on the specified date). It is not possible to select change since your last update. Therefore the customer's system must recognise repeatedly supplied features.

**change-since date**

The date used when requesting [COU](#) that indicates the date since which change is required. This will result in the supply of all change in the database, since the beginning (00.00 hours) of that day. It is also known as the extraction date.

**child**

A child [BLPU](#) is represented by an [LPI](#) that contains an entry in both the [SAO](#) and [PAO](#).

**classification**

A description of the use of a real-world object to be found at a [BLPU](#).

**conditional**

Dependant upon the type of the field being [mandatory](#) or [optional](#) for the data to be entered.

**contributing authority**

A local authority responsible for creating and maintaining an LLPG.

**data source**

The source of the [application cross reference](#). An external [dataset](#) that is linked to or provides a source of [ACI](#).

**database**

A system intended to organise, store, and retrieve large amounts of data easily. Digital databases are managed using database management systems, which store database contents, allowing data creation and maintenance, and search and other access. The result of every query is presented as a relation.

**dataset**

An identifiable set of data that share common characteristics and that are managed as a subset of the data within a [database](#).

**Delivery Point Address**

A Delivery Point Address is defined as a property that receives deliveries from Royal Mail.

**delivery mechanism**

The method of supply of data to a customer (for example, [offline](#) and [online](#)).

**deleted feature**

A feature supplied as part of a [COU](#) supply, which has either been deleted, has changed theme or has moved outside of the area of order since the specified change date.

**descriptive text**

Descriptive text is defined within an address as a generic name given to a feature where a distinctive name does not apply, for example, drain, boundary post or car park. Where the function or purpose of some features is not clear it is possible that they will be described with both a distinctive and descriptive name, for example, Sandy Lane (Track) or Old Thatched House (PH).

**easting**

A value on the X axis of the National Grid of Great Britain.

**end date**

Date on which a record ceased to be active.

**entry date**

Date on which a record was entered into an LLPG.

**field**

A defined area in a [database](#) record into which an item of data or value is entered.

**flat file**

An example of flat file structure is a linear list of properties with no relationship to other tables.

**FTP**

File Transfer Protocol. A protocol that allows a user on one computer to transfer files to and from another computer over a TCP/IP network such as the Internet.

**full supply**

A file with all the records contained within the customers [area of interest](#).

**GIS or geographical information system**

GIS stands for **geographical information system** and is software that displays digital map data and allows users to query and analyse that data..

**GML or Geography Markup Language**

An XML encoding for the transport and storage of geographic information, including both the geometry and attributes of geographic features.

**GPS or Global Positioning System**

A satellite-based navigation system allowing the determination of any point on the Earth's surface with a high degree of accuracy given a suitable GPS receiver.

**header record**

A record at the start of a [COU](#) or [full supply](#) file.

**historical BLPU**

A record that has been marked by the [LLPG custodian](#) as a [BLPU](#) not considered to exist as a real-world [object](#).

**historical LPI**

A record that has been marked by the [LLPG custodian](#) as an [LPI](#) that is considered not to be current.

**history**

In the context of geospatial data, the storage of deleted features and superseded versions of features.

**IA or Intelligent Addressing Ltd**

An LGIH service provider responsible for the management of the [NLPG](#) and [NSG](#) before GeoPlace.

**LGID**

Local Government Improvement and Development, part of the Local Government Group.

**identifier**

An identifier that is primarily intended to provide unique and unambiguous feature identification for the purposes of exchanging feature-based information between computer systems, or associating data within a computer system.

**last update date**

Date on which a record was last modified.

**LGIH**

Local Government Information House Ltd, part of Local Government Improvement and Development.

**life cycles**

The series of events that occur in the life of a real-world [object](#) or the address(s) that represents it. This will always include those events that result in creation and deletion, and may also include events that result in amendments or change.

**LLPG Custodian**

Nominated officer responsible for the maintenance of a Local Land and Property Gazetteer.

**local custodian code**

A unique three- or four-digit identifier assigned to each [contributing authority](#) by central Government for the purposes of information exchange between central and local Government.

**Local Highway Authority**

A local authority with the responsibility for maintaining public roads and streets in their administrative area.

**local holdings**

The situation where a customer has to hold and manage data that is supplied to them.

**logical status**

An indicator of the current status of a specified [BLPU](#) or [LPI](#) record in an LLPG.

**LPI or Land and Property Identifier**

Used to describe the location of a [BLPU](#). Also see BS 7666-2:2006, page 2, section 3.5 for definition.

**mandatory**

An action or process that must be undertaken.

**media supply**

See [offline supply](#).

**metadata**

Graphical or textual information about the content, quality, condition, origins, and characteristics of data.

**National Geographic Database**

The source of data for Ordnance Survey's products.

**National Grid**

A unique referencing system that can be applied to all Ordnance Survey maps of Great Britain at all scales. It provides an unambiguous spatial reference for any place or entity in Great Britain.

**NLPG or National Land and Property Gazetteer**

National Land and Property Gazetteer.

**northing**

A value on the Y axis of the National Grid of Great Britain.

## **NSG or National Street Gazetteer**

The NSG is a centralised unique referencing system, designed to improve the relationship between local authorities and utilities. Its fundamental aim is to make the street works process more convenient to the citizens who use them.

### **object**

A real-world entity associated with land and property.

### **object-based data**

Data in which one whole feature or a collection of whole features represents one real-world [object](#), for example, a building or land parcel.

### **official address**

An address that has been officially approved by the [contributing authority](#).

### **offline supply**

The supply of data to a customer on physical media (for example, CD and DVD).

### **online supply**

The supply of data to a customer using Internet technologies.

### **optional**

An action or process that may be undertaken.

### **order**

A request from a customer for the supply of data. The scope of an order may be constrained by an agreement for a period-licence service.

