



# **Data Entry Conventions and Best Practice for the National Land and Property Gazetteer**

**DEC-NLPG Version 3.3**

**April 2014**

**A Reference Manual**

**GeoPlace™ LLP**



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### Related Documents

Document title and version	For the use of
NSG DTF current version	Authority Street Custodians, NSG users
DEC-NLPG v 3.3	Authority Address Custodians, NLPG users
NLPG DTF current version	Authority Address Custodians, NLPG users

## Document History

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### Policy Changes in DEC-NLPG v3.3

This table provides a summary of the differences between DEC-NLPG v3.2 and DEC-NLPG v3.3.

Section in v3.2	Section in v3.3	Summary of change
4.2.1.17	<a href="#">Section 4.2.1.17</a>	Clarification that SNN Officer should liaise with Authority Street Custodians through Authority Address Custodians to reach agreement on town and locality for new records.
	New <a href="#">Sections 5.1.5 and 5.1.6</a>	Clarification of rules around synchronising LLPG and LSG, confirming that a Street should be added to the LLPG if the Street is a Record in the LSG and a PAON in the LLPG.
5.2.6	<a href="#">5.2.6</a>	Clarification that attributes associated with records which appear in the NSG and the NLPG must be identical. Exception allowed for entry date.
5.2.8	Paragraph removed	Rule stating that a target date must be set for ensuring consistency between LSG and LLPG removed because this is not a DEC issue.
	Table at <a href="#">Section 5.3.3</a>	Responsibility for Street start date changed to LLPG, entry date changed to LLPG or LSG, close date changed to LLPG or LSG.
	<a href="#">Section 5.3.8.8</a>	Further clarification on how to record terraces and Street overlaps. Includes introduction of Street state code 5 –Street for Addressing purposes only and new Street adoption code 5 (type 61 Record) – Street outside the scope of EToN. Requires extra code list value.
	<a href="#">Section 5.3.8.12</a>	New rule stating that if two Streets overlap by 10m or less then the start and end coordinates should be coincident.
	<a href="#">Section 5.3.10.3</a>	Clarification of how to add a bridge as both a Street and a structure if it is a Street in its own right.
	New <a href="#">Section 5.4.4.3</a>	Target tolerance stated of 0.1m to be consistent with DEC-NSG.
6.3.11.2 and 6.3.11.3	Revised <a href="#">Section 6.3.11</a>	Clarifying the use of RPC 1 and RPC 2 following separate consultation.
	<a href="#">Sections 7.3.5.6 to 7.3.5.11</a>	Further clarification of use of postcodes and Postal Address flags. Flags redefined to be associated with LPIS not Objects to allow for rules around permitted combinations to be relaxed.
	<a href="#">Section 8.3.2.2</a>	Addition of two new source codes: PA (linked to Postcode Address File) and OS (Ordnance Survey Object received from GeoPlace).
Appendix C	<a href="#">Appendix C</a>	Show Homes included in explanatory notes of CR02.
Appendix C	<a href="#">Appendix C</a>	Docking Stations (bicycle and electric vehicle) added to explanatory notes of CR02.
Appendix G	<a href="#">Appendix G</a>	Addition of new diagram Processing an Official Address
Appendix L	<a href="#">Appendix L</a>	Additional guidance on linking to Postcode Address File® Records

## Document History

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This table provides a summary of the differences between DEC-NLPG v3.1 and DEC-NLPG v3.2.

<b>Section in v3.1</b>	<b>Section in v3.2</b>	<b>Summary of change</b>
4.2.1.14	4.2.1.14	Re-ordered bullets. Removed examples and simplified.
4.2.3.1	4.2.3.1	Removed text 'and external' from notification process. Text reads 'The LLPG Custodian should notify the usual internal bodies after the data is entered into the LLPG'
4.3.1.1	4.3.1.1	Text amended to 'It is in use in the same town within a neighbouring SNN Authority's administrative area.'
5.1.7	5.1.7	Re-worded, changed word order from street type 9 to type 9 streets
5.1.8	5.1.8	New guidance on towpaths
5.3.6.2 Bullet point 1	5.3.6.2 Bullet point 1	Removed text 'if these are included in ASG'
5.3.7.1	5.3.7.1	Removed reference to field length
5.3.7.2 Bullet point 5	5.3.7.2	Removed guidance on naming pedestrianised streets
5.3.7.2	5.3.7.2	Removed 'must be applied'
5.3.7.2 Bullet point 6	5.3.7.2 Bullet point 5	'Must' replaced by 'should'.
5.3.8.1	5.3.8.1	Removed reference to field length
5.3.10.8	5.3.10.8 New sub point 3 at bullet point 5.	London Boroughs must reach agreement as to how the Locality Field is populated consistently.
5.3.10.9	5.3.10.9	Street names should not be entered in Locality Field.
5.3.12	5.3.12.4 to 5.3.12.7	Additional guidance about Extremity Points.
5.3.12.2	5.3.12.2	Remove reference to resolution.
6.4.4.1	6.4.4.1	Corrected Scenario 1 and Scenario 2 examples
6.4.5.1	6.4.5.1	Removed reference to the maintenance of the Organisation names list.
6.4.6.1	6.4.6.1	Removed description of how to source ACI and replaced with diagram
7.3.2.12	7.3.2.12	POSTCODE removed as a value by which an LPI can be identified as unique. Following text added: "The exception to this is if two properties on the same street are using the same PAO Name with no number, then the postcode may be taken into account. This only applies to legacy Records."
7.3.5.6 to 7.3.5.8	7.3.5.6 to 7.3.5.10	Further clarification of use of postcodes and Postal Address flags.
7.4.1.1	7.4.1.1	Reworded
	7.4.1.2	New guidance on the use of SAO Fields.
8.1.1	8.1.1	Removed 'should'.
8.3.1	8.3.1	Inserted core attributes table

## Document History

<b>Section in v3.1</b>	<b>Section in v3.2</b>	<b>Summary of change</b>
8.3.1.2	8.3.2.2	Cross reference code of IA added to table – used for candidate records
11.6.3.8	11.6.3.8	Reworded to make it clear that BLPU in this scenario is not in the curtilage of another BLPU
11.9	11.9.1.6	Clarification of when parent/child relationships should be retained and when they should be broken. In particular for historical entries.
11.9.1.9	11.9.1.8	Clarification of logical status of child record required if a parent BLPU is stated.
11.9.3	11.9.2	Further clarification on how to record terraces.
11.9.3.65	11.9.2.7 and 11.9.2.8	Addition of acceptable exception to validation rule which states that a SAO or PAO name should not start with a number.
11.13.1	11.13.1	Further clarification on how to record theme parks.
13	New section 13.1.2	New guidance on how to use the LLPG to produce a mailing list.
Appendix C	Appendix C	Explanatory notes expanded to show where classifications in AL2 fit.
Appendix C table 5	Appendix C table 5	Bus stops added to exclusions list.
Appendix C table 1	Appendix C table 1	Expansion of explanatory note for RH02 – ‘Includes rooms within communal residences such as student cluster flats’
Appendix C table 1 Object description ‘flat’.	Appendix C table 1 Object description ‘flat’.	RD06 – addition to explanatory notes ‘Also includes annexes if part of the same structure as the Parent BLPU. See Note 4
Appendix C table 1 Footnote 4	Appendix C table 1 Footnote 4	Expansion of note. ‘Any other annexe only accessible from or via another BLPU may be separately recorded but the word “Annexe” should be included in the SAO to identify its use under granted planning conditions. These Annexes must also be classified as RDxx.’
Appendix C table 1 Footnote 5	Appendix C table 1 Footnote 5	For definition of Houses of Multiple Occupancy see Appendix J.
Appendix C table 2 HMO bedsits or other non-self-contained accommodation	Appendix C table 2 HMO bedsits or other non-self-contained accommodation and HMO not further divided categories.	Expansion of explanation of Object specific convention and Classification Columns.
Appendix L	Appendix L	Inserted paragraph about matching to PAF® for future inclusion in document when processes settled.

## Section 1 - Foreword

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### 1. Foreword

- 1.1 The National Land and Property Gazetteer (NLPG) is a national – England and Wales – database that provides for the unique identification of land and property. The NLPG is owned and licensed by GeoPlace™ LLP on behalf of local government. It is an implementation of the British Standard, BS 7666:2006 Parts 1 and 2. The NLPG allows organisations throughout government and the NLPG user community to link their data to the same high-quality source of references that define all types of land and property information and the history of changes that occur at those locations.
- 1.2 The NLPG is collated and maintained from Authority Address Updates that are created by Contributing Authorities with a statutory Street Naming and Numbering (SNN) function. Each Contributing Authority is contracted under a data licence contained within the Data Co-operation Agreement (DCA) to create, maintain and deliver their Authority Address Updates to GeoPlace. GeoPlace is a limited liability partnership owned by the Local Government Association and Ordnance Survey. GeoPlace was specifically set up to work with local government to develop national geographical and spatial information infrastructure projects such as the licensing and support for the National Land and Property Gazetteer and the National Street Gazetteer.
- 1.3 Each Contributing Authority's DCA data licence requires that regular Authority Address Updates are delivered, between daily and monthly, to the NLPG Custodian for onward transmission to GeoPlace's licensed users.
- 1.4 The NLPG is maintained by the Authority Address Custodian and SNN Officer community, in accordance with this reference manual, the Data Entry Conventions (DEC) and best practice for the National Land and Property Gazetteer (NLPG), known as the DEC-NLPG. For a full description of the purpose of the DEC-NLPG, see [Section 3](#). In summary the main purpose of the DEC-NLPG reference manual is as follows:

## Section 1 - Foreword

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- To provide the Authority Address Custodian and the SNN Officer with a comprehensive and consistent maintenance resource.
- To provide definitions and guidance for those wishing to improve how they maintain the NLPG data more efficiently and in a consistent manner across local government.
- To provide consistent definitions for those who use NLPG data and those who, equally importantly, wish to understand why they should use NLPG data.

## Section 2 - About this Reference Manual

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### 2. About this Reference Manual

#### 2.1. Introduction

- 2.1.1. The DEC-NLPG version 3.3 provides a significant reference document for the NLPG community. Care has been taken to structure the document in the order in which the processes in a Contributing Authority are undertaken. It documents the basic elements of the NLPG, policy, the rules for data entry and the conventions and best practice for maintenance of the data.
- 2.1.2. The DEC-NLPG version 3.3 provides a generic rulebook for data entry into an LLPG maintenance software system. It is not a substitute for the official software documentation provided by a software provider.
- 2.1.3. The DEC-NLPG version 3.3 is an implementation of BS 7666:2006. DEC-NLPG version 3.3 is distributed as a PDF file. Users can read the document on screen or print a copy of the document.
- 2.1.4. The subject matter of this document is such that it is inextricably linked to the core maintenance issues associated with the transfer of NLPG data. The current operational version 3.1 of the Data Transfer Format must be read in conjunction with the DEC-NLPG version 3.3.

#### 2.2. Copyright

- 2.2.1. All Intellectual Property Rights in this document, except those acknowledged to belong to third parties, are held by GeoPlace™ LLP. It is a public domain document and can be copied, quoted, published and distributed with attribution freely but not re-sold.

#### 2.3. Evaluation criteria

- 2.3.1. This document has been evaluated for compliance against a set of criteria taken from ISO/IEC 26514:2008, Software and systems engineering; requirements for designers and developers of user documentation.
- 2.3.2. The documentation review did not cover the following evaluation criteria, because evaluation of the criteria is not possible without a detailed evaluation of the data entry software:
  - Completeness of information.
  - Accuracy of technical information.

## Section 2 - About this Reference Manual

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- Safety (the supply of information to protect against hazards and errors).

### 2.4. How to comment on this Reference Manual

If you wish to make any comments on this document, please contact:

GeoPlace LLP  
157-197 Buckingham Palace Road  
LONDON  
SW1W 9SP  
Tel: 020 7630 4600  
Email: [support@geoplace.co.uk](mailto:support@geoplace.co.uk)  
Web: [www.geoplace.co.uk](http://www.geoplace.co.uk)

## Section 3 - Introduction

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### 3. Introduction

#### 3.1. Purpose of this document

3.1.1. The purpose of this document, the Data Entry Conventions and Best Practice (DEC) for the National Land and Property Gazetteer (NLPG) henceforth referred to as the DEC-NLPG, is:

- To provide the basis for forming a consistent national dataset, the NLPG.
- To strengthen the links between the Authority Address Custodian and SNN functions within Contributing Authorities.
- To ensure that accurate and consistent geospatial based information is used and shared within and between public bodies, as the NLPG is increasingly recognised as the standard for the spatial referencing of address information across local government and the NLPG user community in England and Wales.

3.1.1.1. The NLPG and the National Street Gazetteer (NSG) are based upon an implementation of British Standards, BS 7666-1:2006 and BS 7666-2:2006.

3.1.1.2. The NLPG is collated daily from Authority Address Updates which are created, maintained and delivered by Unitary and District Contributing Authorities for use throughout local government in England and Wales.

3.1.1.3. The DEC-NLPG is for the use of Contributing Authorities and NLPG Users. It provides guidance for:

- Authority Address Custodians in Contributing Authorities when entering and maintaining data in their software systems.
- SNN Officers in Contributing Authorities when creating or changing Street Names or property numbers.
- NLPG Users when interpreting data.
- Candidate Submitters as NLPG Users when requesting changes to data.

## Section 3 - Introduction

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- 3.1.2. The DEC-NLPG does the following things:
- Helps Authority Address Custodians to identify and to introduce a series of improved work flows centred on the exchange of Address Change Intelligence (ACI).
  - Provides Contributing Authorities and NLPG Users with details of how all types of real world land and property Objects must be captured, entered and compiled within the NLPG in a consistent manner across England and Wales.
  - Defines and describes for Contributing Authorities and NLPG Users all the required attributes relating to Street Name capture.
  - Describes the way in which all SNN Authority processes must be linked to or combined with the Authority Address Custodian function within a Contributing Authority.
- 3.1.3. The DEC-NLPG therefore details:
- The data entry conventions which must be adhered to.
  - Best practice guidelines which should be followed.
  - Processes.
  - Policy recommendations.
  - Statutory and contractual rules and regulations which must be followed.
- 3.1.4. The structure of [Sections 4 to 8](#) of this document is as follows:
- Definition and Background.
  - Policy – the broad rules under which the Authority Address Custodian must operate in order to achieve consistency of definition in the NLPG.
  - Data entry conventions – the technical rules which must be applied to the data to achieve the policy described above.
  - Examples of best practice.
- 3.1.5. The DEC-NLPG:
- Encompasses previous documentation published by Local Government Information House (LGIH) and other publications that have been made available to LGIH and GeoPlace, throughout the life cycle of the NLPG project.  
For a full list of associated documents , see [Appendix N](#).

## Section 3 - Introduction

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- Incorporates policy, processes and good practice adopted by a number of English and Welsh Contributing Authorities.
- Refers to the data entry conventions detailed in the Data Entry Conventions and Best Practice for the National Street Gazetteer (DEC-NSG) consultation version 3.6.

### 3.2. Definitions used throughout this document

3.2.1. The following verbs are used throughout this document in accordance with the implication and context shown.

<b>Verb</b>	<b>Implication</b>	<b>Context</b>
Must	An absolute requirement	BS 7666-1:2006 and BS 7666-2:2006 DEC-NLPG 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-NLPG 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-NLPG or DEC-NSG document implementation permission.
Can	Possibility or capability	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-NLPG or DEC-NSG document implementation information.
Is	Description	BS 7666-1:2006 and BS 7666-2:2006 standard or a DEC-NLPG or DEC-NSG document implementation description.

3.2.2. For a glossary of defined terms, see [Appendix A](#). Terms which appear in the glossary of defined terms are identified within the document by a capital first letter.

3.2.3. References to **Sections, Figures** and **Appendices** are shown in bold.

3.2.4. Field names used in the Attribute tables are shown by the use of all capitals, for example, LOGICAL\_STATUS.

### 3.3. Alphabet rules for the NLPG

3.3.1. The following rules apply to all Record types in the NLPG:

## Section 3 - Introduction

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- 3.3.1.1. Proper case should be used throughout all Records and when transferring data to other applications including to the NLPG Custodian. The use of upper case is also acceptable.
  - 3.3.1.2. Ampersands must be replaced with the word 'and'. For exceptions to this rule see [Section 5.3.10](#) and [Section 7.3.2.7](#).
  - 3.3.1.3. Commas and quotation marks must not be used.
- 3.3.2. The following rules apply to all Street Name Records in the NLPG:
- 3.3.2.1. Punctuation must only be included within the Street Name or Street Description, locality or town Fields if the punctuation is part of the official name, for example 'Westward Ho!'
  - 3.3.2.2. Full stops must only be used as part of the official approved SNN Authority Street Name if the full stop is part of the Official Address. They must not be entered to make text grammatically correct. For example, St. Stephens Road must only be recorded as 'St.' if the full stop is part of the Official Address.
  - 3.3.2.3. Abbreviations must only be used if they form part of the official approved SNN Authority Street Name. The only exception is 'St' for 'Saint'.
  - 3.3.2.4. In a bilingual gazetteer, if punctuation is required for normal grammatical use for the elision of vowels in the Welsh language, punctuation is permitted.
- 3.3.3. The following rules apply to all Primary Addressable Object or Secondary Addressable Object Fields in the NLPG:
- 3.3.3.1. Hyphens which are used in the Primary Addressable Object (name) Field or Secondary Addressable Object (name) Field to indicate a range of numbers must be replaced with the word 'to'. For example "Land at 2 – 5 High Street" is entered as "Land at 2 to 5 High Street". It is, however, acceptable for hyphens to be used when data is extracted to generate a geographical address or a Postal Address and there is an entry in the Primary Addressable Object or Secondary Addressable Object start and end number Fields.

## Section 3 - Introduction

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- 3.3.3.2. Abbreviations or punctuation must not be used in the Primary Addressable Object or Secondary Addressable Object, for example, First Floor rather than 1<sup>st</sup> Floor and Marks House rather than MARK'S HSE.
- 3.3.3.3. The exceptions to these rules are:
  - If the characters form part of the Official Address.
  - If the characters are in the Organisation Name Field. For further information on Organisation Names, see [Section 6.4.4.4.](#)
- 3.3.3.4. Full stops must only be used as part of the Primary Addressable Object name or Secondary Addressable Object name if the full stop is part of the Official Address. They must not be entered to make text grammatically correct. For example, St. Stephens House must only be recorded as 'St.' if the full stop is part of the Official Address.
- 3.3.3.5. In a bilingual gazetteer, if punctuation is required for normal grammatical use for the elision of vowels in the Welsh language, punctuation is permitted.

### 3.4. Scope of this document

- 3.4.1. This document is produced by the Data Entry Conventions Technical Working Group (DECTWG), a technical working group convened under the auspices of GeoPlace and ratified under the guidance of the Regional Chairs Groups community. For a list of the members of the DECTWG see [Appendix O.](#)
- 3.4.2. This document aims to standardise the data entry of Street and land and property information in order to create a consistent NLPG for NLPG Users.
- 3.4.3. The DEC-NLPG should be used as the basis for improved Street Naming and Numbering (SNN) best practice for any Contributing Authority in England and Wales and its integration with the maintenance of the NLPG.
- 3.4.4. The SNN guidance in this document is for those areas of that function which overlap with or directly interact with the creation, maintenance and delivery of the Contributing Authorities' Authority Address Updates. Parts of the SNN process and the SNN Officer duties are not described in this document. This guidance will be developed further in the future, to incorporate all areas of the SNN function.

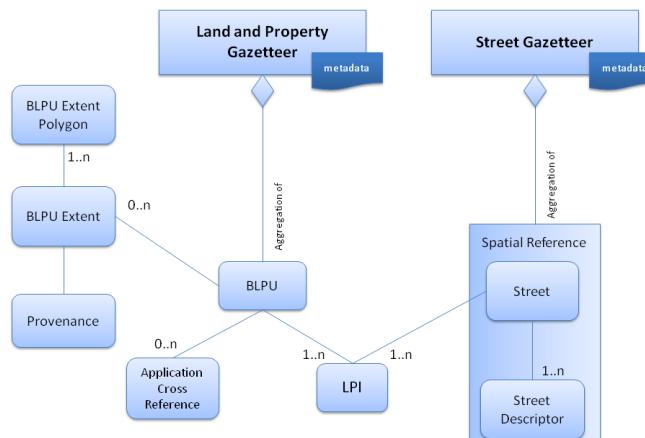
## Section 3 - Introduction

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- 3.4.5. Although this document provides guidance on BS 7666:2006 and its implementation through the NLPG initiative, readers are encouraged to familiarise themselves with BS 7666-1:2006 and BS 7666-2:2006 for the definitions of data Fields, Records and items described in this document.
- 3.4.6. This document will continue to evolve in line with the NLPG implementation of BS 7666-1:2006 and BS 7666-2:2006. This document will require revision in response to changes of initiatives, standards and practices, and a group will continue to act in a consultative role in this regard under the auspices of GeoPlace.
- 3.4.7. This document will be reviewed annually to keep pace with changes in legislation, practice and technology and re-issued with corrections / amendments after such a review. Queries or suggestions for improvements to this document should be sent by email to [support@geoplace.co.uk](mailto:support@geoplace.co.uk)

## 3.5. Scope of the National Land and Property Gazetteer

- 3.5.1. The NLPG is built upon an implementation of BS 7666-1:2006 and BS 7666-2:2006. It is an index of geographically referenced real world Objects. It uses the concept of Records for a Street, a Basic Land and Property Unit (BLPU) and a Land and Property Identifier (LPI). The following entity diagram describes the basic elements that make up the NLPG:



- 3.5.2. The NLPG is a collation of Authority Address Updates and is a central or corporate gazetteer. It provides a unique and unambiguous identifier for each entry in the NLPG in the form of a Unique Property Reference Number (UPRN).

## Section 3 - Introduction

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- 3.5.3. The NLPG provides the nationally definitive dataset for Basic Land and Property Unit references (BLPUs) of real world Objects which are linked to the names of Streets and the Land and Property Identifiers (LPIs) associated with them in England and Wales.
- 3.5.4. If an Object is neither referred to in the Classifications table at [Appendix C](#), nor on the excluded items list at [Appendix C](#), it is possible that it is not within the scope of the NLPG. The Authority Address Custodian should email [support@geoplace.co.uk](mailto:support@geoplace.co.uk) to ask whether the Object is within scope, and, if so, which Classification Code should be used.
- 3.5.5. If an item is not currently within scope, the same email address can be used to ask for the DECTWG to consider inclusion of the Object at the next DEC-NLPG review. In the meantime, such Objects may be held locally but must not be exported to the NLPG Custodian.
- 3.5.6. For the Classifications of real world Objects which are in the NLPG, see [Appendix C](#).
  - 3.5.6.1. If an Object is Mandatory and is sent to the Authority Address Custodian as a Candidate (see [Section 10.1.4](#)), it must be created and maintained in the NLPG and therefore must be included in an Authority Address Update.
  - 3.5.6.2. If an Object is Optional and is sent to the Authority Address Custodian as a Candidate (see [Section 10.1.4](#)), it should be created, maintained and delivered within the Authority Address Update. It will also be accepted into the NLPG if it is included in an Authority Address Update.
- 3.5.7. [Appendix C](#) contains the following:
  - A table that shows the Classification of BLPU Objects that form the NLPG. See [Appendix C](#).
  - An alphabetical list of Objects and their Classification codes. See [Appendix C Section 2](#).
  - A list of inserted BLPU Classification codes. See [Appendix C Section 3](#).
  - A list of retired BLPU Classification codes. See [Appendix C, Section 4](#).
  - A list of Objects which must not be submitted to the NLPG. See [Appendix C, Section 5](#).

## Section 3 - Introduction

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3.5.8. This document does not cover the conventions for Northern Ireland's Pointer project or the OneScotland Gazetteer.

### 3.6. Scope of an Authority Address Update

3.6.1. Each Authority Address Update is a constituent part of the NLPG, built around the following concept:

- Each BLPU Object within the Contributing Authority administrative area has a Unique Property Reference Number (UPRN).
- Each BLPU and its associated LPIS, is referenced to a Street using a Unique Street Reference Number (USRN).
- Each USRN must be contained within the NSG.

3.6.2. Each Authority Address Custodian must take Address Change Intelligence (ACI) from official SNN Officer processes. ACI can also be taken from other functions within the Contributing Authority which need an Object which is listed in [Appendix C](#) to be included within the NLPG, for example, Building Control, Development Control and Land Charges.

### 3.7. Licensing arrangements for the NLPG

3.7.1. The NLPG is currently created and maintained under a licence agreement between GeoPlace, and each responsible Unitary and District Contributing Authority in England and Wales.

3.7.2. The NLPG licence introduces the concept of two groups of users: Contributing Authorities (Unitary and District) and NLPG Users. These groups are not mutually exclusive because a Contributing Authority is also a NLPG User. This is because the NLPG should be used as a corporate resource for all geographical areas within and beyond the Contributing Authority's administrative area.

3.7.3. It is possible that some of the data Records or Fields used in the original creation of Authority Address Updates and the compilation of the NLPG are derived from Ordnance Survey's ADDRESS-POINT® inclusive of PAF®. As a result, Contributing Authorities are required to be licensed by Ordnance Survey for the use of AddressBase®, which allows the use of the LLPG and NLPG (additional PAF® royalties may apply) in the Contributing Authority.

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- 3.7.4. Each Contributing Authority is responsible for the creation, maintenance and delivery of Authority Address Updates and making at least monthly Change Only Update (COU) contributions of that data to the NLPG Custodian. For information about interacting with the NLPG Custodian see [Appendix K](#). The DCA also provides for a Full Supply to be submitted to the NLPG Custodian periodically, on previously agreed terms, to ensure the LLPG / NLPG data remains fully synchronised.
- 3.7.5. Each Contributing Authority (Unitary and District) must be recognised as an SNN Authority and must have the recognised roles of Authority Address Custodian and SNN Officer (possibly the same person). The Authority Address Custodian is the primary contact at each Contributing Authority with regard to the creation, maintenance and delivery of Authority Address Updates.
- 3.7.6. Although not all real world Objects within the NLPG are subject to the SNN process, Authority Address Custodians are responsible for ensuring that any ACI generated by the SNN Officer is incorporated in the NLPG on a timely basis. This document, therefore, recommends that all Contributing Authorities establish a recognised policy which states that the responsibility for the distribution of all ACI must be undertaken by the Authority Address Custodian, see [Appendix F](#).
- 3.7.7. An NLPG User uses NLPG data under licence and can request Change Only Updates of an agreed frequency. If a NLPG User considers a Record should be added or changed this can be submitted as a Candidate Record to the Authority Address Custodian via the NLPG Custodian. For further details of the Candidate process, see [Section 10](#).
- 3.7.8. The DCA requires that each Contributing Authority must process Candidate requests, when received via the NLPG Custodian in accordance with all the published protocols and formats, within ten working days.
- 3.7.9. A Candidate Submitter must not submit third party licensed data as a Candidate.

## Section 4 - Street naming and Numbering

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### 4. Street Naming and Numbering

#### 4.1. Background

- 4.1.1. Each SNN Authority has a statutory power to ensure that all Streets are named and properties numbered. This should be in accordance with the SNN Authority's approved policy. For an example corporate policy see [Appendix F](#). The SNN Authority can approve or reject property numbers and Street Names which are submitted by developers or owners under the powers and guidance listed below and detailed in [Appendix E](#):
- Towns Improvement Clauses Act 1847 (sections 64 and 65) (for numbering of properties and Street naming).
  - Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of Streets).
  - Public Health Act 1925 (sections 17 to 19) (for notification of Street Names and name plates).
  - Electoral Administration Act 2006.
  - Royal Mail's right under licence to maintain the Postcode Address File (PAF) Section 116 of the Postal Services Act 2000.
  - A Local Act, for example the Humberside Act 1982 or the London Building Acts (Amendment) Act 1939 (Part 2).
  - PAF® Code of Practice, Changing Postal Addresses and Postcodes, May 2010.
  - Department of Transport Circular Roads 3/93 dated 15<sup>th</sup> December 1973.
- 4.1.2. Each SNN Authority should refer to the Local Government Act 1972 section 5 schedule 14 paragraphs 24 and 25 to decide which Act to use depending on the circumstances. For further information see <http://www.statutelaw.gov.uk>.
- 4.1.3. All types of developments should be subject to the formal SNN process even if the statute which the SNN Authority adopts does not mention a particular type of property, for example internal numbering of a sub divided building. This helps achieve consistent Street and LPI Records in the NLPG. This applies to all residential, commercial and industrial properties.
- 4.1.4. Maintaining a comprehensive and high standard for naming Streets and numbering or naming of properties is essential as it facilitates:

## Section 4 - Street naming and Numbering

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- Consistency of property based information across local government and within the user community. An example of this in practice is the Individual Electoral Registration project. For further information, see [Appendix M](#).
- Emergency services finding a property.
- Reliable delivery of services and products.
- Visitors finding where they want to go.

### 4.2. Policy

#### 4.2.1. New Records

- 4.2.1.1. Anyone responsible for building developments which give rise to new Addressable Objects should liaise with the SNN Authority to determine whether any new Street Names and / or property numbering or naming schemes are required.
- 4.2.1.2. This should be done as soon as possible after the necessary planning and building regulation approvals are obtained.
- 4.2.1.3. Property owners who require SNN changes for splits / mergers or other reasons should also refer to the SNN Authority.
- 4.2.1.4. The SNN Authority should mandate a standard policy for the supply of information to and from all developers / applicants to assist efficient SNN. For an example SNN policy see [Appendix F](#).
- 4.2.1.5. Each SNN Authority should display the following information on their website. The items are listed in order of priority:
  - Contact details for the officers dealing with both SNN and the delivery of Authority Address Updates.
  - Details of the SNN Authority process and policy in use.
  - On-line forms to help applicants apply promptly for new:
    - Street Names.
    - Property numbers.
    - Property names.
- 4.2.1.6. All requests for SNN for new developments must be submitted to the SNN Authority, preferably electronically, with:
  - A location plan clearly identifying the new scheme in relation to any existing Streets or means of access.

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- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme.
  - An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units. The main entrance to each block must be clearly marked.
- 4.2.1.7. If requests are submitted with a property naming scheme only, the SNN Authority should consider numbering the properties as well to assist with the efficient identification of the properties for the purposes of service delivery and emergency services location. If that is possible and complies with the SNN Authority's policy, (see [Section 4.2.1.14](#)), the following rules should be applied:
- If numbers exist on the Street Name, new properties should be numbered into the existing sequence.
  - If the development requires a new Street Name, all properties should be numbered.
  - If the existing properties on the Street Name are named only there is no requirement to number new or existing properties.
- 4.2.1.8. If a developer submits a proposal for an SNN scheme within a development, this can be adopted. However, the SNN Officer must be careful to ensure that this meets the SNN Authority's policy as described in [Section 4.2.1.14](#).
- 4.2.1.9. The NLPG should be used to verify any possible conflict or duplication of suggested Street naming and / or property names within and beyond the Contributing Authority administrative area of the proposed development.
- 4.2.1.10. The extent of the search should be beyond the post town area of the proposed Street Name. It is a Royal Mail convention that only one Street Name using the same name should exist within one post town. For the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).
- 4.2.1.11. SNN Officers should be conversant with the principles of BS 7666-1:2006 and BS 7666-2:2006 to ensure all new Street Names and / or LPI Records comply with the standard. They must at least liaise closely with their Authority Address Custodian before the details are agreed with the developer or applicant.

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- 4.2.1.12. Each Authority Address Custodian must ensure that all SNN activities are incorporated within the Authority Address Update processes to facilitate the future electronic notification of new Records to third parties, including users within the Contributing Authority.
- 4.2.1.13. The SNN Authority should establish a policy which clearly defines the following requirements:
  - Planning and / or building control responsibilities.
  - Delegated powers.
  - Consultees.
  - Timelines.
- For an example SNN policy see [Appendix F](#).
- 4.2.1.14. The policy should also include the SNN Authority's view on the following:
  - The exclusion or inclusion of certain numbers for cultural or religious reasons.
  - The use of building names without numbers.
  - The use of Street Names which include numbers which can cause confusion, for example, 20 Seven Foot Lane sounds the same as 27 Foot Lane.
  - The use of the names of deceased people in the adoption of any Street Names. The reason for choosing a person's name should be established in the Authority's policy.
  - The use of the name of a living person. (This is not recommended).
  - The adoption of historic connotations by developers – guidance on this should be provided by the SNN Authority to all developers through close liaison with local historic societies. This information should be provided electronically via the SNN Authority's website.
  - The use of national or local historic figures or events.
  - The use of a name with Royal connotations. The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested.

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- The use of names and their combination with numbers that could be considered rude, obscene, and racist or which would contravene any aspect of the council's equal opportunities policies.
- The use of names that can cause spelling or pronunciation problems.
- The use of names which would lead to variations in the use of punctuation as these can cause confusion or result in early demands for a change of address from occupiers.

- 4.2.1.15. A separate internal document should also be in place describing the process to be used for all new and changed Records.
- 4.2.1.16. The SNN Authority has responsibility for the final approval of a Street Name.
- 4.2.1.17. When new Records are created, the SNN Officer should work closely with the Authority Street Custodian through the Authority Address Custodian to ensure all parties agree town and locality descriptions.
- 4.2.1.18. If a Street Name exists within a town, the same Street Name must not be given to a new Street. This reduces the need for new Street Names to be further identified by a locality.

### 4.2.2. Changing an Existing Address

- 4.2.2.1. A property owner or their appointed representative must submit a written request for a change of an address, (in NLPG terms an LPI Record) to the SNN Authority. The SNN Authority should work towards providing this service via a web-based form. (see [Appendix F](#)). When the change is considered and, if appropriate, approved by the SNN Authority the rules described in this section must be applied to ensure the change does not cause conflict with any existing LPI Record in that location.
- 4.2.2.2. If a request is received to add a property name to an existing numbered property (in NLPG terms an LPI Record) this may be agreed by the SNN Officer, if the following conditions are met:
  - There is no conflict with LPI Records with the same Street Name.

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- The addition of a property name is allowed for in the SNN Authority's approved policy.
- The property number must be retained.
- The request adheres to the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).

- 4.2.2.3. If a property is already named and numbered and a request is made to remove the number from the Official Address this must be refused. The SNN Authority should use its statutory powers to enforce the display and use of a property number as provided for within the relevant Act.
- 4.2.2.4. If a request received involves the change to an existing Street Name, the applicant must be informed of the formal process that must be adhered to before the change can be made. For the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).
- 4.2.2.5. The 1847 Act states that "The local authority may, with the consent of two-thirds in number of the ratepayers and persons who are liable to pay an amount in respect of council tax in any street, alter the name of such street or any part of such street." However, consent of two thirds of the tax payers does not oblige the SNN Authority to implement a change.
- 4.2.2.6. Under the 1925 Act, notices must be posted along the Street giving others the chance to object to or support the change within 21 days.
- 4.2.2.7. If an SNN Authority operates under a local Act they must refer to the relevant statute to discover the consultation requirements. Internal processes must then be followed for a decision to be made. If the change to a Street Name is agreed, a legal order will be issued.

### 4.2.3. Notification Process

- 4.2.3.1. The Authority Address Custodian should notify the usual internal contacts after the data is entered into the LLPG. All commercial and residential owners and occupiers of addresses affected should be notified of the change to their Official Address, which might involve a change of the Royal Mail postcode. For the PAF® Code of Practice, Changing Postal Addresses and Postcodes, see [Appendix E](#).

## Section 4 - Street naming and Numbering

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- 4.2.3.2. The LLPG must be used to disseminate any ACI throughout the SNN Authority and to external users. This can be achieved in the following ways:
- Population of UPRN into all linked applications.
  - Maintenance of Application Cross References to external applications within the LLPG.
  - Dynamic address lookup between linked applications and the LLPG data.
  - Frequent LLPG address export to linked application.
  - Maintenance of SNN specific Application Cross Reference Records within the LLPG.
  - Manual and / or email notification to interested parties if no dynamic link currently exists.
- 4.2.3.3. All new SNN Records must be allocated a unique reference number to ensure that there is a clear Record in the NLPG that the source of the Official Address data is the SNN Authority. This is important for the following reasons:
- It proves who owns the Official Address data.
  - In the future it can be used to identify which Official Addresses must be included in any automatic notification to third parties.
  - It provides an audit trail to help SNN Authorities reconcile any payments they receive for Official Address information distributed.
  - It links to the setting of the Official Address flag in the LPI Record.
- 4.2.3.4. The Authority Address Custodian should enter the number into the cross reference table (see [Section 8](#)), using one of the data source codes shown in the table below:

Suffix	Data Source
S1	Street Naming and Numbering Conversion
S2	Street Naming and Numbering Demolition
S3	Street Naming and Numbering New Build
S4	Street Naming and Numbering Renaming / Renumbering
S5*	Street Naming and Numbering Retrospective

## Section 4 - Street naming and Numbering

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**\*Note:** S5 should be used if the official SNN Authority process is used to confirm an existing address.

### 4.3. Best Practice

#### 4.3.1. Street Naming

4.3.1.1. An SNN Authority must not create a Street Name similar to or the same as one which already exists if any of the following conditions apply to the Street Name:

- It is in use in the same locality.
- It is in use in the same town.
- It is in use in the same post town.
- It is in use in the same town or post town within a neighbouring SNN Authority's administrative area.

The purpose of this is to avoid confusion, for example, resultant Street Names could be identical in every way including post town.

4.3.1.2. The NLPG and the NSG must be used to check if any of those conditions apply. Consideration must be given to the identification of properties on the new Street Name for the purposes of other NLPG Users service delivery and the emergency services in particular, to ensure there is no ambiguity when the new Street Name is added to the existing Street Records.

4.3.1.3. Streets in close proximity should not be assigned the same name with a different suffix, for example Birch Road, Birch Avenue, Birch Park and Birch Crescent.

#### 4.3.2. Property Numbering

4.3.2.1. The SNN Authority must number all new property development regardless of development type. The exception to this rule is if new properties require names or numbers on an existing Street Name where no numbering exists. The SNN Authority should consider creating a numbering scheme if it causes no problems for existing property owners.

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- 4.3.2.2. Street Names should be numbered so that when travelling away from the centre of a town odd numbers are on the left hand side and even numbers on the right unless an established local convention is different.
- 4.3.2.3. Street Names should be numbered ascending from the most important Street from which they lead.
- 4.3.2.4. Infill development on an existing numbered Street Name should include any required suffix to property numbers if no consecutive number is available in the current numbering scheme or if more numbers are required than numbers are available. The SNN Authority should also consider creating an additional Street Name.
- 4.3.2.5. In certain cases it is more appropriate to number properties sequentially, for example cul-de-sacs.
- 4.3.2.6. Merged properties must adopt a previous Addressable Object as their identifier if property numbers are used. Therefore, the merging of two properties at 4 High Street and 6 High Street results in a new Record which includes the number 4 or 6. For example the new Addressable Object Record is 4 High Street, 6 High Street or 4 to 6 High Street. Previous Addressable Object Records for 4 and 6 High Street should be flagged as historical Records within the LLPG. Similarly, the merging of three properties at 2, 4 and 6 High Street result in a new Addressable Object Record which includes the number 2 or 4 or 6.
- 4.3.2.7. Sub-divisions of property should always be numbered rather than described or lettered therefore Flat 1 should be used rather than First Floor Flat or Flat A.
- 4.3.2.8. Conversion of a house to flats with a common entrance should result in the creation of Child Records referenced to a Parent property rather than the creation of suffixed numbers, for example, Flat A 36 not 36A.
- 4.3.2.9. All properties must be numbered and / or named onto the Street Name which provides direct access to the property, which is generally the Street that the front door of the property faces. All other accesses must be retained as recognised Alternative LPI Records for the property, associated with the same UPRN.

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## Section 5 - Streets

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### 5. Streets

#### 5.1. Definition and Background

- 5.1.1. This section provides background, data entry conventions and guidance as to how each Street Record should be maintained in the LLPG for the purposes of informing the NLPG to comply with the implementation of this document. For a diagram showing how the NLPG and the NSG interact, see [Appendix G](#).
- 5.1.2. The SNN Officer for each SNN Authority administrative area is responsible for the allocation and approval of Street Names as described in [Section 4](#).
- 5.1.3. The Authority Address Custodian is responsible for ensuring the Street Records are entered accurately into the NLPG and must work closely with the Authority Street Custodian to ensure that the Street Records in the NSG and NLPG match.
- 5.1.4. The Authority Street Custodian is responsible for ensuring that all Street Records are entered accurately into the NSG and must work closely with the Authority Address Custodian to ensure that the Street Records in the NSG and NLPG match. The Authority Street Custodian is responsible for the attributes of the Street data as shown in the table at [Section 5.3.3](#).
- 5.1.5. Sometimes a Street in the NSG is represented as a PAON in the NLPG, for example if a block of flats has an adopted access road of the same name. In the NSG this name is recorded as a Street but in the NLPG the name is recorded as the PAON of the block of flats and addressed to the main road off which the access road leads (This is the Approved Preferred LPI). To ensure the NSG and the NLPG match, add a type 1 or a type 2 Street for the access road and create an Alternative LPI associated with the access road.
- 5.1.6. For guidance on a legacy case when a terrace is represented as a PAON in the NLPG and as a Street in the NSG, see [Section 11.9.2.9](#).
- 5.1.7. The SNN Officer, Authority Address Custodian and the Authority Street Custodian must be conversant with the data entry conventions and guidance described in the current version of the DEC-NSG.
- 5.1.8. For the purposes of LLPG Records, a Street must be one of the DEC-NSG Street types: 1, 2, 3 or 4 entered within the Associated Street Gazetteer (ASG) in the LLPG.

## Section 5 - Streets

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- 5.1.9. If a linear feature representing a river, canal, waterway or railway is needed in the LLPG, this must be entered into the ASG as a type 9 Street, as described within this DEC-NLPG implementation.
- 5.1.10. If the feature has a tow path, then the tow path must be entered as a type 1 or type 2 Street, and a type 9 Street must not be used for the feature.

### 5.2. Policy

- 5.2.1. The following rules must be applied to every Street within the administrative area of a Contributing Authority ASG to ensure the complete Street network is defined:
  - Every type 1 Street must be entered.
  - Every type 2 Street must be entered.
  - Every type 3 Street should be entered.
  - Every type 4 Street should be entered.
  - A type 9 Street may be entered if required.
- 5.2.2. The geographical extents associated with town names must be contiguous. BS 7666-1:2006 defines a town as 'city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town'. Within this definition, each town should have a defined area across the country and there should be no gaps between towns. This is particularly relevant if a Street in a Rural area runs through multiple towns. Also see [Section 5.3.10](#).
- 5.2.3. The current use of the locality Field is to differentiate between two Streets with the same name in the same town. This duplication occurs for historical reasons, for example administrative boundary changes. For new Streets created by the Contributing Authority, care must be taken to ensure that a Street Name and town name combination is not duplicated, see [Section 4.3.1.1](#).
- 5.2.4. Type 9 Street Records must only be used for rivers, canals, waterways and railways.
- 5.2.5. If a Postal Address is to be associated with a newly constructed Street through the LPI Record, the new Street Record must be a type 1 Street Record.

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- 5.2.6. As a minimum, if a Street is entered in both an ASG and a Local Street Gazetteer (LSG), then the populated attributes which are associated with that Street must be identical in both gazetteers. The exception to this is the entry date. This Field must show the true entry date of the Street in each gazetteer, therefore may be different depending on the information exchange process which is in place.
- 5.2.7. The USRN allocated must be selected from the range allocated to the SNN Authority. For further information see [Section 5.3.6.7.](#)
- 5.2.8. The objective is to ensure that all the Records in an ASG are replicated in an LSG and vice versa. The LSG is maintained by the Local Highway Authority (LHA) function for the purposes of the NSG in accordance with the DEC-NSG, BS 7666-1:2006 and the New Roads and Street Works Act 1991.

### 5.3. Data Entry Conventions

- 5.3.1. The following levels of geometry are recorded within the NSG:
- Level 1 (represents the start and end of the Street). See [Figure 1](#).
  - Level 2 (represents the start and end of the Street but with points along it representing Street junctions on that Street). See [Figure 2](#).
  - Level 3 (represents the start and end of the Street but with points along it representing Street junctions on that Street together with additional geometry alignment points along the Street). See [Figure 3](#).