### **organisation name**

The name on the fascia of a building.

### **OWPA or objects without a postal address**

Object such as recreation ground/open space, public convenience, church or car park that does not receive mail.

### **PAF or Postcode Address File**

Postcode Address File maintained by Royal Mail for the purposes of the delivery of mail.

### **PAO or Primary Addressable Object**

The Primary Addressable Object Name (PAON) is the designated premise number, and/or the premise name; where neither of these exist then the PAON is the name of the organisation in occupation, or a description of the addressable object.

### **parent**

In a parent/child relationship a parent [BLPU](#) is represented by an [LPI](#) that contains an entry in the [PAO](#) but no entry in the [SAO](#).

### **point**

A pair of coordinates.

### **point feature**

A feature representing a real-world [object](#). The geometry of a point feature is a single point (a pair of coordinates) with optional size and orientation.

### **positional accuracy**

Mean value of the positional uncertainties for a set of positions where the positional uncertainties are defined as the distance between a measured position and what is considered as the corresponding true position.

### **pre-launch data**

It is at this stage that all parties who have an interest and require access to the final production data to ensure launch deliverables, development of applications and value-added products.

**PRO\_ORDER or processing order**

Metadata used in COU files to inform an operator in what order records should be processed.

**provisional BLPU**

A record that has been marked by the [LLPG custodian](#) as a [BLPU](#) being held in the GeoPlace Hub on a temporary basis pending confirmation.

**provisional LPI**

A record that has been marked by the [LLPG custodian](#) as an [LPI](#) description that is being held in the GeoPlace Hub on a temporary basis pending confirmation.

**rejected BLPU**

A record that has been marked by the [LLPG custodian](#) as a [BLPU](#) that has an incorrect description of a real-world [object](#).

**rejected LPI**

A record that has been marked by the [LLPG custodian](#) as an [LPI](#) that has an incorrect description of a real-world [object](#).

**relational model**

The relational model of data permits the [database](#) designer to create a consistent, logical representation of information. Consistency is achieved by including declared constraints in the database design, which is usually referred to as the logical schema. The theory includes a process of database normalisation whereby a design with certain desirable properties can be selected from a set of logically equivalent alternatives. (Definition extracted from Wikipedia).

**RPC or Representative Point Code**

Quality statement with regard to the grid coordinate assigned to a [BLPU](#).

**SAO or Secondary Addressable Object**

The Secondary Addressable Object Name (SAON) is the number, name or description used to identify the secondary addressable object within or related to a primary addressable object.

**SNN officer**

Officer at a contributing authority responsible for [SNN](#).

**SNN or street naming and numbering**

Function performed by a [contributing authority](#) under the statutory legislation, responsible for the approval of all street names and property numbering schemes within that administrative area.

**spatial reference system**

The term used in GML (and hence in AddressBase [GML](#)) for the definition that allows each spatial position to be stated as a [tuple](#). The only spatial reference system currently used in [AddressBase](#) is the National Grid of Great Britain.

**street**

A way or thoroughfare providing a right of passage on foot, by cycle or by motor vehicle, or access to more than one property.

**street description**

Name, description or street number.

**street descriptor**

A descriptive identifier providing a reference for the street in the form of its location.

**street name**

Official text approved by the [contributing authority](#) used to describe a type 1 street.

**street type**

A value that indicates whether a name, description or number has been used to identify a street or part of a street.

**supply format**

The file format in which the data is supplied to the customer.

**TOID**

An identifier that uniquely identifies addressable features associated within OS MasterMap Topography and OS MasterMap ITN products.

**trailer record**

A record at the end of a [COU](#) or [full supply](#) file.

**tuple (coordinate tuple)**

A set of n coordinates representing a point in n-dimensional space, as defined by a [spatial reference system](#).

The British National Grid reference system is 2-D only, so coordinate tuples consist of an [easting](#) and a [northing](#) coordinate.

**UDPRN**

A Unique Delivery Point Reference Number assigned by Royal Mail.

**unit of supply**

The definition of the way in which the area of order is broken up into manageable, physical units (files) for supply to the customer.

**UPRN or Unique Property Reference Number**

A Unique Property Reference Number assigned to each [BLPU](#).

**USRN or Unique Street Reference Number**

A Unique Street Reference Number is assigned to each street.

**version date**

The date the version of the feature was created by GeoPlace.

**version number**

A version number will identify that a feature has been altered. Version numbers will be allocated sequentially, with version 1 representing the creation of the feature.

**VOA or Valuation Office Agency**

Organisation responsible for the compilation of national registers of rateable property.

**XML**

Extensible Markup Language. A flexible way to create common information formats and share both the format and the data on the Internet, Intranets, and elsewhere. XML is extensible because, unlike HTML, the markup tags are unlimited and self-defining. XML is a simpler and easier to use subset of the Standard Generalised Markup Language (SGML), the standard for how to create a document structure.

## **Annexe B    Product and service performance report form**

Ordnance Survey welcomes feedback from its customers about AddressBase.

If you would like to share your thoughts with us, please print a copy of this form and when completed post or fax it to the address below.

Your name: .....

Organisation: .....

Address: .....

.....

.....

Postcode: .....

Phone: .....

Fax: .....

Email: .....

Quotation or order reference: .....

Please record your comments or feedback in the space below. We will acknowledge receipt of your form within three (3) working days and provide you with a full reply or a status report within 21 working days.



If you are posting this form, please send it to:

AddressBase Product Manager, Ordnance Survey, Adanac Drive, SOUTHAMPTON, SO16 0AS.

If you wish to return it by fax, please dial 023 8005 6159.

Any personal information that you supply with this report form will be used by Ordnance Survey only in the improvement of its products and services. It will not be made available to third parties.