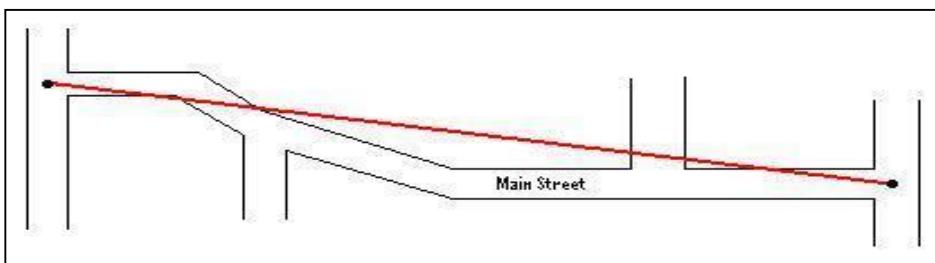


Figure 1 - Representation of a Level 1 Street

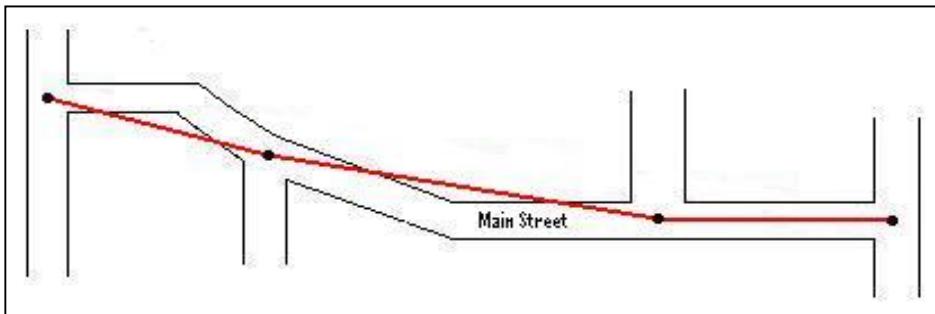
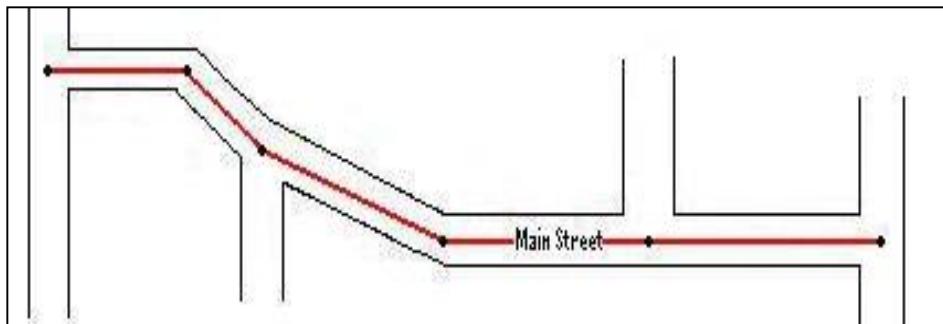


Figure 2 - Representation of a Level 2 Street

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**Figure 3 - Representation of a Level 3 Street**

- 5.3.2. For the purposes of LLPG maintenance within a Contributing Authority it is only necessary for the ASG to be created to level 1 as described in the current version of the DEC-NSG.
- 5.3.3. The core attributes of a Street and Street Descriptor Record contained within the ASG are:

Field	Description	Obligation	Responsibility
USRN	Unique Street Reference Number.	Mandatory	Type 1 LLPG Type 2 LLPG except for Motorways and PRoWs as defined on the Definitive Map, see Appendix E and F in DEC-NSG. Type 3 LSG Type 4 LLPG and LSG Type 9 LLPG
RECORD TYPE	See Street types <a href="#">Section 5.3.7</a> .	Mandatory	LLPG
STREET NAME / DESCRIPTION	Textual name or description of street.	Mandatory	Type 1 SNN Type 2 LLPG or LSG Type 3 LSG Type 4 LLPG and LSG Type 9 LLPG
LOCATION	Comprising town and locality names, at least one must be entered.	Conditional	Type 1 LLPG Type 2 LLPG Type 3 Optional LSG Type 4 LLPG and LSG
ADMINISTRATIVE AREA NAME	The Local Highway Authority.	Mandatory	LLPG using <a href="#">Appendix B</a>
LOCAL CUSTODIAN CODE	Local Authority Identification Code. See <a href="#">Appendix B</a> .	Mandatory	LLPG using <a href="#">Appendix B</a>
EXTREMITY POINTS	Easting, Northing and tolerance of start and end locations (see <b>Note 1</b> ).	Mandatory	LSG (see Section 5.3.12.4 to Section 5.3.12.7)
START DATE	Date the Street was created (BS 7666-1:2006).	Mandatory	LLPG

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ENTRY DATE	Date the Street Record was created (BS 7666-1:2006).	Mandatory	LLPG or LSG
CLOSE DATE	Date the Street was closed.	Optional	LLPG or LSG
LANGUAGE	Language for the Street Name / Description.	Mandatory	LLPG
STATE	Current state of the Street.	Optional	LSG
SURFACE	Surface finish of the Street (Not BS 7666:2006).	Optional	LSG
CLASSIFICATION	Primary Classification of the Street.	Optional	LSG

**Note 1:** See BS 7666-1:2006, Page 11, Section 6.7.3

## Section 5 - Streets

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- 5.3.4. The attributes in Section 5.3.3 are sufficient to capture the ASG at level 1. For further details see the DEC-NSG and BS 7666-1:2006.
- 5.3.5. To establish an agreed closure date, the Authority Address Custodian and the Authority Street Custodian must liaise with each other. The information supplied by the Authority Street Custodian should be given priority.
- 5.3.6. USRN
  - 5.3.6.1. Each Street must be allocated a USRN and be maintained in accordance with the principles set out in [Appendix G](#).
  - 5.3.6.2. In a two-tier District and County government structure, the Local Highway Authority function is in the County. In a one tier Unitary structure, the responsibility is that of the Unitary Authority. The Local Highway Authority is responsible for the creation and maintenance of the LSG under statute.
  - 5.3.6.3. The Authority Address Custodian and the Authority Street Custodian should have an information exchange process in place. This helps to ensure that information on additions or changes to the type 1, 2, 3 and 4 Street Records generated by the LLPG is fed into the NSG via the LSG. In a two-tier authority administrative area the Districts should work together to ensure a consistent approach within a Local Highway Authority.
  - 5.3.6.4. For details of the following see [Appendix B](#):
    - Each Local Highway Authority in England and Wales.
    - Each Contributing Authority.
    - The USRN range prefixes.
  - 5.3.6.5. Within each Local Highway Authority the LSG Custodian should liaise with and obtain Street related change information from one or more of the following sources:
    - Each District Contributing Authority.
    - The Highway Agency.
    - Welsh Trunk Road Agencies.
    - Transport for London.
    - Network Rail.
    - Ministry of Defence.

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- Royal Parks.
- Private Street Managers.

- 5.3.6.6. Each type of Contributing Authority (District, Unitary and County) is assigned a range of USRNs which must be used for each Street in their own administrative area. A USRN is a persistent unique integer value taken in sequence from this range. For more information see [Appendix B](#).
- 5.3.6.7. Each Street Record in an LSG must have a USRN within the range allocated to the SNN Authority for that administrative area. There are two exceptions to this rule:
- If the Local Highway Authority is different from the SNN Authority, then a separate USRN range is allocated for type 3 Street Records.
  - If Streets are exchanged between authorities due to administrative boundary changes, the Streets must be removed from the previous Contributing Authority ASG and transferred to the new Contributing Authority ASG. The original USRN must be retained. This process must be undertaken in conjunction with the NLPG Custodian and the NSG Custodian.
- 5.3.6.8. If a PRoW is added to an LSG, the USRN is allocated by the Authority Street Custodian using the range allocated to the SNN Authority.
- 5.3.6.9. For this purpose, in a two-tier District and County government structure, the SNN Authority should provide the Authority Street Custodian with a range of USRNs.
- 5.3.6.10. In a District with an SNN Authority function, USRNs can be:
- Obtained from the Authority Street Custodian at the County from their type 3 Street range. This helps to ensure synchronicity between the ASG used in the LLPG and the LSG.
  - Allocated by the Authority Address Custodian if both of the following are in place:
    - An agreed service level agreement or local working arrangement between all of the Authorities within a County, whereby the Authority Address Custodian is informed of the County type 3 Street USRN range which should be used.

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- A robust process to ensure information is exchanged effectively.

5.3.6.11. If it is proposed to change the USRN for a length of Street, the Authority Address Custodian must consult their Authority Street Custodian before making any changes. This is because the Authority Street Custodian has a statutory duty to consult with other organisations which have an interest in lengths of a Street. The interest is recorded in the Additional Street Data (ASD) of the NSG against the USRN of that Street. The Authority Street Custodian must consult:

- The Highways Agency.
- Network Rail.
- Neighbouring Local Highway Authorities who have an interest Record in that Street.
- Various regional bodies.

5.3.6.12. Changes which must be consulted upon include:

- Splitting a USRN into two or more USRNs.
- Combining two or more USRNs into a single USRN.
- Moving a section of Street from one USRN to another USRN.

5.3.6.13. When an Authority Address Custodian proposes any of these changes they must inform the Authority Street Custodian of the proposed change and ask if a consultation is needed before the change is made.

5.3.6.14. If any organisation has submitted an ASD Record against any USRN affected, then a consultation is necessary and the Authority Street Custodian must inform the Authority Address Custodian that the consultation is needed. When the consultation is complete, the Authority Street Custodian must inform the Authority Address Custodian so any changes are made in both the LLPG and LSG at the same time.

5.3.6.15. Street Name changes to a Street shall not result in a new USRN. All Street Name changes, such as a result of SNN legislation, a change from a type 1 to a type 2 Street or a spelling correction shall be recorded as an amendment to the existing USRN.

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- 5.3.6.16. If a Street Name is officially changed and the former Street Name continues to be used locally, it can be entered as a type 4 Street in the LSG or ASG. Historical Streets should not be entered as a matter of course and should only be created as type 4 Streets if there is a need to keep a local reference when a Street changes (during a transition period.)
- 5.3.6.17. All type 4 Streets must be open whilst they are active and locally known by that name. Type 4 Streets should be reviewed and when it is deemed that the Street is no longer known by, or referred to by, that colloquial name, it should be closed. Only Alternative LPIS or Historical LPIS can be linked to type 4 Streets.

### 5.3.7. Street types

5.3.7.1. BS 7666-1:2006 makes provision for four types of Street :

<b>Street type</b>	<b>Description</b>	<b>Example</b>
1	Designated Street Name	High Street
2	Street Description	Road from Littleton to Fred Farm
3	Street Number	A11
4	Unofficial Street Name	Lovers Lane

BS 7666-1:2006 specifically excludes rivers, canals waterways and railways. These may be added to the ASG as type 9 Streets.

<b>Street type</b>	<b>Description</b>	<b>Example</b>
9	River, Canal, Waterway or Railway	Horse Sand Fort - UPRN - 1775100886 – on The Solent –USRN 30590060

5.3.7.2. The following types of Streets must be included in an ASG:

- Motorways (the naming conventions from the current version of the DEC-NSG must be adopted).
- Classified principal Streets including trunk roads and other classified numbered Streets.
- Other publicly maintainable unclassified Streets.
- Prospective publicly maintainable Streets.
- Private Streets known to the highway or roads authority.

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- Public Rights of Way.
- Any other highway that is publicly maintainable under section 36 of Highways Act 1980.

5.3.7.3. The following types of Streets must be included in an ASG if present in the NSG:

- Cycle ways.
- Cycle tracks.
- Subways that are publicly maintainable.
- Footpaths.
- Public Rights of Way (PRoW).
- Byways.
- Service roads.
- Bridleways.
- Bridges (type 1 Street).
- Tunnels (type 1 Street).

5.3.7.4. For further details of these Street types, see Section 6 of the DEC-NSG.

5.3.7.5. A type 9 Street may be created to represent a river, canal, waterway or railway if this provides the primary access to a BLPU and no other Street Record is available. An ASG type 9 Street must be allocated a USRN from the SNN Authority USRN range.

5.3.7.6. Type 9 Street Records must not be exported or provided to the Authority Street Custodian, but must be kept in the ASG. However awareness of the USRNs allocated to these type 9 Street Records must be shared between Authority Address and Authority Street Custodians to ensure that these USRNs are not duplicated across gazetteers. Type 9 Street Records must be submitted to the NLPG Custodian and are provided to users of NLPG data.

5.3.8. Designated Street Name (type 1 Street)

5.3.8.1. If a Street has an official Street Name allocated by the SNN Authority, then it is a type 1 Street. The official designated Street Name, approved by the SNN Authority, must be recorded in full.

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5.3.8.2. The following rules apply to Street Records added to the NLPG:

- Punctuation must only be included within the Street Name if the punctuation is part of the official approved SNN Authority Street Name as a type 1 Street, for example Forget-Me-Not Way.
- Full stops must only be used as part of the official approved SNN Authority Street Name if the full stop is part of the Official Address. They should not be entered to make text grammatically correct. For example, St. Stephens Road should only be recorded as 'St.' if the full stop is part of the Official Address.
- Abbreviations must only be used where they form part of the official approved SNN Authority Street Name as a type 1 Street. The only exception is 'St' for 'Saint'.
- Ampersands must be replaced with the word 'and'.
- New official approved SNN Authority Street Names should not end in 's' if this can be construed as either a possessive or plural Street Name.

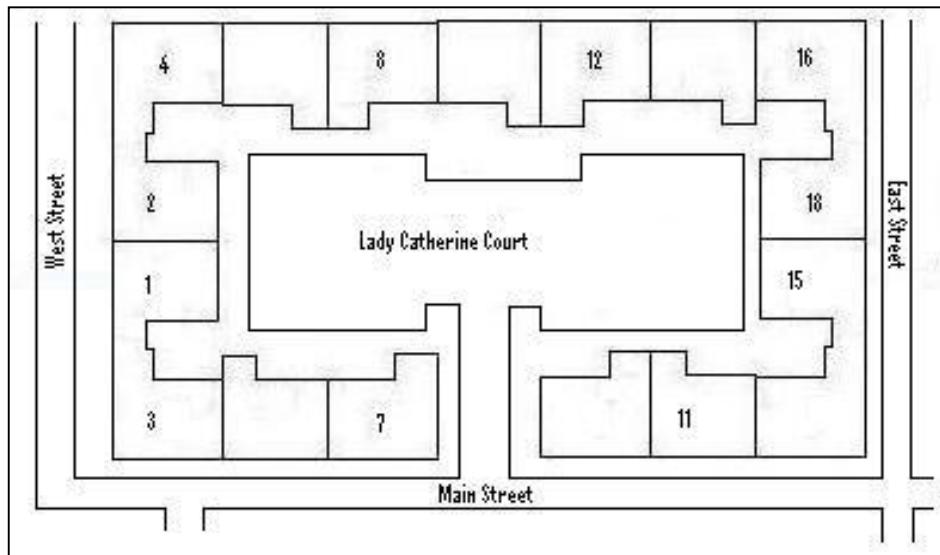
5.3.8.3 Figure 4 shows a legacy Record of a courtyard which meets the following criteria:

- It is passable to vehicular traffic.
- It is metalled.
- It is enclosed.

5.3.8.4 These Streets, which may be courts, parades, plazas or precincts should be entered as type 1 or type 2 Streets in the ASG. If a Street like this is not a Highway the Authority Street Custodian must liaise with the Authority Address Custodian and the SNN Officer to reach agreement as to whether it should be recorded as a Street or not.

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**Figure 4 - Type 1 or type 2 Street Name (Courts)**

- 5.3.8.5 If a property has a private path within its curtilage to connect different parts of the property, that path is not a Street, for example, a path between blocks within a school site.
- 5.3.8.6 If a property has a courtyard or quadrangle which is accessed only through the building, that courtyard or quadrangle is not a Street, for example, a quadrangle within a University Hall of Residence.
- 5.3.8.7 If a named terrace appears to run alongside a carriageway, but in reality is separated from the main carriageway, for example by being on a different level and if there is no access from one to the other, then that terrace should be recorded as a type 1 Street.
- 5.3.8.8 If there is a legacy case where a terrace exists alongside an officially named Street, and the terrace is also an officially named Street, then a type 1 Street may be created for the terrace. For an example see [Section 11.9.2.9](#). The type 1 Street for the terrace must also have the following attributes:
  - Street state code 5 – Street for addressing purposes only.
  - Street adoption code 5 (type 61 Record) – Street outside the scope of EToN.

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- 5.3.8.9 If the Authority Address Custodian creates a Street with a Street state code of 5, and if that Street state code is not available in the Authority Address Custodian's software, then the Authority Address Custodian must inform the Authority Street Custodian that this Street was created for addressing purposes only. The Authority Street Custodian must then allocate the Street state code of 5 in the LSG.
- 5.3.8.10 If a terrace is created as a type 1 Street, the Street alongside which it exists must not be designated as a type 2 Street. This is because if a Street is officially named, the official name applies to the whole width of the Street unless the other side has a different official Street Name.
- 5.3.8.11 If, in legacy Records a Street Name of a type 1 Street overlaps a Street Name on the opposite side of the Street, the extremity points of the Streets are not coincident. A section of that Street is associated with both Streets.
- 5.3.8.12 If two Streets overlap by 10m or less, then the extremity points of the overlapping Streets remain coincident and the Streets are not recorded as overlapping.
- 5.3.8.13 The ESUs must be broken at both extremity points in order that each Street may consist of whole ESUs, with one or more ESU being common to each Street.
- 5.3.8.14 The Authority Street Custodian must allocate one of the overlapping Streets as the Street to be identified for EToN Notices and the Street to be included in the list maintained under S36 of the Highways Act 1980. This is shown in the type 61 Record.
- 5.3.8.15 The Street allocated by the Authority Street Custodian must have in the type 61 Record a Street adoption code of 1 for the Whole Street.
- 5.3.8.16 The Street not allocated by the Authority Street Custodian must have a two part Street adoption code using the following:
  - Street adoption code 5. This is for the section of Street which overlaps.
  - Street adoption code 1, 2 or 4 (as appropriate). These are for the remainder of the Street.

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5.3.8.17 For more information on Street adoption codes, see Section 15.3 of the DEC-NSG.

### 5.3.9 Street Description (type 2, 3, 4 and 9 Streets)

5.3.9.1 The Street Description, either approved by the SNN Authority or the Authority Address Custodian, must be recorded in full.

5.3.9.2 If a Street meets any of the following criteria, then it is a type 2 Street:

- Is the Street an entity in its own right?
- Is the Street a Highway Maintainable at Public Expense?
- Does the Street have real world Objects (addresses) recorded against it?
- Does the Street not have an official designated Street Name?

5.3.9.3 The following rules must be applied to type 2, 3, 4 and 9 Streets when added to the NLPG:

- Punctuation must only be included in the Street Description, locality or town Records if that description includes an Official Street Name which contains punctuation, for example, ‘Road from Forget-Me-Not Way to Fred’s Farm’ must be recorded as ‘Road from Forget-Me-Not Way to Freds Farm’.
- Ampersands must be replaced with the word ‘and’.
- Full stops must not be used as part of any Street Description.
- Abbreviations must not be used.

The exception to this rule is if the punctuation or abbreviation forms part of an official type 1 Street Name or a Primary Addressable Object Name which is included in the type 2 or 4 Street Description.

### 5.3.10 Type 2 Streets: Officially Described

5.3.10.1 This is a Street that is not allocated an official Street Name by the SNN Authority, therefore the Street may not have a Street nameplate.

5.3.10.2 A type 2 Street must never overlap another Street.

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- 5.3.10.3 These Streets are often in Rural areas or are Access Roads or alleyways and only have a Street Description.
- 5.3.10.4 Type 2 Streets shall have a description and do not rely on road numbers alone.
- 5.3.10.5 Road numbers are not always identifiable in the real world. Therefore it is best practice to describe type 2 Streets using real world Objects.
- 5.3.10.6 However, sometimes it is necessary to include the road number at the start of the description as in the example at [\*\*Section 5.3.10.8\*\*](#).
- 5.3.10.7 If a bridge is a Street in its own right it must be added to the NSG. A separate BLPU must be recorded in the NLPG for the structure of the bridge. This BLPU must be addressed to the Street which leads onto the bridge or the Street which represents the bridge, for example Battersea Bridge, Battersea Bridge Road.
- 5.3.10.8 Type 2 Street Descriptions should start with the kind of Street, for example:
- B1234 from.
  - Road from.
  - Lane from.
  - Track from.
  - Path from.
  - Footpath from.
  - Access road from.
  - Service road from.

5.3.11 Type 3 Streets: Numbered Street with a Street number

- 5.3.11.1 This is a Street which has a route or road number allocated by a highway network management authority, for example the DfT, Welsh Government, LHA or a Public Right of Way number.
- 5.3.11.2 Some examples of a type 3 Street Descriptor are:
- A classification shown on a Street sign, for example A48 (M), B4567.
  - A classification not shown on a Street sign, for example C456.

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- A numbering scheme specific to an LHA, for example E23.
- A Public Right of Way number. To distinguish this from other types of Street number, it should be prefixed with an additional character of "Y". For example YA400, Y123.
- A national cycle route number. This always begins with the letters "NCR".

### 5.3.12 Type 4 Streets: Other named Street with an unofficial Street Name

5.3.12.1 This is any other Street name or number that references a Street or part of a Street and is not normally designated by the SNN Authority or the LHA. It includes long distance footpaths, cycle paths and trails.

5.3.12.2 The first use of a type 4 Street is the entry of a locally known name of an officially named (or officially described) Street. The second use is the aggregation of a number of roads together to make an official route. Examples are:

- Lovers Lane.
- The Great North Road.
- Old A14.
- South Circular Road.
- Tarka Trail.
- Cotswold Way.

### 5.3.13 Type 9 Streets: Rivers, Canals, Waterways and Railways

5.3.13.1 Type 9 Streets created to represent these features must include one of the following in the Street Name or Description:

- River.
- Canal.
- Railway.
- Waterway.

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### 5.3.14 Location

- 5.3.14.1 A location is described as a TOWN\_NAME or as a combination of TOWN\_NAME and LOCALITY. LOCALITY should only be used if it is necessary to distinguish between two Streets of the same name within the same town. Acceptable exceptions to this rule are identified in [\*\*Section 5.3.14.8.\*\*](#)
- 5.3.14.2 Punctuation must only be included within the TOWN\_NAME and LOCALITY if the punctuation is part of the official TOWN\_NAME and LOCALITY, for example 'Stoke-on-Trent'. Ampersands must be replaced with the word 'and'. Full stops or commas must not be used as part of any TOWN\_NAME and LOCALITY.
- 5.3.14.3 The Attribute name TOWN\_NAME can be misleading particularly in sparsely populated areas. It must be populated with one of the following geographical identifiers, where continuity of the TOWN\_NAME can be achieved for the Street Name or Street Description:
- The name of a city.
  - The name of a town.
  - The name of a village.
  - The name of a hamlet.
  - The name of a parish.
  - The name of a recognised settlement.
  - A geographical identifier.
- 5.3.14.4 If the TOWN\_NAME is the same as the post town created by Royal Mail and POSTTOWN is used to create Postal Addresses, then one of the two Fields must be suppressed either for the application user or when Postal Address lists are created. For more information on how to create a Postal Address list from the NLPG, see [\*\*Section 13.\*\*](#)
- 5.3.14.5 The TOWN\_NAME therefore represents one of the above and not the post town allocated by Royal Mail, although they are often the same name.
- 5.3.14.6 A TOWN\_NAME must always be entered for type 1 and type 2 Streets and may be entered for type 3, 4 and 9 Streets.

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- 5.3.14.7 A LOCALITY defines an area or geographical identifier within a town, village or hamlet that must be a recognised geographical name.
- 5.3.14.8 LOCALITY must only be used for Street Records in the following scenarios:
- If there is more than one Street of the same name in the same town.
  - If the inclusion of a locality is necessary in addition to TOWN\_NAME to avoid ambiguity in the identification of that Street and there is evidence of a recognised geographical identifier.
  - If a settlement, with its own settlement name in common use, is in the same parish as another settlement but is distinctly separate, particularly in sparsely populated areas.
  - If a site contains named Streets and the site name is included in the Postal Address, for example airports, out of town shopping centres, industrial estates. This allows for Postal Addresses to be constructed which are meaningful to users.
  - If the Street falls within a London Borough the following rules apply. For a map of the London Boroughs, see [Appendix H.](#):
    - For all Streets within Inner London Boroughs the town name must be recorded as 'London' and an appropriate locality must be added to each Street. This applies to:
      - Camden.
      - City of London.
      - City of Westminster.
      - Hackney.
      - Hammersmith & Fulham.
      - Haringey.
      - Islington.
      - Kensington & Chelsea.
      - Lambeth.
      - Lewisham.

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- Southwark.
- Tower Hamlets.
- Wandsworth.
- For all Streets within Outer London Boroughs the appropriate local description for the town should be used, for example Wimbledon, Enfield, Harrow etc. and the locality only used to avoid ambiguity within that 'town'. London Boroughs must reach agreement as to how this Field is populated consistently across Boroughs to avoid duplication. This applies to:
  - Barking and Dagenham.
  - Barnet.
  - Bexley.
  - Brent.
  - Bromley.
  - Croydon.
  - Ealing.
  - Enfield.
  - Greenwich.
  - Harrow.
  - Havering.
  - Hillingdon.
  - Hounslow.
  - Kingston upon Thames.
  - Merton.
  - Newham.
  - Redbridge.
  - Richmond upon Thames.
  - Sutton.
  - Waltham Forest.
- The following rules must be applied when creating localities:

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- If LOCALITY is used it should be a meaningful geographic identifier.
- LOCALITY should be a local area name.
- If LOCALITY and TOWN\_NAME are the same, then only the town name should be recorded.
- Post towns or postcodes or parts of postcodes must not be entered in LOCALITY.
- Street names should not be entered in LOCALITY.
- The LOCALITY must be agreed between the Authority Street Custodian and the Authority Address Custodian.

- 5.3.14.9 The LOCALITY AND TOWN\_NAME contained in the ASG must not be based on Postal Address locations and post towns as defined by the Royal Mail Address Management Unit (AMU). They are geographical identifiers which help identify a BLPU and an LPI through the commonly known description of the location.
- 5.3.14.10 If Streets pass through a number of different identified geographic locations, each Street section, to avoid ambiguity, must be recorded as a separate Street Record with the appropriate geographic location.
- 5.3.14.11 If there are no properties associated with Rural Streets passing through a number of different locations that are recorded as single Street Records, these shall not be split until a change is required. Splits to such Streets shall occur at clearly marked boundaries or landmarks to facilitate identification of different Street start and end points on the ground.
- 5.3.14.12 Type 1 Streets and type 2 Streets must be split only if one of the following changes occurs along the length of the Street:
- The SNN Authority.
  - The LOCALITY Field if it is used to identify a local geographic boundary.
  - The Street Name.
  - The town name or locality name.

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- 5.3.14.13 Type 1 Streets must not be split to show change of maintenance responsibility.
- 5.3.14.14 Type 2 Streets must be split only at a recognisable physical marker.
- 5.3.15 Administrative Area
  - 5.3.15.1 All Street Records shall be recorded with the appropriate Local Highway Authority name. For a list of Local Highway Authorities, see [Appendix B](#).
  - 5.3.15.2 For each District this is the name of the County Local Highway Authority and excludes the phrase County Council, for example, Kent County Council appears as 'Kent' in [Appendix B](#).
  - 5.3.15.3 For all types of Unitary this is the name of the Local Highway Authority again excluding references to the word Council, for example, Medway Council appears as 'Medway' in [Appendix B](#).
  - 5.3.15.4 For London Authorities this excludes the phrase London Borough of, for example the London Borough of Camden appears as 'Camden' in [Appendix B](#).
- 5.3.16 Extremity Points
  - 5.3.16.1 Each Street Record in the ASG is maintained to level 1 as defined in the DEC-NSG and shall hold the start and end Easting and Northing coordinates of the Street.
  - 5.3.16.2 These coordinates shall be provided with a maximum tolerance of 10m for agreed Street Records which match in the NSG and the ASG.
  - 5.3.16.3 The coordinates must be coterminous to or within the SNN Authority administrative area associated with the Street except if it is necessary to cross the border to complete a specific Street, for example a cul-de-sac.
  - 5.3.16.4 For guidance on where the extremity points of a Street should be placed, see BS 7666-1:2006 page 11.

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- 5.3.16.5 The SNN Officer is responsible for supplying initial extremity points for a new type 1 Street. Those coordinates should be set with a tolerance of the width of the carriageway. This is sufficient for level 1 LSG data.
- 5.3.16.6 The Authority Address Custodian is responsible for supplying initial extremity points for a new type 2 Street and a new type 4 Street.
- 5.3.16.7 When the level 3 geometry of a type 1, 2 or 4 Street is defined, the LSG Custodian should pass any revision to those coordinates back to Authority Address Custodian. The Authority Street Custodian and the Authority Address Custodian must liaise to ensure consistency of the data with Street Naming and Numbering.
- 5.3.16.8 The Authority Street Custodian is responsible for all data associated with a type 3 Street.

## 5.4 Best Practice

### 5.4.1 USRN

- 5.4.1.1 The Authority Address Custodian and the Authority Street Custodian should have an information exchange process in place. This helps to ensure that the information on additions or changes to the type 1, 2, 3 and 4 Street Records generated by the LLPG is fed into the NSG via the LSG. In a two tier authority administrative area, the Districts should work together to ensure a consistent approach within a Local Highway Authority, see [Appendix G](#).

### 5.4.2 Record type

- 5.4.2.1 For details of which role is responsible for the creation and maintenance of each Record type, see [Section 5.3.3](#).

- 5.4.3 For details of the data flows which reflect the exchange process referred to in [Section 5.4.1.1](#) see [Appendix G](#).

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### 5.4.4 Extremity points

- 5.4.4.1 When a Street is initially entered into the ASG the extremity points should be identified to a maximum tolerance of 100m. Each Authority Address Custodian must try to ensure this tolerance is improved over time to a tolerance of least 10m for agreed Street Records which match in the NSG and the ASG. This can be done when more reliable mapping becomes available or when information is received through the exchange process described at [Section 5.4.1.1.](#)

### 5.4.5 Tolerance

- 5.4.5.1 The tolerance Field is the radius of the influence of the chosen coordinate point and its value encompasses all likely definitions of the end of the Street.
- 5.4.5.2 The value of tolerance must take into account the quality of the recorded coordinates. The tolerance for each Record is normally 1m. However with high definition mapping and imagery the Authority Address Custodian should try to achieve a tolerance of 0.1m.
- 5.4.5.3 The tolerance Field has a maximum permitted value depending on the Street State Code. For full details see **Table 1**. Closed Records do not have to be retrospectively corrected. Only new Records created after 1<sup>st</sup> October 2013.

Street State Code	Maximum Permitted Tolerance Value
1 - Under Construction	50m
2 - Open	10m or half the carriageway width whichever is the smaller
4 – Permanently Closed	10m if closed date is later than 1 October 2013

Table 1 - Maximum Permitted Tolerance Values

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## Section 6 - Basic Land and Property Unit (BLPU)

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### 6. Basic Land and Property Unit (BLPU)

#### 6.1 Definition and Background

- 6.1.1 A BLPU is defined in BS 7666-2:2006 as a real world Object which is an 'area of land, property or structure of fixed location having uniform occupation, ownership or function'. The BLPU is the core element of the NLPG and is the Object to which Records are linked via reference to the Unique Property Reference Number (UPRN). In essence a BLPU associates a real world Object on the ground to a UPRN.
- 6.1.2 If a site contains more than one BLPU and there is a textual relationship between the LPI Records, for example a hospital, then a Parent BLPU should be created for the whole site and Child Records should be created for the BLPUs within the site.
- 6.1.3 Each BLPU Classification is based on a number of existing Classification schemes currently in use within England and Wales in both the public and private sectors. Care has been taken to facilitate compatibility with the Royal Institution of Chartered Surveyors (RICS) Planning Use Class Order, the National Land Use Database (NLUD), Valuation Office Agency (VOA) property Classifications, Fire Service (FSEC) Entry Classifications, Volume 2, Part B of the Building Regulations 2000, 2006 edition and the Classification codes identified in [Appendix C](#) although all are not necessarily given the same weighting. For a table of the relationship between these codes, see [Appendix D](#).

#### 6.2 Policy

- 6.2.1 When a new BLPU Record is created for an Addressable Object which is a Postal Address which has been through the SNN process, this BLPU must only be associated with a Street Name (type 1 Street).
- 6.2.2 The exception to this rule is if all of the following criteria apply:
- A new BLPU is created on an existing Street Description (type 2 Street).
  - The Street Description is associated with existing Postal Addresses.
  - The Addressable Object forms part of a Postal Address.
  - The Addressable Object is approved by the SNN Authority.
- 6.2.3 BLPUs requiring a Postal Address must not be associated with a new Street Description (type 2 Street).

## Section 6 - Basic Land and Property Unit (BLPU)

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### 6.3 Data Entry Conventions

- 6.3.1 The BLPU Classification code list of Objects has been revised. For a complete list of Classification codes, see [Appendix C](#). These must be used for the purposes of BLPU Classification as part of forming the NLPG.
- 6.3.2 If a BLPU Classification is not listed and is not clearly identifiable within [Appendix C](#) Authority Address Custodians must request clarification from GeoPlace who recommends the appropriate BLPU Classification. This is done by emailing [support@geoplace.co.uk](mailto:support@geoplace.co.uk). In such instances Authority Address Custodians must adopt one of the following primary BLPU Classification codes: C, L, M, P, R, X and Z until advised of the correct Classification. If even the primary Classification code is unclear, then a primary Classification code of U may be used temporarily.
- 6.3.3 Each BLPU, by way of its LPI, must be associated with the last Street which provides access to the land or property Object described. The exception to this rule is the use of type 9 Streets. See [Section 5.3.3](#).
- 6.3.4 If a BLPU is associated with a type 9 Street, an Alternative LPI must be created linking the BLPU to the most appropriate type 1 or 2 Street to help service providers who would access the BLPU by vehicle to locate the BLPU. The exemption is if a Street BLPU is created for a type 9 Street. In that case the Approved Preferred LPI must reference the type 9 Street and an Alternative LPI should not be created.
- 6.3.5 If a BLPU is associated with a type 4 Street, this must only be as an Alternative LPI or Historical LPI. The BLPU must also be associated with a type 1 or type 2 Street by its Approved Preferred LPI. The exemption is if a Street BLPU is created for a type 4 Street. In that case the Approved Preferred LPI must reference the type 4 Street and an Alternative LPI must not be created.
- 6.3.6 The core attributes of a BLPU Record contained within the NLPG are:

## Section 6 - Basic Land and Property Unit (BLPU)

Field	Description	Obligation
UPRN	Unique Property Reference Number	Mandatory
LOGICAL_STATUS	Indicator of the stage the BLPU has reached in its lifecycle	Mandatory
BLPU STATE	Physical nature of the property or land Object	Conditional
REPRESENTATIVE POINT COORDINATE	Easting and Northing of Object	Mandatory
REPRESENTATIVE POINT CODE	Code indicating choice of Representative Point Code	Mandatory
ORGANISATION NAME	Name of occupying organisation, as shown on the fascia of a commercial BLPU	Optional
CLASSIFICATION CODE	As defined in <a href="#">Appendix C</a>	Mandatory

**Note:** The BLPU Classification code is a Mandatory attribute under the DEC-NLPG implementation of BS 7666-2:2006.

### 6.3.7 UPRN

- 6.3.7.1 Each Contributing Authority is assigned a range of UPRNs by the NLPG Custodian. A UPRN is a persistent unique integer value that must be taken in sequence from the Contributing Authority number range. A UPRN must not be reused.

### 6.3.8 Logical Status

- 6.3.8.1 All BLPUs shall have a Logical Status reflecting where the BLPU has reached in its life cycle. The NLPG contains current and historical entries to enable users of NLPG data to trace changes to land and property details. The table below shows the acceptable LOGICAL\_STATUS values that must be used:

Logical Status	Description
1	Approved
5	Candidate (reserved for the NLPG Candidate process)
6	Provisional
7	Rejected Record (externally sourced reserved for the NLPG Candidate process)
8	Historical
9	Rejected Record (internally sourced)

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- 6.3.8.2 Approved BLPUs (LOGICAL\_STATUS=1) are those which the Authority Address Custodian consider to be the current and complete Record of the Object.
- 6.3.8.3 Candidate BLPUs (LOGICAL\_STATUS=5) must not be created by the Contributing Authority. Candidates are submitted by an external source and the correct Logical Status applied before insertion into the LLPG.
- 6.3.8.4 Provisional BLPUs (LOGICAL\_STATUS=6) can be created for properties in the SNN / construction stages of development.
- 6.3.8.5 Historical BLPUs (LOGICAL\_STATUS=8) are used for those Objects which no longer exist as an entity in the real world.
- 6.3.8.6 Rejected BLPUs (LOGICAL\_STATUS=7 or 9) shall be recorded as follows:
  - LOGICAL\_STATUS=7 Records exist when Records received as Candidates are deemed by the Authority Address Custodian to be an inappropriate or an inaccurate representation of a real world Object.
  - LOGICAL\_STATUS=9 Records exist when Records from an internal source within the Contributing Authority are deemed to be an inappropriate or inaccurate representation of a real world Object.
  - Local convention determines whether rejected Records are deleted from LLPGs or retained for auditing purposes.
  - For more information on the acceptable use of the BLPU LOGICAL\_STATUS Field, see Section 6.4.1.

### 6.3.9 BLPU State

- 6.3.9.1 Authority Address Custodians can enter the current state of a BLPU in the BLPU State field. The state identifies the current life cycle stage of a property or land Object. This is additional to the LOGICAL\_STATUS Field. The acceptable state codes and their definitions are described below:

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<b>Code</b>	<b>State</b>	<b>Explanatory Notes</b>	<b>Action</b>
1	Under Construction	Includes BLPU's that have been through the SNN process but where construction is not yet complete.	Part of Full Supply or COU
2	In Use	A BLPU that is currently occupied or used for a particular purpose.	Part of Full Supply or COU
3	Unoccupied	A BLPU that is un-occupiable / derelict or vacant.	Part of Full Supply or COU
4	No Longer Existing	A BLPU that is no longer in existence.	Part of Full Supply or COU
5	Planning application received	Restricted to Provisional BLPU's.	Local rules. Not to be submitted to the NLPG Custodian.
6	Planning permission granted	Restricted to Provisional BLPU's.	Part of Full Supply or COU
7	Planning permission refused	Restricted to Provisional BLPU's.	Local rules. Not to be submitted to the NLPG Custodian.
Null	Field not completed		

- 6.3.9.2 Only state codes 1, 5, 6 and 7 may be used for BLPU's recorded with a LOGICAL\_STATUS = 6.
- 6.3.9.3 A state code of 4 or null shall be used for BLPU's with a LOGICAL\_STATUS = 8.
- 6.3.9.4 State codes 5, 6 and 7 are additions to those defined in the BS 7666-2:2006 document at table C.2.
- 6.3.10 Representative Point Coordinate
- 6.3.10.1 BLPU coordinates must be provided to 1m resolution (6 digits) or to 1cm resolution (6 digits and 2 decimal places). For the exception to this, see [Section 6.3.10.4](#).
- 6.3.10.2 The coordinates must fall within the Contributing Authority administrative area associated with the BLPU.

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6.3.10.3 If the curtilage of a BLPU extent spans a Contributing Authority administrative area boundary the area providing access from the Street to the BLPU in the Contributing Authority is deemed to be the reference point for the BLPU using an RPC value of 1. This means that the BLPU point is by the Street associated with the Contributing Authority.

6.3.10.4 Easting and Northing coordinates for some Contributing Authorities on the south west coast of England can be represented by 4 and 5 digits.

### 6.3.11 Representative Point Code (RPC)

6.3.11.1 The RPC indicates the confidence level of the coordinates as described below:

Code	Description
1	Visual centre – see <a href="#">Section 6.3.11.2</a> .
2	General internal point – see <a href="#">Section 6.3.11.3</a>
3	SW corner of referenced 100m grid square
4	Start of referenced Street
5	General point based on postcode unit
9	Centre of Contributing Authority area

6.3.11.2 RPC value of 1 indicates that the Authority Address Custodian is confident of the location of the coordinates as the visual centre of the primary building or structure or area (land) of the BLPU.

6.3.11.3 The Authority Address Custodian must decide if a primary building or structure exists within the BLPU.

6.3.11.4 If more than one building or structure exists within the BLPU, the Authority Address Custodian must decide which is the primary one. This building or structure may happen to be near the delivery point for mail but is not so in all cases.

6.3.11.5 If a BLPU has a primary building or structure and that primary building or structure is visible on the base mapping, then the following rules apply:

- The BLPU coordinate must be placed in the visual centre of the primary building or structure.
- An RPC value of 1 – visual centre must be allocated.

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- 6.3.11.6 If a BLPU does not have a primary building or structure then the following rule applies:
- The coordinate must be placed within the centre of the extent which is represented by the BLPU and an RPC value of 1 – visual centre must be allocated.
- 6.3.11.7 If a BLPU is created for a site, which is in addition to an address parent BLPU for the site, for example a hospital, then the following rules apply:
- The BLPU coordinate must be placed in the visual centre of the polygon extent which represents the site.
  - An RPC value of 1 – visual centre must be allocated.
  - Creation of this BLPU is not mandatory and depends on the Contributing Authority's use of BLPU polygon extents.
  - The description of this BLPU must be clearly differentiated from the description of the address parent BLPU to avoid confusion for the user. For, example the description should be described as 'The John Radcliffe Hospital site'.
  - This BLPU must be classified as PP (property shell).
- 6.3.11.8 RPC value of 2 indicates one of the following:
- The coordinates are located in the general internal extent of the primary building or structure or area (land) of the BLPU.
  - The coordinates represent the most spatially accurate position pending base mapping updates.
- 6.3.11.9 If a BLPU is created for a building or structure and the Authority Address Custodian is unable to establish where the visual centre of the building is, for example if the Authority Address Custodian needs to see the building on the base mapping, then the following rules apply:
- The BLPU coordinate must be placed in the position to the best of the Authority Address Custodian's knowledge.
  - An RPC value of 2 – general internal point must be allocated.
- 6.3.11.10 These records must be corrected over time as the base mapping is updated or further intelligence is received.

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6.3.11.11 RPC value of 4 must only be assigned to new BLPUs created which represent a Street BLPU Record with Classification code of PS. The exception to this is that an RPC value of 4 may also be used as a temporary code if the Authority Address Custodian is unable to enter a Record to establish accurate enough coordinates to use an RPC value of 1 or 2 for an Object with a Classification of other than PS.

6.3.11.12 RPC values of 3, 5 or 9 must not be assigned when new BLPUs are created. These code values were used when the NLPG was originally created and Authority Address Custodians must work towards improving the RPC values assigned to all BLPUs to have a minimum RPC value of 1 or 2, or 4 for a Street BLPU. For guidance on improving RPC values, see [Appendix I](#).

### 6.3.12 Organisation Name

6.3.12.1 This is an Optional Field. If the BLPU Classification code is commercial (See [Section 6.4.4.4](#)) the fascia name of the current occupier should be recorded within the ORGANISATION Name Field. For the current master list see the support section on the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk). If historical occupier details are required within the LLPG these shall be held against a BLPU as Historical LPI Records ensuring that an appropriate END\_DATE is recorded against each LPI.

6.3.12.2 Organisation Names should be removed from the Primary Addressable or Secondary Addressable Object Field and recorded within the separate Organisation Name Field. The exception to this is if the Organisation Name is the only way of uniquely identifying the BLPU in question or if the SNN Officer has approved the Organisation Name. In that case, the Addressable Object must share the same Field content as the Organisation Name.

### 6.3.13 BLPU Classification

6.3.13.1 The BLPU Classification allows the Authority Address Custodians to classify the type and use of land and property Objects. For a complete list of BLPU Classification codes, see [Appendix C](#).

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- 6.3.13.2 The BLPU primary Classification Field is Mandatory within the NLPG and a target date must be set to ensure that all BLPUs are classified correctly. If the Classification code is not known a temporary / default primary value should be used. To establish the Classification code of a BLPU, the Authority Address Custodian must consider the primary function of the Object.
- 6.3.13.3 All new Records added should be classified to tertiary level if there is one available and if the classification is known.
- 6.3.13.4 The Authority Address Custodian should have a process in place to regularly review new Records and complete the classification when known. Some examples of the source of this information are:
- If a Council Tax or Non Domestic Rates cross reference is added.
  - If a Licensing application is received.
  - If a Food Hygiene Registration Certificate is received.

### 6.3.14 Classification Codes

- 6.3.14.1 The following are some sources of information to assist in assigning the Classification codes:

<b>Usage Classification</b>	<b>Source</b>
Commercial	VOA property code – via VOA website
Commercial	NNDR property code (although this is not updated unless the property changes its use significantly)
Commercial	Website for organisation
Any	Planning or Building Control applications on property history
Any	Check cross references against the primary Classification: <ul style="list-style-type: none"> <li>• If CTAX / ER reference exists the primary class should be R.</li> <li>• If NNDR reference exists it should be C, or X mixed if dual use identified.</li> </ul>
Any	Aerial photography
Any	Web search by address

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### 6.3.15 Field Population

- 6.3.15.1 BLPU Records must have a Mandatory primary Classification, should have a recommended secondary Classification and can have an Optional tertiary Classification if the secondary Classification is populated. The exception to this is if a Candidate is received via the NLPG Custodian as a Mandatory or Optional tertiary Classification. In these cases the tertiary Classification must be used. All Classifications must follow the BLPU Classification codes, in [Appendix C](#).

### 6.3.16 Record Structure

- 6.3.16.1 In recording data in a single 'Classification' Field, the BLPU Classification codes for primary and secondary Classification must be recorded as the first and second characters respectively, with further tertiary sub-Classification commencing at character position 3 onwards, for example, a zoo has a full BLPU usage Classification code of CL08 (commercial: leisure: Zoo).

### 6.3.17 BLPU Extent Polygons

- 6.3.17.1 If BLPU extent polygons are to form part of a Full Supply or COU they must use Data Transfer Format (DTF) Record types 25, 26 and 27.

### 6.3.18 BLPU Extent Provenances

- 6.3.18.1 A BLPU extent provenance is the basis for the definition of the polygon that represents the extent of the BLPU. Each BLPU extent polygon shall have at least one associated provenance. Therefore the inclusion of provenance Records within an LLPG is Optional or Conditional on the presence of BLPU extents. Details of valid provenance types are shown below:

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Provenance Code	BS 7666-2:2006 Definition	Referenced Data Source	Source Examples
P	Inferred from physical features	Map or coordinate based data	Imagery or geo-referenced map product
O	Occupancy	Residential property address file	Council tax; Electoral Register; Housing
U	Inferred from use	Commercial property address file	Business Rates
T	Registered title	Property ownership	HM Land Registry; local authority terrier
L	Unregistered land title	Property ownership	Asset Register
F	Formal tenancy agreement	Property ownership	Asset Register
R	Rental agreement	Property ownership	Asset Register

6.3.18.2 The provenance code value of 'P' must be assigned to the BLPU extent provenance in the following cases:

- If a Street BLPU polygon is captured.
- If a bulk data capture exercise is carried out and the polygons are captured from base mapping.

6.3.18.3 If ownership data is used as the source material it is acceptable to use 'Registered title' (T) or other appropriate ownership provenance.

### 6.3.19 Provenance Unique Key

6.3.19.1 PROVENANCE Records shall be attributed with a unique key to assist in the matching of BLPU identifiers in a relational database environment. The PROVENANCE unique key shall take the form of an alphanumeric value assigned to each provenance Record in the LLPG:

- nnnnPssssssss (for example 1530P000054321) where:
  - nnnn is the LOCAL\_CUSTODIAN\_CODE;
  - P denotes the Provenance type of unique key;
  - sssssssss is the Provenance sequence number.

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### 6.3.20 Street BLPU

- 6.3.20.1 Street BLPU Records must be created for each type 1 and type 2 Street and can be created for type 3, 4 and 9 Streets recorded in the ASG within the NLPG.
- 6.3.20.2 Street BLPU are for linking attribute data to incidents at that Street such as community safety incidents, noise complaints and environmental health cases.
- 6.3.20.3 PAO\_TEXT for a Street BLPU must take the form of a textual description of 'Street Record'. The name of the Street must not be recorded within the PAO\_TEXT Field.
- 6.3.20.4 A Street BLPU must only have an Approved Preferred LPI. Alternative LPIS must not be recorded against Street BLPU.
- 6.3.20.5 The following preferred rules should be applied when a Street BLPU Record is created:
  - Assign the coordinates from the Easting and Northing coordinates associated with the start of the referenced Street, as defined in [Section 5.3](#).
  - Set an RPC value of 4.
  - Use a Classification code of PS.
- 6.3.20.6 However, if a Street is longer than 750m the following rules may be applied:
  - Assign the coordinates from the Easting and Northing coordinates associated with the mid-point of the level 3 Street carriageway between the start and end points, as defined in [Section 5.3](#).
  - Set an RPC value of 1.
  - Use a Classification code of PS.

### 6.4 Best Practice

#### 6.4.1 How to determine the Logical Status of a BLPU

- 6.4.1.1 New development should be recorded in the NLPG and the specific use of the LOGICAL\_STATUS Fields indicates the various stages of the development life cycle.

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- 6.4.1.2 In Contributing Authority LLPGs, if there is 100 per cent land coverage a BLPU already exists in the LLPG for the land parcel proposed for development. In other instances if a BLPU for a land parcel does not exist within an LLPG these development areas should be input and recorded with a LOGICAL\_STATUS of Approved BLPU.
  - 6.4.1.3 It is also possible to capture the physical state of a development (see table at [Section 11.5.1](#)) as identified through the planning process.
  - 6.4.1.4 Some Contributing Authorities wish to capture BLPUs within their LLPGs from the first stages of planning applications. If local convention requires this, those BLPUs shall be recorded with a LOGICAL\_STATUS of Provisional BLPU and a BLPU State Code of 1, 5, 6 or 7. Any Records created which represent an Object which does not physically exist must be retained locally and not exported to the NLPG Custodian.
  - 6.4.1.5 The capture of BLPUs at this stage is optional and depends on the LLPG's use and integration with planning systems within the Contributing Authority.
  - 6.4.1.6 All new development must be recorded when the SNN Authority carries out SNN activities for these land parcels or when construction begins, whichever occurs first. [Section 11.5.1](#) outlines the recommended conventions for capturing this information throughout the development and the reasons for a change to be made in the NLPG as a result of ACI from internal and external bodies.
  - 6.4.1.7 The sources of ACI vary in each Contributing Authority. Each Authority Address Custodian should establish sources and protocols for the receipt and collation of this ACI to ensure the LLPG is accurate.
- 6.4.2 Representative Point Code
- 6.4.2.1 Authority Address Custodians should ensure all BLPUs have an RPC value of 1 or 2 (or 4 as permitted in [Section 6.3.11.5](#)).

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- 6.4.2.2 Emergency services users of NLPG data have stated that one of their particular requirements is for the RPC of BLPU's to be as precise as possible. Users need the RPC values of 1, 2 or 4 to know how much they can rely on a Record's coordinate position. Inaccurate coordinates and / or imprecise RPC values could cause service failures.
- 6.4.3 Improving RPC Values
- 6.4.3.1 Authority Address Custodians must improve the RPC values assigned to BLPU's to be RPC 1 or 2, and RPC 1 or 4 for Street BLPU's.
- 6.4.3.2 Authority Address Custodians must also ensure that the coordinates assigned to a BLPU are positioned as precisely as possible and that the RPC value is a genuine reflection of the accuracy of the BLPU coordinates.
- 6.4.3.3 For more information on RPC improvement, see [Appendix I](#).

6.4.4 Organisation Name

- 6.4.4.1 This section describes two common scenarios an Authority Address Custodian can encounter when adding Organisation Names.

### Scenario 1

If the BLPU is described by an LPI which has a building number and / or name, the Organisation Name must only be entered into the ORGANISATION Name Field.

UPRN	123400000001
PAO_TEXT	
PAO_NO	14
ORGANISATION	Thomas Cook
BLPU Classification	CR02

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UPRN	123400000001
PAO_TEXT	Festival House
PAO_NO	14
ORGANISATION	Thomas Cook
BLPU Classification	CR02

### Scenario 2

If the BLPU is described by an LPI which has no building number or name, the Authority Address Custodian must apply the following rules:

- The Organisation Name must be added into the PAO\_TEXT or SAO\_TEXT Field in the LPI Record.
- The Organisation Name must be added into the ORGANISATION Name Field in the BLPU Record.
- Both the PAO\_TEXT or SAO\_TEXT Field and ORGANISATION must contain the same name.
- Consideration should be given to ensure that the SNN Officer numbers these properties.

SAO_TEXT	
PAO_TEXT	Morrisons
ORGANISATION	Morrisons
BLPU Classification	CR08

- 6.4.4.2 If the property has a commercial Child BLPU, then the SAO\_TEXT Field and the ORGANISATION Field are populated as below:

UPRN	123400000003
Parent_UPRN	123400000002
SAO_TEXT	Unit 12
PAO_TEXT	St Stephens Shopping Centre
ORGANISATION	Next
BLPU Classification	CR01

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- 6.4.4.3 For a list of the most frequently used Organisation Names in the NLPG, see the support section on the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk). This must be referred to each time a new Organisation Name is added to the NLPG to provide consistency within the NLPG.
- 6.4.4.4 The list currently contains Organisation Names which should have the following tertiary BLPU Classification codes:
- CI03, CR01, CR02, CR05, CR07, CR08, CR09, CR10 and CR11.
- This list will be extended to include more nationally recognised Organisation Names, excluding any local names. The BLPU Classification code must be assigned to the BLPU as the Organisation Name function and fascia name dictates.
- 6.4.4.5 If the Organisation Name is local or does not appear on this list, the name must be captured from what is on the fascia of the property. If punctuation and abbreviations are part of the business name on the fascia, then they are allowed in ORGANISATION in the BLPU Record. They are also allowed in the PAO / SAO text Fields in the LPI Record if there is an identical entry in ORGANISATION.
- 6.4.4.6 When an organisation vacates a BLPU, the names of landlords, receivers, administrators and liquidators should not be entered into the ORGANISATION Field or the PAO Field in its place. The ORGANISATION Field should continue to contain the information on the property's fascia until the fascia is removed or changed. If there is no fascia upon or after vacation, the data in the ORGANISATION Field should be removed.
- 6.4.5 Maintaining the Master List of Organisation Names
- 6.4.5.1 The master Organisation Name list is dynamic, searchable and regularly reviewed.
- 6.4.5.2 If an Authority Address Custodian sees a need for a new national Organisation Name to be added to the list or believes an amendment should be made, an email should be sent to [support@geoplace.co.uk](mailto:support@geoplace.co.uk). This should include the BLPU Classification Code and any additional information which is useful in establishing how ORGANISATION should be formatted, applying the rules in [Section 6.4.4.5](#).

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- 6.4.5.3 The NLPG Custodian, in consultation, will establish whether or not the Organisation Name should be added and the format to be used for that Organisation Name. The list will then be updated by the NLPG Custodian. Each Authority Address Custodian will be notified when a change is made to the list.
- 6.4.6 Sourcing and Allocating Organisation Names
  - 6.4.6.1 For a process flow diagram which shows how ACI is used to inform the Authority Address Custodian of changes required to the Organisation Name Field, see [Appendix G](#).

## Section 7 - Land and Property Identifier

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# 7 Land and Property Identifier

## 7.1 Definition and Background

- 7.1.1 An LPI is a Record containing structured data that identifies a BLPU with a simple identifier or description. The richness of the data structure within the NLPG provides a way of describing a BLPU by more than one LPI. [Section 7.3.4.7](#) outlines some of the circumstances in which an Alternative LPI can be used.

## 7.2 Policy

- 7.2.1 If the Addressable Object is approved through the official SNN process, then the Official Address Field must be set to Y.
- 7.2.2 If a new Addressable Object is entered for an Official Address Object which has been through the SNN process, that Object should only have a current LPI Record which is the Approved Preferred LPI (or a separate Approved Preferred LPI if the Welsh Language is being used). However, if a Record already exists and there is irresolvable conflict between the manners in which the Object is described, then the use of an Alternative LPI provides a mechanism for ensuring consistent textual reference to a BLPU. For example, if a flat has not been through the official SNN process and is known as both Flat 1 and Flat A, then an Alternative LPI Record should be created.
- 7.2.3 The Alternative LPI is also useful when entering Objects which are not subject to the SNN process but which still require representation in the NLPG. This is a key element of the NLPG because it enables users to locate an Object in the real world even if the Official Address is not used to describe it. It also supports the use of the UPRN to match with other datasets, if the Official Address is not always used.
- 7.2.4 If an Addressable Object Record exists which has not been subject to the SNN process and the geographical address differs from the Postal Address in use, then the former should be created as the Approved Preferred LPI and the latter as an Alternative LPI.

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### 7.3 Data Entry Conventions

7.3.1 The core attributes of an LPI Record contained within the LLPG are:

Field	Description	Obligation
PAO	Primary Addressable Object	Mandatory
SAO	Secondary Addressable Object	Conditional
LPI_KEY	Alphanumeric value to identify LPI as unique	Mandatory
LANGUAGE	Code identifying the language used	Mandatory
LOGICAL_STATUS	Point LPI has reached in its lifecycle	Mandatory
LEVEL	Vertical position of the BLPU described in relation to the ground	Optional
POSTAL_ADDRESS	Indicator as to whether Object receives mail deliveries via a postbox or letterbox	Mandatory
POSTCODE	Code allocated by Royal Mail to assist delivery	Conditional
POST_TOWN	Postal town allocated by Royal Mail to assist delivery	Conditional

#### 7.3.2 Primary Addressable Object and Secondary Addressable Objects

- 7.3.2.1 Each LPI shall contain a PAO number and / or PAO name. This provides details of the Street number and / or building name of a property. If those details are approved or are assumed to have been approved by the SNN Authority the LPI is indicated as the Official Address or description of the BLPU.
- 7.3.2.2 Hyphens which are used in the Primary Addressable Object name Field or Secondary Addressable Object name Field to indicate a range of numbers must be replaced with the word 'to'. For example "Land at 2 – 5 High Street" is entered as "Land at 2 to 5 High Street". However, it is acceptable for hyphens to be used when data is extracted to generate a geographical address or a Postal Address and there is an entry in the Primary Addressable Object or Secondary Addressable Object start and end number Fields.

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- 7.3.2.3 Full stops must only be used as part of the Primary Addressable Object name or Secondary Addressable Object name if the full stop is part of the Official Address. They should not be entered to make text grammatically correct. For example, St. Stephens House should only be recorded as 'St.' if the full stop is part of the Official Address.
- 7.3.2.4 In a bilingual gazetteer, if punctuation is required for normal grammatical use for the elision of vowels in the Welsh language, it is permitted.
- 7.3.2.5 Ampersands must be replaced with the word 'and'.
- 7.3.2.6 Abbreviations or punctuation must not be used in the Primary Addressable Object Name or Secondary Addressable Object Name, for example, First Floor rather than 1<sup>st</sup> Floor and Marks House rather than MARK'S HSE.
- 7.3.2.7 The exception to the rules in **Sections 7.3.2.1 to 7.3.2.6** is if the characters form part of the Official Address or are in the Organisation Name Field. For further details see [\*\*Section 6.4.4.4\*\*](#).
- 7.3.2.8 Each LPI must contain a USRN, obtained from the LLPG ASG, to enable it to be geographically referenced in relation to a Street.
- 7.3.2.9 If a BLPUs is associated with a type 9 Street Record, an Alternative LPI must be created linking the BLPUs to the most appropriate type 1 or type 2 Street Record. This ensures that the emergency services can find BLPUs when accessing them by vehicle. This does not apply to Street BLPUs with a Classification code of PS.
- 7.3.2.10 Approved Preferred LPIs must not be associated with type 3 and 4 Street Records unless they are Street BLPUs.
- 7.3.2.11 If a BLPUs is associated with a type 3 or type 4 Street Record through an Alternative LPI, that BLPUs must also have an Approved Preferred LPI associated with a type 1 or 2 Street Record.

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- 7.3.2.12 A current LPI Record must be unique in respect of the combination of its PAO (SAO) and USRN values. The exception to this is if two properties on the same street are using the same PAO Name with no number, then the postcode may be taken into account. This only applies to legacy Records.
- 7.3.2.13 Each LPI shall also be attributed with a unique key to assist in the matching of address identifiers in a relational database environment. The LPI unique key shall take the form of an alphanumeric value assigned to each LPI in the LLPG:
- nnnnLsssssssss (for example, 1530L000054321)  
where:
    - nnnn is the LOCAL\_CUSTODIAN\_CODE
    - L denotes the LPI type of unique key
    - sssssssss is the LPI sequence number
- 7.3.2.14 For example, the BLPU 100081247184 has two LPIs, each with individual LPI keys:

LOGICAL STATUS	Approved Preferred LPI
PAO_TEXT	Templars Retail Park
USRN	37804933
POSTCODE	SG1 1HN
LPI_KEY	1935L000024793

LOGICAL STATUS	Alternative LPI
PAO_TEXT	The John Allen Centre
USRN	37804933
POSTCODE	
LPI_KEY	1935L000024794

### 7.3.3 Language

- 7.3.3.1 Each LPI Record shall have a flag indicating the language used for the LPI descriptor. A default language for all LPIs should also be associated through a definition in the LLPG metadata Record (BS 7666-0:2006). This enables the language to be automatically specified in the LPI.

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Language code	Language
ENG	English
CYM	Welsh

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### 7.3.4 Logical Status

- 7.3.4.1 An LPI shall have a LOGICAL\_STATUS reflecting the current stage that it has reached in its life cycle. Sometimes, this is different from the BLPU's LOGICAL\_STATUS.
- 7.3.4.2 An Approved Preferred LPI Record (LOGICAL\_STATUS=1) shall exist for an Approved BLPU for each language used. This LPI shall reflect the name of the Street providing access to the BLPU, which is not necessarily the Street which is used in the Postal Address.
- 7.3.4.3 An LPI Record with a LOGICAL\_STATUS of 1 shall only be associated with a BLPU Record with a LOGICAL\_STATUS 1. For full details of acceptable LPI and BLPU LOGICAL\_STATUS combinations see the table at [Section 7.3.4.6](#).
- 7.3.4.4 Permitted LPI Logical Status values are shown below:

Logical Status	Description
1	Approved Preferred
3	Alternative
5	Candidate (reserved for the NLPG Candidate process)
6	Provisional
7	Rejected Record (externally sourced reserved for the NLPG Candidate process)
8	Historical
9	Rejected Record (internally sourced)

- 7.3.4.5 More than one LPI for a BLPU must be created in the following cases:
- If there are alternative identifiers or descriptions in common use for the same BLPU.
  - In a bilingual gazetteer, if the same address is described in two different languages which are given the same weighting.
  - If an LPI is associated with a type 4 or type 9 Street Record.

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- If a Provisional LPI exists on an Approved BLPU.
- If a Historical LPI exists on an Approved BLPU.

For more examples, see [\*\*Section 7.3.4.7.\*\*](#)

**7.3.4.6** LOGICAL\_STATUS is a core attribute of both the LPI and BLPU Record. The relationship between the LOGICAL\_STATUS of a BLPU and an LPI must be maintained in accordance with the table below.

BLPU Logical Status	Mandatory single LPI Logical Status Record	Other Permitted multiple LPI Logical Status value	Permitted BLPU State code
1	1	1 <sup>a</sup> , 3, 5 <sup>b</sup> , 6, 7, 8, 9	Blank or 1, 2, 3
6	6	6, 7, 8, 9	1, 5, 6, 7
7	7	7, 9	Any
8	8	7, 8, 9	Blank or 4
9	9	7, 9	Any

BLPU Logical Status	Mandatory single LPI Logical Status Record	Other Permitted multiple LPI Logical Status value	Permitted BLPU State code
5 <sup>b</sup>	5	5	Any

**Note a:** Multiple Approved Preferred LPIs are only allowed if they have different languages.

**Note b:** LOGICAL\_STATUS of 5 is reserved for the Candidate process.

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7.3.4.7 The following provides some examples of the uses of an Alternative LPI which:

- Must be used if an alternative name is in common use, to aid location of the property. An example of this is 'Slab Square' which is a local name for the Old Market Square in Nottingham. The description can also be derived from legacy datasets from when the NLPG was initially compiled, but it is not feasible to subject all these Objects to the SNN process retrospectively.
- Should be used if a land parcel is described according to the Streets which are used to access it, for example Clifton Park has a primary access in Summerwood Lane but has a secondary access in Fairham Road. A user can describe either access point, both of which have equal merit, therefore it is appropriate for both descriptions to be represented in the NLPG.
- Should be used for commercial sites such as a hospital or university whose buildings can have a Postal Address on a 'generic' Street on the site but whose physical location is accessible from another Street. For example, Lenton Lodge, University of Nottingham, The Boulevard has The Boulevard as the Street Name in the Postal Address but the building is actually accessed from Beeston Lane. In this example The Boulevard is associated with the Alternative LPI because it provides primary access to the site but not to the building.
- Should be used for commercial properties, for example, shops, which have two entrances from different Streets and their Official Address has never been subject to the official SNN process. In this scenario the Street identified within the Postal Address can differ from the Street which is used to gain access for services.
- Should be used for units within, for example, a shopping centre, if the units themselves are accessed from named Malls within the shopping centre, but the service areas within those units are accessed from an external Street. Both addresses would describe the same unit and therefore the same BLPU, but the Street Name or Description would differ for different users for different purposes. A similar example would be a railway station, where pedestrians gain access from a Street, but vehicles gain access from another.

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### 7.3.5 Postal Address / Postcode / Post town

- 7.3.5.1 An LPI which describes an Object as a Postal Address which has its own postbox or letter box must have the appropriate postcode and post town information, as supplied by the Royal Mail AMU. All mail carriers are only licensed to deliver mail to a postbox or letter box. This forms part of the contract when paying for carriage or postage of mail.
- 7.3.5.2 All postcode and post town information must adhere to the correct formatting regulations outlined by Royal Mail. For full details of these conventions see [Appendix E](#).
- 7.3.5.3 LPIS without a Postal Address (that is those indicated with a POSTAL\_ADDRESS flag of N) entered must not contain any values in POSTCODE or POSTTOWN, because they do not receive mail as recognised by Royal Mail. The exception to this rule is if the LPI Logical Status is set to Provisional LPI.
- 7.3.5.4 If an LPI becomes a Postal Address then the POSTCODE and POSTTOWN values must be obtained from Royal Mail and added to the existing LPI Record.
- 7.3.5.5 If the PAO or SAO Fields change because the LPI becomes a Postal Address through the SNN process a new Approved Preferred LPI must be created and the existing LPI Record must be reclassified accordingly.
- 7.3.5.6 The purpose of the POSTAL\_ADDRESS flags of A and P described in this Section is to allow Contributing Authorities to add a postcode which is not officially allocated by Royal Mail to the Record.
- 7.3.5.7 Best Practice is for the POSTCODE and POSTTOWN values to be populated only if those attributes are officially allocated by Royal Mail. However, it is recognised that some Contributing Authorities have an operational need to populate those Fields even if the values are not officially allocated.
- 7.3.5.8 The following flags must be used if the postcode added to an LPI Record is not allocated by Royal Mail:
  - The POSTAL\_ADDRESS flag of 'A', (indicating an Assumed post town and postcode for the LPI if the LPI describes an existing Postal Address). This flag must be used if all of the following conditions apply:

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- An LPI is not officially allocated a postcode by Royal Mail.
- An LPI is not officially allocated a name or number by the SNN Authority.
- An Object is next to or within an Object which has a postcode officially allocated by Royal Mail.
- The Contributing Authority needs to include the Record in a Postal Address list generated from the NLPG. For more information on generating a postal address from the NLPG, see [Section 13](#).

An example is residential accommodation within a commercial property. In this case, it is sufficient for the Royal Mail to have one entry for the property because the name of the occupier forms part of the Postal Address. There is therefore no need for Royal Mail to have two separate records to distinguish between the commercial and residential parts of the property.

If a postcode is added to a Record which represents a flat within a house which shares a letterbox with other flats, then the POSTAL\_ADDRESS flag of 'A' must be used. In this case, the Parent BLPU has a POSTAL\_ADDRESS flag of 'Y'. Additional filtering of the data is required to create a mailing list, see [Section13](#).

- The POSTAL\_ADDRESS flag of 'P', (indicating a Pseudo postcode for the LPI if the Object is associated with a postcode in the vicinity of the Object to be described). This flag must be used if all of the following conditions apply:
  - An LPI does not have an active postcode allocated a postcode by Royal Mail.
  - An LPI is not officially allocated a name or number by the SNN Authority.
  - An LPI cannot receive mail.
  - An Object is in the same postcode area as an Object which has a postcode officially allocated by Royal Mail.

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- The Contributing Authority needs to indicate that the Object is near to another Object, and understands that postcodes are not geographical identifiers.

For example, a car park next to a shop. In this case, Royal Mail does not have an entry for the land and it is not a Postal Address in the NLPG. However, as some users use the postcode as a search tool within their software, this code shows the reason why a postcode is recorded against the LPI.

If a postcode is added to a Parent Record which does not have an official postcode, then the POSTAL\_ADDRESS flag of 'P' must be used, for example a tower block which contains flats which have individual postcodes.

- 7.3.5.9 If the postcode recorded on the LPI is a large user postcode, then the POSTAL\_ADDRESS flag of L must be used. A large user postcode is defined by Royal Mail as an address that generates at least 500 items of mail a day at the nearest sorting office.
- 7.3.5.10 If a postcode is added to a Record which is not ready to receive mail, the POSTAL\_ADDRESS flag of N must be used whilst the LPI has a LOGICAL\_STATUS of Provisional.
- 7.3.5.11 LPI Records containing a POSTAL\_ADDRESS flag of N or P must not be used for the generation of a Postal Address from an LLPG or the NLPG, see [Section 13](#).

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7.3.5.12 Permitted Postal Address values are shown below:

Value	Description	Post town Field Completion	Postcode Field Completion
Y	A Postal Address	Mandatory	Mandatory
N	Not a Postal Address	No data entered unless LPI Logical Status is set to Provisional LPI.	No data entered unless LPI Logical Status is set to Provisional LPI.
A	An Assumed post town and postcode for the LPI if it describes an Object which can receive mail but the post town and postcode are not officially allocated by Royal Mail. For example bedsits within a house.	Mandatory	Mandatory
P	A Pseudo postcode for the LPI if it is an LPI which cannot receive mail. This postcode is allocated by selecting a postcode in the vicinity of the Object. It must not be used as a Postal Address. For example, a car park or an area of land.	No data entered	Mandatory
L	Postcode and post town used as a large user Postal Address.	Mandatory	Mandatory

### 7.3.6 Other Fields

- 7.3.6.1 The Official Address Field is an optional Field within BS 7666-2:2006. If it is used, it shall determine the 'official' LPI used for identifying a BLPU. The intention of this Field is to indicate that the LPI is a valid Record and that it is the Official Address that has been subject to the official SNN process of the SNN Authority.
- 7.3.6.2 Two values of 'R' and 'C' are available in the Official Flag marker that can be used to show that a postcode has been requested by the Authority Address Custodian or that the LPI has been confirmed by the Authority Address Custodian and is ready for notification to a specified list of third parties. This is in addition to those values defined in BS 7666-2:2006.

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7.3.6.3 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
Blank	Not defined

7.3.6.4 Fields contained within the DTF are used for processing of a Candidate data Record. The CUSTODIAN\_ONE, CUSTODIAN\_TWO and CAN\_KEY Fields (if present in LLPG maintenance software) must not be populated other than as outlined within the DTF as Candidate data.

## 7.4 Best Practice

7.4.1 Primary Addressable Object and Secondary Addressable Object

- 7.4.1.1 If a BLPU is described in the LPI by reference to another BLPU (as a Child to a Parent), then in order to uniquely identify it the LPI must contain a SAO. For example a flat SAO within a block should reference the block name in its PAO (Flat 1, Alpha House). For the description of the structure of 'Parent / Child' Record see [Section 11.9.1](#).
- 7.4.1.2 If a BLPU is within another BLPU and the description does not reflect this, for example legacy Records of suffixed flats with a shared access, then it is acceptable for the Child Record to have an entry in the PARENT\_UPRN and for there to be no SAO present in the Child Record.
- 7.4.1.3 For best practice on numbering flats with a shared access, see [Section 4.3.2.7](#).
- 7.4.1.4 For guidance on how to enter a PAO and a SAO, depending on the nature of the Object to be recorded, see [Section 11](#).

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### 7.4.2 Language

BS 7666:2006 extends the scope for the recording of LPI and Street information to support the Welsh Language Act and to facilitate the creation and compilation of regional and national gazetteers across the entire UK with the formal recognition of 6 languages. At present English and Welsh are the only two languages used in the NLPG.

### 7.4.3 Logical Status

- 7.4.3.1 LOGICAL\_STATUS=5 Candidate Records must not be created by the Contributing Authority. Each Candidate received from an external source must have the correct Logical Status applied before insertion into the LLPG.
- 7.4.3.2 All Rejected LPI Records must be recorded in accordance with the following framework:
  - LOGICAL\_STATUS=7 must be used if Records received as Candidates or from external sources are deemed by the Authority Address Custodian to be inappropriate or inaccurate representations of a real world Object.
  - LOGICAL\_STATUS=9 must be used if data from an internal source within the Contributing Authority is deemed to be an inappropriate or inaccurate representation of a real world Object. For example, Dunroaming Orwell Avenue Stevenage was never built, but is retained as a Rejected Record, rather than deleted, so that users of the data do not assume that the property was simply left out by accident.
- 7.4.3.3 Rejected Records (LOGICAL\_STATUS=9) may either be deleted from LLPGs or retained for auditing purposes if required.
- 7.4.3.4 LOGICAL\_STATUS=6 may be used for properties in the planning / construction stages of development. For more information see [Section 11.5.1](#).

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### 7.4.4 Level

- 7.4.4.1 The LEVEL Field is an Optional Field. If it is populated it should contain a textual description such as 'Basement', 'Ground', 'First', 'Second', 'Third' etc. If the BLPU occupies more than one level this must be recorded with the lower level first in sequence, for example, 'First and Second'.
- 7.4.4.2 In some instances more detail may be added after the position to provide more definition to assist in the location of the BLPU, for example 'First Floor Rear'.

### 7.4.5 Postal Address

- 7.4.5.1 The POSTCODE and POSTTOWN Fields which have a POSTAL\_ADDRESS flag of Y, A and L help with generating Postal Addresses, if required. For more information on the generation of Postal Addresses for use with Royal Mail's or other agents' postal services, see [Section 13](#). The inclusion of postal county information is no longer required for a Postal Address or delivery purposes. Therefore not only does this Field not appear in an address generated from the NLPG, but it also has no effect on producing a Postal Address for mailing purposes.

## Section 8 - Application Cross References

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# 8 Application Cross References

## 8.1 Background

8.1.1 Application Cross References do the following things:

- Provide additional information indicating the source of a Record entered into an LLPG.
- Confirm data integrity by showing which datasets have been successfully matched to a given Record.
- Show that a Record is matched to an entry in another dataset if the description is not identical.
- Show that the original source of a Record is the SNN Authority.

8.1.2 When the UPRN is integrated into matched additional datasets the requirement for maintenance of a cross reference table will substantially diminish.

## 8.2 Policy

8.2.1 The Application Cross Reference SOURCE Field must be used to identify the name of a dataset within a Contributing Authority which is matched to a BLPU Record.

## 8.3 Data Entry Conventions

8.3.1 The core attributes of a Cross Reference Record contained within the NLPG are:

Field	Description	Obligation
SOURCE	Code which identifies the external dataset to which the record is matched	Mandatory
CROSS_REFERENCE	Unique key of entry in external dataset	Mandatory
XREF_KEY	Unique identifier within the LLPG for this Record	Mandatory

## Section 8 - Application Cross References

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### 8.3.2 Source Codes

- 8.3.2.1 The convention when creating Application Cross Reference Records is to concatenate the LOCAL\_CUSTODIAN\_CODE with a 2 character Contributing Authority dataset identifier for the source application data. For example Council Tax data, (which has a 2 character identifier of CT) contained within the LLPG for Shropshire, (which has a Local Custodian Code of 3225) would contain the SOURCE value of '3225CT'. Similarly Electoral Registration and Non Domestic Rates would be '3225ER' and '3225ND' respectively.
- 8.3.2.2 All other codes must follow the same format. The table below provides a list of codes and shows whether they must be exported to the NLPG Custodian or only held locally.

Suffix	Data Source	To be exported	Capture within LLPG
CT	Council Tax	Y	Mandatory
ND	Non Domestic Rates	Y	Mandatory
ER	Electoral Registration	Y	Mandatory
S1	Street Naming and Numbering Conversion	Y	Mandatory
S2	Street Naming and Numbering Demolition	Y	Mandatory
S3	Street Naming and Numbering New Build	Y	Mandatory
S4	Street Naming and Numbering Renaming / Renumbering	Y	Mandatory
S5*	Street Naming and Numbering Retrospective	Y	Mandatory
BC	Building Control	N	
BG	Linked LPI (Bilingual Gazetteers Only)	Y	Conditional
IA	Candidate Record received from GeoPlace	Y	Conditional
CM	Customer Relationship Management	N	
EH	Environmental Health	N	
EM	Estates Management	N	
FI	Finance	N	
HO	Housing	N	
LB	Listed Buildings	N	
LC	Land Charges	N	
OS	Ordnance Survey received from GeoPlace	Y	
PA	Postcode Address File	Y	
PL	Planning	N	
RC	Refuse Collection	N	

## Section 8 - Application Cross References

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**\*Note:** S5 should be used if the official SNN Authority process is used to confirm an existing address.

### 8.3.3 Cross Reference

8.3.3.1 If no external cross reference code is available, this Field can be populated with the UPRN and the relevant source code used to show within an LLPG that a Record exists and has been matched to an equivalent Record in an external dataset.

### 8.3.4 Cross Reference Unique Key

8.3.4.1 Each Application Cross Reference Record must be attributed with a unique key to assist in the matching of address identifiers in a relational database environment. The Application Cross Reference unique key must take the form of an alphanumeric value assigned to each Application Cross Reference Record in the LLPG or NLPG:

- nnnnXssssssss (for example, 1530X000054321) where:
  - nnnn is the LOCAL\_CUSTODIAN\_CODE.
  - X denotes the Application Cross Reference type of unique key.
  - sssssssss is the Application Cross Reference sequence number.

## 8.4 Best Practice

- 8.4.1 Whilst Application Cross Reference Records do not form part of the data specification for BS 7666-2:2006, the Records which are mandatory for export if they exist provide an important way for the NLPG Custodian to measure the match of the NLPG to additional datasets.
- 8.4.2 Authority Address Custodians may also maintain local cross reference Records for internal purposes. These local Records do not need to be sent to the NLPG Custodian but should be maintained to a similar format as described above.
- 8.4.3 For information about linking to VOA Records, see [Appendix L](#).
- 8.4.4 For information about linking to Electoral Registration Records see [Appendix M](#).

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## Section 9 - Additional Data Required

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### 9 Additional Data Required

#### 9.1 Background

- 9.1.1 This Section describes additional information which informs users about the quality and currency of the NLPG data they receive. For further details about interacting with the NLPG Custodian, see [Appendix K](#).

#### 9.2 File Details

##### 9.2.1 Metadata

- 9.2.1.1 All LLPGs contain a scoping and metadata statement identifying the content type and degree of frequency to which the LLPG is updated. This information must be recorded by the Authority Address Custodian in the LLPG Metadata Record (DTF7.3.3.1 type 29 Record) and must be submitted to the NLPG Custodian with a Full Supply and subsequently whenever the Authority Address Custodian makes a change to the LLPG metadata Fields.

##### 9.2.2 Conformance statement

- 9.2.2.1 The NLPG must include a conformance statement associated with the content and accuracy of each constituent LLPG. This is made available to all end users of the NLPG and provided to each Contributing Authority to assist with the continual maintenance and consistency requirements outlined in this document. One part of the conformance statement is the measure of the completeness of NLPG data as compared to another nationally recognised dataset. Currently, a regular linking process is in place to compare the NLPG to the Valuation Office Agency data. For details of the linking process and guidance, see [Appendix L](#).

##### 9.2.3 Header and Trailer Record

- 9.2.3.1 Each data transfer file shall contain a Header Record and a Trailer Record. The Header Record provides information on the source of the file and the date the file was generated. The Trailer Record provides information on the contents of the file including a count of the number of Records the file contains and some information on the processing order for the file.

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## Section 10 - Using the Candidate Process to Receive ACI

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# 10 Using the Candidate Process to Receive ACI

## 10.1 Background

10.1.1 The following details the protocols and processes which have the fundamental objective of improving the NLPG for all NLPG Users.

10.1.1.1 These do the following:

- Facilitate partnership working and sharing of information between parties.
- Promote an increased understanding by each NLPG User of the NLPG of the underlying creation processes.
- Enable each NLPG User to refer issues identified through use of the data to the creators and maintainers of the data for resolution.
- Help each Contributing Authority have a greater understanding of the requirements of each NLPG User.
- Highlight the implications of not resolving the issues in a timely manner for the benefit of all users of the NLPG.
- Enable all parties to therefore have a shared commitment to providing the highest level of service to their citizens as they have agreed, under the DCA, to collaborate in resolving these issues thereby continuously improving the quality and use of the NLPG.

10.1.2 As the NLPG is used, queries, anomalies and omissions will arise. These need to be answered to help the user to further understand the data and how it can help drive their business processes. For example, 'how are betting shops represented in the NLPG?'

10.1.3 Under the NLPG licence, each NLPG User and other users can ask for additions and amendments to the NLPG via the NLPG Custodian as a Candidate Submitter. Records submitted in this way are known as 'Candidate Records'. It is in the interests of each NLPG User and other users to be as rigorous as possible in confirming the validity of each request before sending it in. This does the following:

- Minimises the work required by a Contributing Authority in determining the correct action.
- Ensures the resulting dataset is of the highest quality.
- Ensures the resulting dataset meets the NLPG Users requirements.

## Section 10 - Using the Candidate Process to Receive ACI

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- 10.1.4 This section defines a valid Candidate. A Contributing Authority is obliged to accept those Objects defined as Mandatory into the LLPG. However, there is no suggestion, commitment, or obligation for a Contributing Authority to capture every Object of the same Classification. These Classifications are identified as 'Mandatory' in [Appendix C](#). Classification codes are available for other Objects which, if a Candidate is provided, are Optional for a Contributing Authority to accept. These Classifications are identified as 'Optional' in [Appendix C](#).

### 10.2 What is a valid Candidate?

- 10.2.1 Each NLPG User can request additions and changes to a BLPU and associated LPI within the NLPG as a Candidate Submitter if all of the following conditions are met:
- The request represents an accurate and current representation of a real world Object.
  - The NLPG data is inaccurate for any one of the following reasons:
    - Incorrect spatial location.
    - Missing domestic, business property or Object Without A Postal Address (OWPA).
    - Incorrect address.
    - Incorrect business name.
    - Incorrect USRN.
  - The Object is within the defined scope of the NLPG (see [Section 3.5](#)).
  - The request conforms to the published rules and conventions of this DEC-NLPG document.
  - The request includes a Tertiary Classification description; if one exists.
  - The request represents a real world Object that has not been taken from another licensed dataset other than those historically sourced from Ordnance Survey's ADDRESS-POINT®.
- 10.2.2 The following rules must be applied when a Candidate Record is submitted:
- Requests for a change must contain all the information as described in the DTF 7.3 v3.1 Third Edition (February 2012).

## Section 10 - Using the Candidate Process to Receive ACI

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- Candidate Submitters may only request the addition of new Records or changes to the fields listed in tables 1 and 2 below.
- Alternative LPIS must not be requested for a Record in order to improve search results.
- Candidate Submitters may request the addition of an Alternative LPI for an existing BLPU which represents a description which has not been officially allocated, for example, 30 St Mary Axe in the City of London is also known as 'The Gherkin' and the 'Swiss Re Building'.
- Alternative LPIS submitted through the Candidates process must not contain spurious data.
- Misspellings and 'phonetic sound-alikes' must not be submitted as Candidate Records.
- Candidate requests for changes and additions to a Street and / or a Street Descriptor Record must not be submitted.
- The Candidate process must not be used as an address matching service on behalf of a Candidate Submitter. If it becomes apparent that an attempt is being made to use the Candidate process in this way, the NLPG Custodian may levy data matching charges to any Candidate Submitter.

10.2.3 The following Fields in a BLPU Record can be amended:

<b>BLPU Field</b>
LOGICAL_STATUS
STATE
CLASS
PARENT_UPRN
EASTING and NORTHING*
RPC
ORGANISATION
WARD
PARISH

**Table 2 - BLPU Fields which can be amended**

\* A proposed Candidate Easting and Northing must be within the curtilage of the BLPU in question, using either RPC = 1 or 2

## Section 10 - Using the Candidate Process to Receive ACI

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10.2.4 The following Fields in an LPI Record can be amended:

LPI Field
LOGICAL_STATUS
SAO
PAO
USRN
LEVEL
POSTAL_ADDRESS
POSTCODE
POST_TOWN

Table 3 - LPI Fields which can be amended

### 10.3 Candidate Submitter Process

10.3.1 The Candidate Submitter must carry out all of the following checks before submitting a Candidate Record:

- Check that the location exists in the real world (perhaps by visiting the land parcel or referral to local colleagues).
- Check whether the Record exists within the NLPG using an appropriate software system, GIS or address matching software, or the NLPG search function. This will determine whether a new Record or a change to an existing Record is required.
- Check to ensure that the Record has not been taken from any other licensed product or copyrighted dataset other than those historically sourced from Ordnance Survey's ADDRESS-POINT®.
- Check to ensure that the NLPG COUs are applied to the local gazetteer maintenance system at least once a month.

10.3.2 If a Record is accepted into the NLPG the Candidate Submitter must compare the accepted Record to the Candidate Record because acceptance of a Record does not mean that all of the data in that Record is approved by the Authority Address Custodian.

10.3.3 The NLPG Custodian must carry out the following checks before forwarding the Candidate Record to the Contributing Authority - Authority Address Custodian for approval:

- Check that the Candidate Record complies with the data specification (see [Section 10.4](#)).

## Section 10 - Using the Candidate Process to Receive ACI

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- Check for the existence of the address / location in the current NLPG dataset.
- 10.3.4 If the Candidate Record does not meet the data specification described in DTF 7.3 v3.1 Third Edition (December 2011), it will be rejected by the NLPG Custodian and sent back to the originator as an invalid Record requiring attention. The CAN\_KEY value will be shown in the error report. For more information see tables BC1 and LC1 in Section 8 of DTF 7.3 v3.1 Third Edition (December 2011).
- 10.3.5 If the Candidate Record is identified as existing in the NLPG, the Record will be rejected by the NLPG Custodian. The CAN\_KEY value will be used to inform the Candidate Submitter that the Record already has a reference in the NLPG. For more information see tables BC1 and LC1 in Section 8 of DTF 7.3 v3.1 Third Edition (February 2012).
- 10.3.6 Candidate Records rejected by the NLPG Custodian will not be forwarded to the Authority Address Custodian.
- 10.3.7 For information on how the Authority Address Custodian must process a Candidate Record, see [Appendix K](#).

### 10.4 Candidate Data Specification

- 10.4.1 To be considered a valid Candidate Record under the DCA, the Record must be submitted by the Candidate Submitter through the NLPG Custodian in the agreed format, see Section 8 of DTF7.3 v3.1 Third Edition (February 2012).
- 10.4.2 Local arrangements may be made for communication between an Authority Address Custodian and a Candidate Submitter, for example, email. This is an interim measure until the electronic exchange of Candidate information is fully implemented.

## Section 10 - Using the Candidate Process to Receive ACI

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## Section 11 - Managing Land and Property Records

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# 11 Managing Land and Property Records

## 11.1 Background

11.1.1 This section is compiled from issues which have arisen as the NLPG has grown. It is not an exhaustive list of every scenario which can arise; rather it describes the fundamental principles of how the rules must be applied. This section does the following things:

- Demonstrates to Authority Address Custodians and SNN Officers in Contributing Authorities how to apply the policy, background, best practice and data entry conventions described earlier in this document to specific scenarios.
- Gives guidance to Authority Address Custodians and SNN Officers in Contributing Authorities on the creation, management and updating of Records in the NLPG.
- Provides NLPG User's and users with useful information as to how they might expect a particular scenario to be dealt with in the NLPG.

## 11.2 Property Lifecycle

### 11.2.1 Background

11.2.1.1 This section outlines the conventions for capturing information throughout the duration of property development and the events which should necessitate a change to be made in the NLPG, for example receipt of ACI from internal and external bodies.

11.2.1.2 These events can vary in each Contributing Authority based upon levels of user system dependency upon the data, for example development control, building control and revenues. Those departments with a higher level of dependency are more likely to be a useful source of ACI. Each Authority Address Custodian must establish protocols for the receipt and collation of this ACI to ensure the LLPG is accurate.

### 11.2.2 Policy

11.2.2.1 All address change throughout the development life cycle should be kept within the NLPG through the creation of additional LPI Records. For example, a property can go through the following address changes:

- Plot 1, Alpha Development Site King Street Anytown.

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- Show Home Alpha Development Site King Street Anytown.
- 14 Prince Drive Anytown.

### 11.3 New Developments

#### 11.3.1 Convention

11.3.1.1 All new developments must be recorded in the NLPG when the Contributing Authority carries out SNN Authority activities for these sites or when construction begins whichever occurs first.

#### 11.3.2 Best Practice

11.3.2.1 New developments should be recorded in the NLPG in accordance with [Section 11.5.1](#).

11.3.2.2 In Contributing Authority LLPGs, if there is 100 per cent land coverage, a BLPU already exists in the LLPG for any land parcel proposed for development. In other cases if a BLPU for a land parcel does not exist within an LLPG these development areas should be recorded with a LOGICAL\_STATUS of Approved BLPU.

11.3.2.3 If a BLPU is officially named or numbered by the SNN Authority before construction begins, a Record should be added to the LLPG with a LOGICAL\_STATUS of Provisional BLPU, and a state code of 6 – planning permission granted. The Record should be exported to the NLPG Custodian.

11.3.2.4 If construction begins before a BLPU is officially named or numbered, a Record should be added to the LLPG with a LOGICAL STATUS of Provisional BLPU and a state code of 1 under construction. The Record should be exported to the NLPG Custodian.

11.3.2.5 Records with a BLPU state code of 5, planning application received or state code of 7, planning permission refused must not be exported to the NLPG Custodian.

### 11.4 Tracking ACI within the NLPG

#### 11.4.1 Conventions

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- 11.4.1.1 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 must be amended as appropriate.
- 11.4.1.2 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 LLPGs is outlined in the table below.

### 11.5 Lifecycle of a BLPU

#### 11.5.1 Best Practice

- 11.5.1.1 The table below shows the preferred process for creating new BLPUs Records, which are subject to SNN, in the NLPG. For a diagram showing the lifecycle of a BLPU, see [Appendix G](#).

Event	LLPG Action
Street Naming and Numbering	<p>Create new BLPUs and LPIs as required and reference to the (newly created) Street with the Official Address information. If the development is on a new site and detailed base mapping is unavailable enter the BLPU coordinates either at the start of the referenced Street (RPC value of 4) or if an estimate is made of the actual location enter the RPC value of 1.</p> <p>At this stage if the development is yet to commence on the ground, the Authority Address Custodian must ensure all ACI and development monitoring protocols are in place. Modify the BLPU state code to 1 (under construction / SNN Official Address).</p> <p>When complete make sure the development addresses are the same as the Official Address captured in the NLPG. In other instances if the development site was created as the PAO set these LPIs as historical Records.</p> <p>If the development plans change after the initial application, it is possible that some of the following changes are required:</p> <ul style="list-style-type: none"> <li>• If the physical location of a BLPU changes modify the BLPU coordinates.</li> <li>• If the extent of a BLPU changes, modify the BLPU extent if drawn.</li> <li>• If BLPUs are withdrawn reject these Records.</li> <li>• If BLPUs are added to the development, create additional BLPUs with a Logical Status of Provisional BLPU.</li> </ul>

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Completion	<p>Amend LOGICAL_STATUS to Approved BLPU and Approved Preferred LPI. The BLPU State Code shall be modified to 2 (in use).</p> <p>If an original site BLPU and LPI were created the PAO should be amended to, for example, 'Former Development Site', including an appropriate description of the site. The LOGICAL_STATUS for the site BLPU and LPI must be changed to 'historical' and the appropriate End Date entered. The BLPU State Code must be modified to 4 (no longer in use).</p>
<b>Event</b>	<b>LLPG Action</b>
Occupation	<p>None – unless there is a change to incorporate a house / building name by the occupier, for example Rose Cottage, which must be agreed by the SNN Authority as an Official Address. In this case either add the building name to the PAO or SAO or create an Alternative LPI Record against the BLPU.</p> <p>If it is a commercial premise the Organisation Name Record must also be completed if known.</p>
Base mapping amended to include full details of estate	<p>If RPC value of 2 is used to indicate the most spatially accurate position pending base map updates (see <a href="#">Section 6.3.11.3</a>), then use SNN Application Cross Reference source code S3 and start date of Application Cross Reference Record to identify those BLPUs that need to be checked. Amend BLPU coordinates and RPC value to reflect the new BLPU centroid coordinate, if necessary. If appropriate, BLPU extents should be created or amended. This process should also be adopted if the Contributing Authority administrative area is subject to the Ordnance Survey Positional Accuracy Improvement Programme, in terms of repositioning any BLPU that is affected by this programme.</p>

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### 11.6 Linking BLPUs to Streets

#### 11.6.1 Background

- 11.6.1.1 The following guidance is for Authority Address Custodians when entering BLPUs which traditionally have not been officially named or numbered. All new build and conversion (splits or mergers) Records created should be officially named or numbered.

#### 11.6.2 Conventions

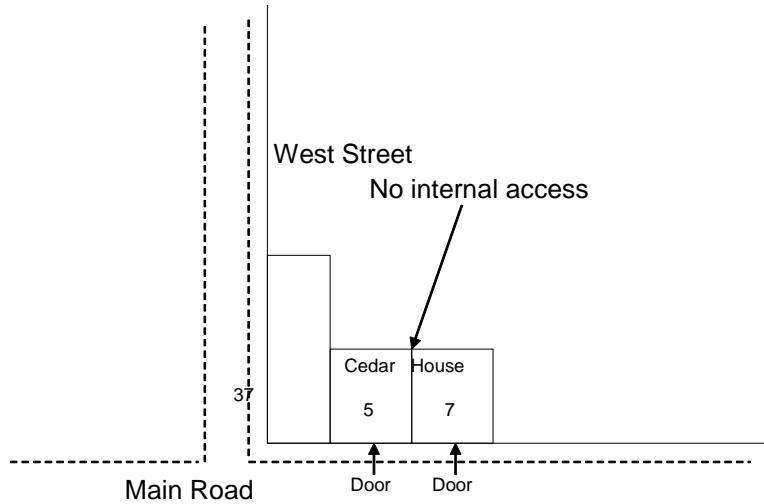
- 11.6.2.1 A Street is an access route to a BLPU, so the last Street used to access the BLPU should be the Street by which the property is referenced. Each ASG shall consist of a register of all Streets within a geographic area, regardless of maintenance or responsibility.
- 11.6.2.2 BLPUs must only be associated with a type 1, 2 or 9 Street Record.
- 11.6.2.3 This means that the Approved Preferred LPI of a BLPU cannot be associated with a type 3 or type 4 Street Record. However in some circumstances it is possible to associate an Alternative LPI with a type 4 Street.
- 11.6.2.4 If access to the BLPU can only be described via a river, canal, railway or waterway this should be recorded as a type 9 Street. In this case the Approved Preferred LPI references the type 9 Street and the BLPU must be associated with the most appropriate type 1 or type 2 Street through an Alternative LPI. The Street referenced in the Alternative LPI must be the last road or footway traversed before the type 9 Street referred to in the Approved Preferred LPI.

#### 11.6.3 Best Practice

- 11.6.3.1 A Street should not have more than one building of the same name on it. If exceptions to this exist because of historical naming and numbering, the buildings should be clearly distinguished by separate numbers. See [Figure 7](#).

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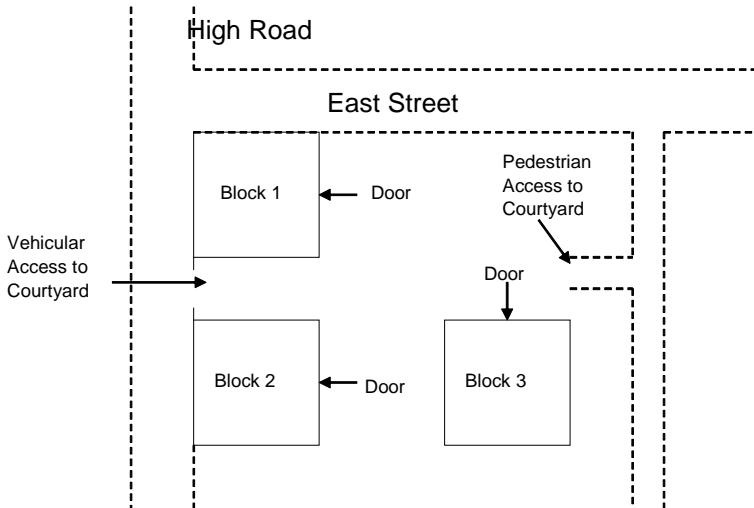
**Figure 5 - One block with two access points**

- In **Figure 5**, one block has two access points but no internal access between the blocks. The two access points on Main Road are addressed as:
  - Cedar House 5 Main Road
  - Cedar House 7 Main Road

- 11.6.3.2 If there is more than one access Street or the property is on a Street corner, assign the BLPU to the most commonly used access route to the property, for example, the shortest route, the access to the main entrance of the property or car parking etc.
- 11.6.3.3 For a new Record requested by a user, possibly, that user can provide this information. For an existing Record, check to see which Application Cross References are linked to the BLPU to ascertain which external application or user can provide help.
- 11.6.3.4 When the most appropriate Street is identified this Street must be associated with the Approved Preferred LPI Record for the BLPU. All other Streets giving access to this BLPU should be recorded using Alternative LPIS (Logical\_Status 3). In this scenario the Approved Preferred LPI has a different USRN from each of the Alternative LPIS. See **Figure 6**.

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**Figure 6 - Blocks with multiple accesses**

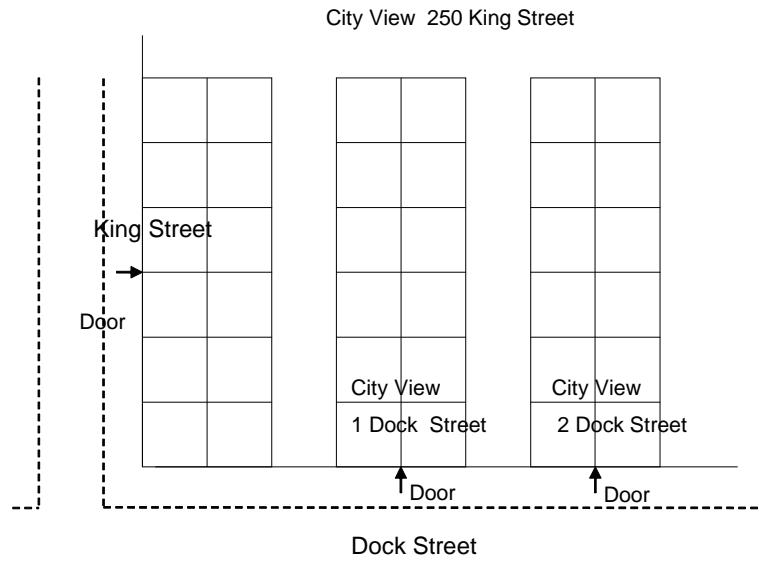
- In **Figure 6**, each block is addressed to High Road because that provides the primary access to the development. Alternative LPIS should be created using East Street.

11.6.3.5 If all of the following conditions are true a Parent BLPU must be created for each block:

- A building has a primary access on more than one Street.
- Each block has the same building name.
- Each block is numbered to the street.
- There is no internal access between the blocks.

11.6.3.6 As described in [Section 11.6.3.1](#) it is acceptable in this scenario for a building name to appear twice on the same Street, provided the blocks are differentiated by building numbers. See **Figure 7**.

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**Figure 7 - Building name appearing twice on the same Street**

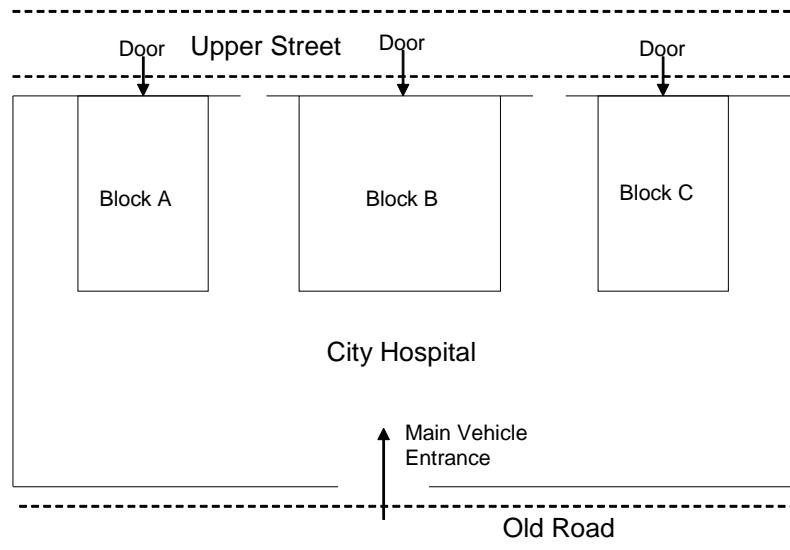
- In **Figure 7**, 3 Parent BLPU must be created:
  - City View 250 King Street
  - City View 1 Dock Street
  - City View 2 Dock Street

11.6.3.7 If a group of properties relate to a common Parent BLPU but are accessed from different Streets (for example a hospital or university) the following Records must be created. See **Figure 8**:

- A Parent BLPU associated with the Street providing the primary access for the site.
- Each Child BLPU, associated with the Street which provides access to the BLPU. This can be different from the Street associated with the Parent BLPU or other Child BLPUs.

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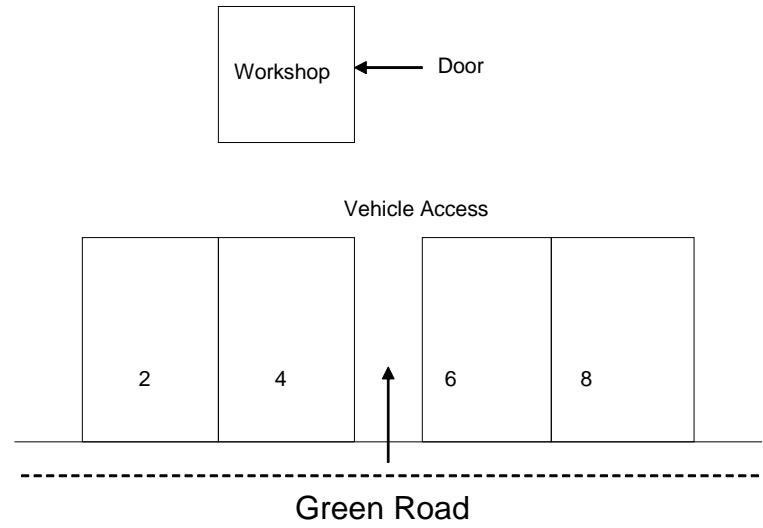
**Figure 8 - Grouped properties accessed from different Streets**

- In **Figure 8**, it is acceptable for Blocks A, B and C to have Upper Street in their address, whilst the Parent BLPU of the hospital is addressed to Old Road.

11.6.3.8 If there is no road, track or footpath giving direct access to the BLPU and the BLPU is not within the curtilage of another BLPU, then the property can only be described by reference to another BLPU in the LLPG. Create an LPI referring to the other BLPU in the PAO, for example 'land to the rear of [another BLPU]' or 'workshop to the rear of [another BLPU]' and associate the BLPU with the street used in the BLPU providing the access. See **Figure 9**.

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**Figure 9 - BLPU referenced to another BLPU**

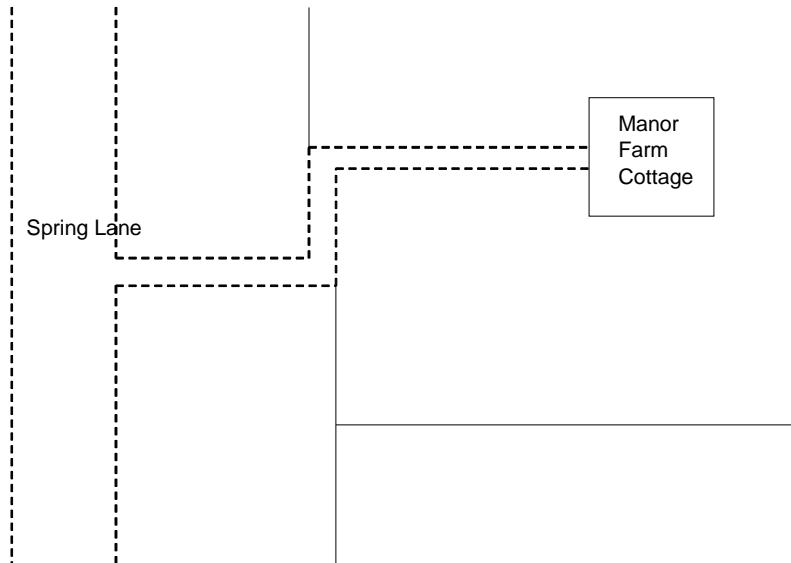
- This workshop has an address of:
  - Workshop to the rear of 4 Green Road
- This address shall be structured as follows:

UPRN	123400000005
SAO_TEXT	
PAO_TEXT	Workshop to the rear of 4
STREET NAME	Green Road

11.6.3.9 If there is no apparent Street or appropriate BLPU, for example a remote property accessed only on foot with no defined footpath, the last Street traversed should be used. See **Figure 10**.

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**Figure 10 - BLPU with no apparent Street or referenced BLPU**

- In **Figure 10**, Manor Farm Cottage is accessed via a footpath which is within the boundary of a farm site. The last Street to be traversed before reaching the footpath is Spring Lane, therefore the address is:
  - Manor Farm Cottage Spring Lane

- 11.6.3.10 If a type 1 Street is required for the BLPU Record and the following conditions apply, a request must be made for the SNN Officer to officially name the Street using the conventions and policies described in [Section 4](#).
- The type 1 Street is not in the NSG or ASG.
  - The type 1 Street is within the Contributing Authority administrative area.
- 11.6.3.11 If a type 2, 4 or 9 Street is required, then the Authority Address Custodian should follow internal processes established to obtain a USRN and then create the Record in the LLPG.

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11.6.3.12 Streets representing a village must not be created for the purposes of assigning BLPUs. Either the SNN Officer must create a type 1 Street or the Authority Address Custodian, in consultation with the SNN Officer, must create a type 2 Street for settlements where no Street currently exists in the LLPG.

### 11.6.4 Linking a BLPU to a type 2 Street

11.6.4.1 If properties are not assigned to a Street Name, for example, houses at the end of tracks or footpaths or in hamlets etc, the most appropriate type 2 Street must be used.

11.6.4.2 In these cases, the most appropriate type 2 Street must be identified with which the BLPU is associated. For example the address can read:

Rose Cottage

Road from Littleton to Fred Farm

Little Village

Anywhere

AN1 1AA

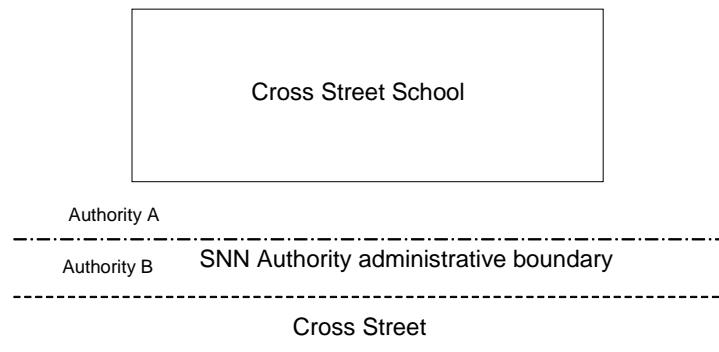
11.6.4.3 For information on how an address created in this way should be reformatted to create a Postal Address if required, see [Section 13](#).

### 11.6.5 Linking a property to a Street in a neighbouring SNN Authority

11.6.5.1 If a property is in the SNN Authority administrative area but the relevant Street exists in a neighbouring SNN Authority a new Street in the ASG must not be created. Instead the appropriate USRN with both the type 11 and 15 Records (see DEC-NSG) must be obtained from the neighbouring SNN Authority / Local Highway Authority, Authority Street Custodian and entered into the SNN Authority LLPG. See **Figure 11**.

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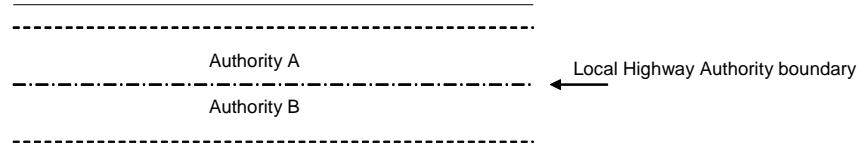
**Figure 11 - Street in neighbouring SNN Authority**

- In **Figure 11**, a property is on the boundary of an SNN Authority administrative area and must be associated with a Street in the adjacent SNN Authority because that Street provides the primary access. Details of the Street, when added to the LLPG of the SNN Authority (Authority A), must be flagged for exclusion from export to the NLPG Custodian. This is because the SNN Authority is not allowed to modify the details associated with any Street which is allocated a USRN within the range for an adjacent SNN Authority. However, the BLPU created with its LPI associated with the excluded Street must be submitted to the NLPG Custodian. This must include the BLPU Record, the LPI Record and any associated cross reference Records.

- 11.6.5.2 If the administrative boundary runs down the centre line of a Street resulting in one half of the Street being in one Local Highway Authority and the other side in the adjacent Local Highway Authority, two USRNs shall exist within the NSG. Each SNN Authority shall create the appropriate USRN for their respective SNN Authority administrative area. See **Figure 12**.

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**Figure 12 - Local Highway Authority administrative boundary in centre line of Street**

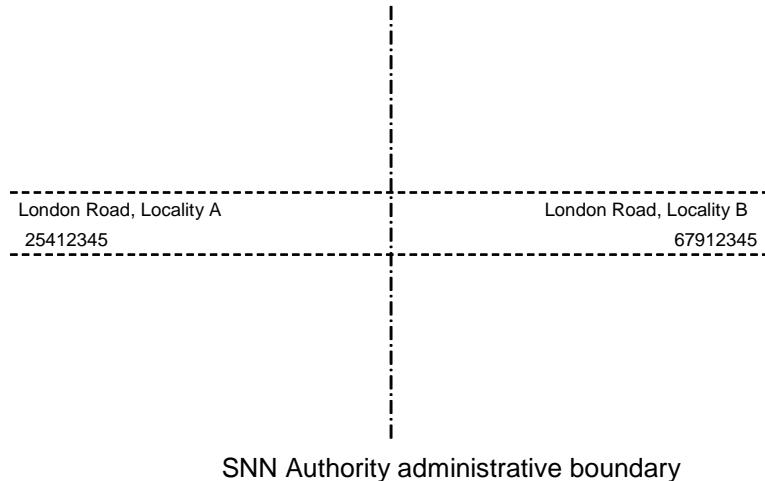
- In **Figure 12**, both SNN Authorities must enter a Record for the Street. It is the responsibility of each Authority Address Custodian to identify which SNN Authority and Local Highway Authority has an interest in which part of the Street.

11.6.5.3 The start and end points must be the same in both the NSG and the ASGs, providing that the Local Highway Authority administrative boundary continues along the Street centre line.

11.6.5.4 If the SNN Authority administrative boundary dissects a Street resulting in one Street being in two SNN Authorities, two USRNs shall exist with each SNN Authority creating the appropriate Street Record for their respective SNN Authority administrative area. The locality Field or town name Field shall be used if both sections are the responsibility of the same Local Highway Authority to ensure each USRN has a unique textual identifier. The start and end points must be agreed between the Authority Street Custodian and both the Authority Address Custodians. See **Figure 13**.

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**Figure 13 - SNN Authority administrative boundary dissects Street**

### 11.7 Demolished Properties

#### 11.7.1 Conventions

11.7.1.1 All demolished properties must be retained in the NLPG for historical purposes, to maintain the link to associated cases such as Planning, Environmental Health and Enforcement. The following actions should be taken, depending on the situation.

#### 11.7.2 Best Practice

11.7.2.1 If the property is demolished and the site with the same BLPU extent is left without any buildings for some time, the following changes should be made to the Record:

- Set the Approved Preferred LPI and any Alternative LPIs as historical Records.
- Add an Approved Preferred LPI giving a description of the land in its current state using the conventions described in [Section 11.11](#) for describing land parcels.
- Also add an Alternative LPI giving reference to the former Addressable Object, for example 'Site of the Queens Arms'.

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- If the land is later reused in some way, edit the Approved Preferred LPI as appropriate, for example 'Station Car Park'.
  - Keep the BLPU Logical Status at Approved BLPU throughout.
  - This method is to be used if the extent of the BLPU does not change.
- 11.7.2.2 If the property is demolished and the site is to be redeveloped with multiple properties, the following changes should be made to the Record:
- Close the original LPI.
  - Add LPIs as at [Section 11.7.2.1](#) until development commences.
  - Add a developer's site name as a Provisional LPI, if required.
  - When the development is complete, set the site BLPU as historical.
  - This method is to be used if the original BLPU extent no longer represents a discrete parcel of land.
- 11.7.2.3 If the property is within a redevelopment and demolition on the entire site happens straight away the following changes should be made to the Record:
- Set all the BLPUs within the site as historical.
  - Create a new BLPU for the whole site. This BLPU should have LPIs as at [Section 11.7.2.1](#) reflecting addresses that existed within the site, such as 'Land at 2 to 12 High Street and Burton House' or some other comprehensive description.
  - Add a developer's site as a Provisional LPI, if required.
  - If demolition of the whole site does not happen all at the same time, then the actions at [Section 11.7.2.1](#) can be used until the whole site is a single cleared area.
- 11.7.2.4 If the development involves the re-use of the existing address, for example a house at 1 Adam Street is to be demolished and a bungalow built, the following changes should be made to the Record:

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- At demolition set the existing LPI as historical.
- Add a new Approved Preferred LPI of 'Site of 1' on Adam Street.
- When the new building is officially addressed by the SNN Authority, set the 'Site of 1' LPI as historical and add a new Approved Preferred LPI of '1' on Adam Street.
- If Provisional LPIs are added at SNN stage before development commences, add an LPI of 'Replacement for 1' on Adam Street. This then indicates that the address is to be reused but referring to a different building if the development takes place.
- If the development does not happen and the original building remains, delete the Provisional LPIs if required.

11.7.2.5 A rule that allows consistency in the text for demolished or changed properties is to always use 'Former...' when demolition occurs, and the property name or number is going to be reused by the SNN Authority. If no redevelopment takes place use 'Site of....'

## 11.8 Splits and Mergers

### 11.8.1 Background

11.8.1.1 A BLPU can be split into two or more units. Conversely two or more can be merged into a single BLPU.

### 11.8.2 Convention

11.8.2.1 In the case of a split, the original BLPU must be set as historical and two (or more) new BLPUs must be created. If these two BLPUs are remerged, the historical BLPU must be restored to a Logical Status of Approved BLPU and a new Approved Preferred LPI must be created. The two remaining BLPUs become historical Records.

### 11.8.3 Best Practice

11.8.3.1 In **Figure 14**, Unit 1 is made historical and the LPI is changed to Former Unit 1. Two new BLPUs are created for Unit 1 and Unit 1A.

Example 1: Unit 1 is split into two units

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UPRN	123400000020
PAO_TEXT	Unit 1

UPRN	123400000020
BLPU LOGICAL_STATUS	8
PAO_TEXT	Former Unit 1

UPRN	123400008001
BLPU LOGICAL_STATUS	1
PAO_TEXT	Unit 1

UPRN	123400008002
BLPU LOGICAL_STATUS	1
PAO_TEXT	Unit 1A

11.8.3.2 If Unit 1 and Unit 1A are then merged back together, the historical BLPU must then be restored to a Logical Status of Approved BLPU and the two 'new' BLPUs set as historical Records. A new Approved Preferred LPI must be added describing the property as it is currently known.

11.8.3.3 Example 2: Units 1 and 1A are merged:

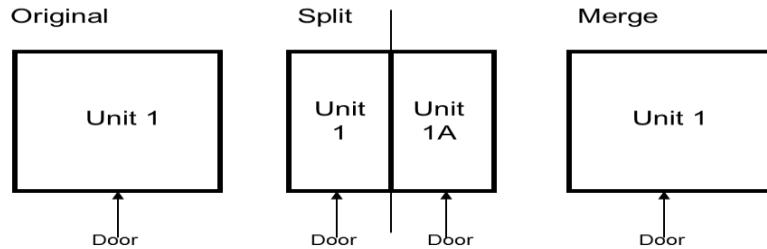
UPRN	123400000020
BLPU LOGICAL_STATUS	1
PAO_TEXT	Former Unit 1
LPI LOGICAL_STATUS	8
PAO_TEXT	Unit 1
LPI LOGICAL_STATUS	1

UPRN	123400008001
PAO_TEXT	Former Unit 1
BLPU LOGICAL_STATUS	8

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UPRN	123400008002
PAO_TEXT	Former Unit 1A
BLPU LOGICAL_STATUS	8



**Figure 14 - Splits and mergers**

**Note:** In **Figure 14**, it is assumed that Unit 1 and 1A revert to the original state after the merge which follows the split.

11.8.3.4 Authority Address Custodians do not have to capture land relating to historical planning documents. The inclusion of land which relates to historical planning application data within LLPGs is optional and depends on the corporate use of the data for Local Land Charge searches and other planning related uses. The dissemination of this information to the NLPG Custodian does not cause any problems, subject to the Records being correctly formatted, set as historical and not duplicating any current data.

### 11.8.4 Property Conversions

11.8.4.1 This section provides guidance on dealing with conversions and internal numbering that should be advised through the SNN processes within a Contributing Authority. If a premises number exists it must be used at all times in each new Addressable Object to facilitate the differentiation of all units and sub-units of the property.

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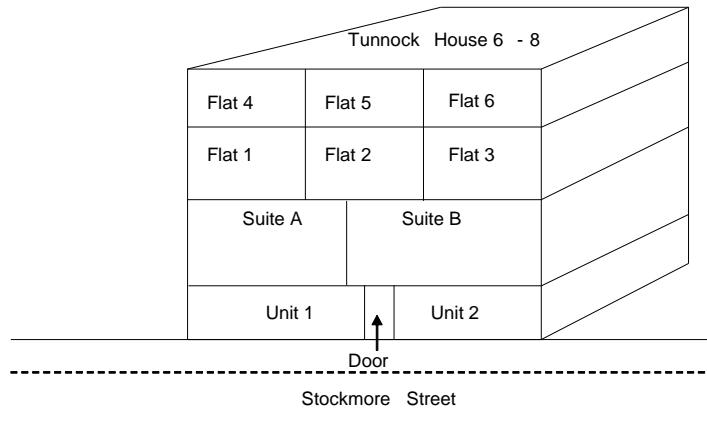
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- 11.8.4.2 If the property being converted is named then this name must endure throughout all newly created subdivisions of this property. If the property only has a name then the SNN Officer should use the change of Addressable Object as grounds for officially allocating an SNN Authority number to the property, as well as its name.
- 11.8.4.3 Conversion of a house into two or more residential flats with one door providing access to all flats:
- The Parent building shell shall be recorded as a PAO with the property number (and name where applicable) and Child BLPUs created as SAOs each numbered as Flat 1, Flat 2 and so on, for example Flat 1, 29 Wigan Road, Pemberton.
  - Parent BLPU Classification must be recorded as PP (property shell).
  - If a location description for the flat exists such as ground floor these details should be entered into the level Field.
- 11.8.4.4 Conversion of a house into two or more residential flats with separate external doors providing access to each of the flats:
- 11.8.4.5 PAOs for all flats must be created with Addressable Objects suffixed to the property number of the existing property, for example, 29A Wigan Road Pemberton and 29B Wigan Road Pemberton.
- 11.8.4.6 If one door provides access to more than one flat then see [\*\*Section 11.8.4.3\*\*](#) above, for example Flat 1, 29A Wigan Road Pemberton.
- 11.8.4.7 If a single building contains flats and / or shops with single or multiple access doors to each or all flats:
- The building shell shall be created as a PAO with the building name and / or number as the Addressable Object.
  - Child BLPUs shall be created for each flat / shop with the SAO as 1, 2, 3, 4 etc.

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- To avoid confusion, numbers should be subdivided into suffixed properties or prefixed with the words Office, Unit, Suite, Apartment or Flat. If location descriptions exist for these properties these should be entered into the level Field. See **Figure 15**. For further information on the level Field see [Section 7.4.4.1](#).



**Figure 15 - Parents and children**

11.8.4.8 In **Figure 15**, a Parent BLPU should be created with an address of:

- Tunnock House 6-8 Stockmore Street
- Ten Child BLPUs should be created:
- Unit xx Tunnock House 6-8 Stockmore Street
- Suite xx Tunnock House 6-8 Stockmore Street
- Flat xx Tunnock House 6-8 Stockmore Street

## 11.9 Grouped Properties

### 11.9.1 Hierarchical and Parent Child Relationships

11.9.1.1 The advice in this section relates to the textual attributes contained within Addressable Objects which create hierarchical relationships between addresses.

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- 11.9.1.2 A Parent Child relationship exists if one BLPU is identified by reference to another BLPU. The LPI of the Parent record shall contain a PAO only and the LPI of the Child record shall contain both a SAO and a PAO. In most cases the Child inherits the PAO from its Parent.
- 11.9.1.3 If the hierarchy extends to a third or fourth level, then the entry in the PAO does not have to be identical for all records within the structure.
- 11.9.1.4 A Parent Record must be created first, and the relationship is established when a Child Record is created and an existing UPRN is recorded in the Parent UPRN field.
- 11.9.1.5 A historical child BLPU may be linked to a Parent Approved BLPU. However, a Parent Historical BLPU shall not be referenced by a Child Approved BLPU.
- 11.9.1.6 If an LPI with an entry in the SAO is made historical, and the BLPU remains live, then the relationship with the existing Parent must be broken.
- 11.9.1.7 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.
- 11.9.1.8 A Child BLPU is represented by an LPI that contains an entry in both the SAO and PAO. This LPI must have a LOGICAL\_STATUS of either: Approved/Preferred, Alternative or Provisional.
- 11.9.1.9 If a Parent BLPU is created for an Object solely to provide a holding Record for a group of properties, the BLPU Classification must be set to Parent Property Shell (Classification code = PP).
- 11.9.1.10 If a Parent BLPU is created for an Object which does exist in the real world the appropriate Classification codes must be used regardless of the Object's status as a Parent BLPU, for example an airport referenced by several Child BLPUs is classified as CT01.

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11.9.1.11 This is a conditional requirement. Any BLPU that is referenced using a SAO in its associated LPI Record must contain the UPRN of its Parent BLPU in the PARENT\_UPRN Field. There is no requirement for the Child BLPU to share or inherit an identical PAO or USRN from the Parent BLPU. This methodology provides a framework to extend the hierarchical relationship to grandchild and great grandchild Records for buildings in multiple occupation, for example airport complexes or university campus sites.

11.9.1.12 A maximum of four levels can exist in the hierarchy:

- PARENT – The top level of a BLPU hierarchy.
- CHILD – The second level of a BLPU hierarchy.
- GRANDCHILD – The third level of a BLPU hierarchy.
- GREAT GRANDCHILD – The fourth level of a BLPU hierarchy.

11.9.1.13 The PAO does not need to be identical for each level of the BLPU hierarchy. This means that multiple levels can be combined into the PAO and allows for truncated versions of an address element to be displayed, thereby ensuring that a meaningful address can be viewed by a user, regardless of the hierarchy behind the BLPU. For example, Terminal 1 Heathrow Airport may be shortened in the LPI relating to the BLPU in the next level down in the hierarchy to Terminal 1 Heathrow.

11.9.1.14 If there are 3 or 4 levels in a BLPU hierarchy where grandchild and great grandchild Records exist, the following rules must be applied:

- If 3 levels are required the PAO for the grandchild Record should be inherited from the Parent Record. The SAO should include reference to the bottom two levels of the hierarchy that is both the Child Record and itself, for example:

PARENT	UPRN 1	University of Nottingham
CHILD	UPRN 2	Lenton Hall
GRANDCHILD	UPRN 3	Flat 1

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UPRN 1	
PAO	University of Nottingham
SAO	

UPRN 2	
PAO	University of Nottingham
SAO	Lenton Hall

UPRN 3	
PAO	University of Nottingham
SAO	Flat 1 Lenton Hall

11.9.1.15 If 4 levels are required the PAO for the great grandchild Record should be inherited from the top two levels of the hierarchy. The SAO should include reference to the bottom two levels of the hierarchy that is both the grandchild Record and itself, for example:

PARENT	UPRN 1	Gatwick Airport
CHILD	UPRN 2	North Terminal
GRANDCHILD	UPRN 3	Departure Building
GREAT GRANDCHILD	UPRN 4	Kiosk 1

UPRN 1	
PAO	Gatwick Airport
SAO	

UPRN 2	
PAO	Gatwick Airport
SAO	North Terminal

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UPRN 3	
PAO	Gatwick Airport
SAO	Departure Building North Terminal

UPRN 4	
PAO	North Terminal Gatwick Airport
SAO	Kiosk 1 Departure Building

- 11.9.1.16 In the case of sites which contain Street Names, it can be appropriate to enter the site as a town or locality to allow for sensible addresses to be constructed where many levels of hierarchy exist.

### 11.9.2 Terraces

- 11.9.2.1 Named terraces fronting an existing type 1 or type 2 Street which do not have their own access or service road should be entered as a PAO. A type 4 Street should not be entered for a terrace. For the exception to this rule, see [Section 11.9.2.9](#). A Parent Record must be created to represent the terrace, (note the SAO must be null). Therefore a BLPU must be inserted to represent the Child Records as follows:

UPRN	123400000010	
SAO_TEXT		
PAO_TEXT		Railway Terrace
STREET	Station Road	

- 11.9.2.2 All individual premises within the named terrace must then be entered as children of the Parent property by using the SAO, for example:

UPRN	123400000011
PARENT_UPRN	123400000010
SAO_TEXT	Rose Cottage
PAO_TEXT	Railway Terrace
STREET	Station Road

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- 11.9.2.3 If premises on the terrace are further subdivided, then grandchild BLPUs must be created with the appropriate PARENT\_UPRN and either the SAO and PAO Record of all hierarchical levels. Additional levels of Addressable Object are managed as in [Section 11.9.1](#) above, as follows:

### Example 1

UPRN		123400000012
PARENT_UPRN	12340000011	
SAO_TEXT		Flat 1 Rose Cottage
PAO_TEXT		Railway Terrace
STREET		Station Road

### Example 2

SAO_TEXT		
PAO_START_NUMBER	28	
STREET		Brunswick Terrace

- 11.9.2.4 In Example 2, a named terrace has its own access road (front or rear). The terrace name must be created as a type 1 or a type 2 Street in the ASG. Each property within the terrace must then be created as a BLPU on that Street.
- 11.9.2.5 If a collection of buildings has a collective name the inclusion of the premises number in the PAO description shall not be used. A Parent Record must be created for the collective name and a Child Record for any other BLPUs referencing it, for example:

SAO_START_NUMBER	PAO_START_NUMBER	PAO_TEXT	Acceptable?
	3	Railway Cottages	N
3		Railway Cottages	Y
		3 Railway Cottages	N

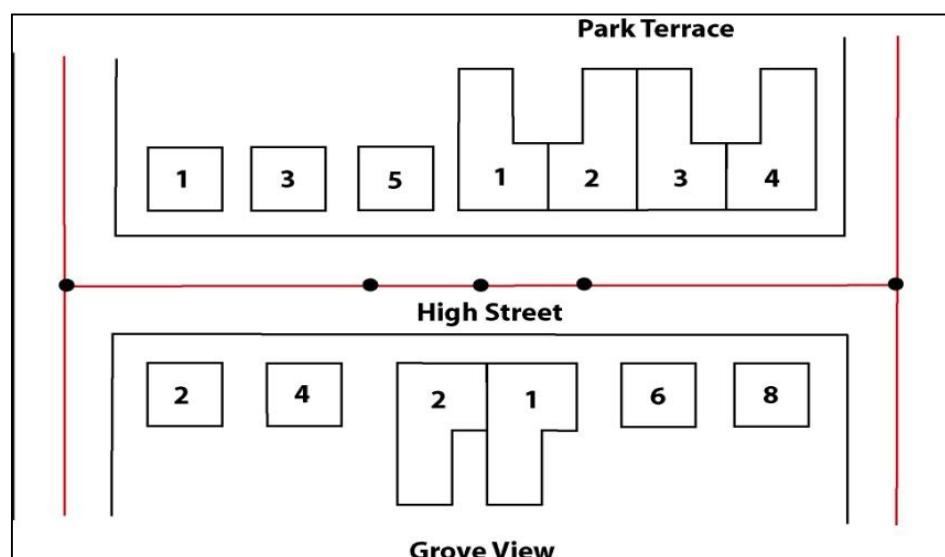
## Section 11 - Managing Land and Property Records

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- 11.9.2.6 If a legacy address appears to relate to a collection of properties but is describing a stand-alone property, then it is acceptable for the PAO\_TEXT to begin with a number. For example, A single property addressed as 1 Grove Cottage may be recorded as follows:

SAO_START_NUMBER	PAO_START_NUMBER	PAO_TEXT	Acceptable?
		1 Grove Cottage	Y

- 11.9.2.7 If this is a single structure containing more than one BLPU, then the rules described in [Section 11.9.2.5](#) apply.
- 11.9.2.8 The example described in Section 11.9.2.6 is an exception to the Health Check validation rules. For details of how to report a Health Check exception to the NLPG Custodian, see [Appendix K](#).



**Figure 16 - Type 1 Street Name Park Terrace**

- 11.9.2.9 If there is a legacy case where a terrace exists alongside an officially named Street and the terrace is also an officially named Street then a type 1 Street may be created for the terrace. The type 1 Street for the terrace must be set with Street state code of 5 – Street for addressing purposes only. For an example see [Figure 16](#).

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- 11.9.2.10 If a terrace is created as a type 1 Street, the Street alongside which it exists must not be designated as a type 2 Street. This is because if a Street is officially named, the official name applies to the whole width of the Street unless the other side has an official name.
- 11.9.2.11 If a named terrace appears to run alongside a carriageway but in reality is separated from the main carriageway, for example by being on a different level and if there is no access from one to the other, then that terrace should be recorded as a type 1 Street.

### 11.9.3 Parades

- 11.9.3.1 The concepts described above in [Section 11.9.2](#) for terraces also apply to parades. In addition some parades also consist of enclosed pedestrian areas around a central\_courtyard. If these walkways / courtyards are not publicly maintainable or private Streets (they are therefore ASG entries) the named parade should form the PAO with each unit / premises in the parade represented as a SAO, for example:
- SAO = Unit 1
  - PAO = Newton Parade
  - Street = Station Road
- 11.9.3.2 As in [Section 11.9.2](#) a Parent BLPU must be created for the named parade.

### 11.9.4 Shopping Centres and Markets

- 11.9.4.1 If a shopping centre contains Street Names, these Streets must be created as a type 1 or a type 2 Street within the ASG. These Street Records should be submitted to the LSG Custodian for inclusion in the NSG and treated the same as other Streets.
- 11.9.4.2 Each retail unit within the shopping centre must then be created as a separate BLPU assigned to the appropriate USRN. If the name of the shopping centre forms part of the address LOCALITY\_NAME in the Street Record may be populated with the name of the centre, for example:

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PAO_TEXT	Unit C6
STREET	Upper Rose Gallery
LOCALITY	Bluewater Shopping Centre
TOWN	Greenhithe

- 11.9.4.3 Shopping precincts and centres with no internal Streets should be addressed to the Street. In these instances the shopping centre should be created as a Parent Record and each retail unit created as a Child Record, for example:

SAO_TEXT		Unit 1
PAO_NUMBER	21 23	
PAO_TEXT	The Shires	
STREET	High Street	
TOWN	Leicester	

- 11.9.4.4 Permanent indoor and outdoor markets should be treated in the same manner as shopping centres.
- 11.9.4.5 If shopping centres are serviced from multiple Streets these shall be recorded against the BLPU with Alternative LPIS recording all associated USRNs, for example 'Mall Chequers' is located from Pads Hill and King Street in Maidstone.

### 11.9.5 Tower Blocks

- 11.9.5.1 Residential tower blocks must be recorded as PAOs if accessed directly from a Street. If the 'block' is serviced by a private courtyard or driveway a consistent approach must be adopted in ascertaining the building details – the block name must be in the PAO. This is perceived to be a high priority for emergency services.

SAO_NUMBER		13
PAO_TEXT		Blakeney House
STREET	Blakeney Road	
TOWN	Stevenage	

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### 11.10 Accommodation Sites

11.10.1 This section provides guidance on how to enter accommodation sites which are occupied by more than one household.

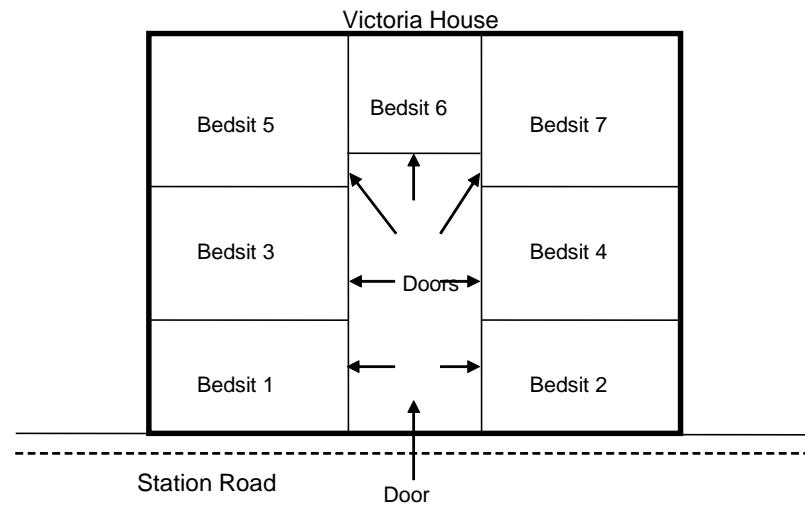
Object	Recommendation	Examples	Code
Bedsit / HMO / Womens' Refuge / Nursing Homes / Serviced apartments	A BLPU shall be created for the Parent property where the bedsit / HMO is located. If there are sub-properties whose occupants receive service delivery from the Contributing Authority these may be captured as BLPUs in their own right captured as an SAO. See Figure 12.	PAO: Victoria House Street: Station Road Town: Ipswich	RH01
		SAO: Bedsit 7 PAO: Victoria House Street: Station Road Town: Ipswich	RH02
Camping and Caravan Sites	Create 1 BLPU for the campsite. Individual pitches shall not be captured as BLPUs if the campsite is used for the purposes of holiday accommodation. If there is a service delivery requirement other building structures (for example toilet block, shop) may be captured as a Child BLPU.  Static caravan sites should be treated as dwellings and recorded as individual BLPUs if they are liable for council tax.	SAO: Camping Site PAO: Moyne Hall Street: Back Lane Town: Holywell	CL02
		SAO: Shop Camping Site PAO: Moyne Hall Street: Back Lane Town: Holywell	CR08
		SAO: Caravan 12 PAO: Oaks Park Street: Mildenhall Road Town: Brandon	RD01
Hospitals	An internal Street within the site should be captured as a type 2 Street. For more details, see <a href="#">Section 11.13.1</a>	ORG_NAME: Nottingham University Hospital Trust PAO: Queens Medical Centre Street: Derby Road Town: Nottingham	CM03
Hostels etc.	Create 1 BLPU for the hostel. If the residents are deemed to be permanent and can be assessed for benefits or are able to vote their unit of occupation should be captured as Child BLPUs.	PAO: The Youth Hostel Street: Market Street Town: Wolverhampton	CH01
		SAO: Room 1 PAO: The Youth Hostel Street: Market Street Town: Nottingham	RH02

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Object	Recommendation	Examples	Code
Hotels / B&Bs	Create 1 BLPU for the Hotel / B&B. Individual rooms should not be captured as separate BLPUs unless there are sub-properties whose occupants receive service delivery from the Contributing Authority; these may be captured as BLPUs in their own right as a SAO.	PAO_START_NUMBER: 4 PAO_TEXT: The Bull Hotel Street: Crouch Street East Town: Colchester  SAO: Staff Flat PAO: 4 The Bull Hotel Street: Crouch Street East Town: Colchester	CH03 RD06
Nurses Accommodation	See Universities below. Nurses' accommodation should be treated in the same manner as halls of residence.	SAO: Flat 5 Victoria House PAO: Hinchingbrooke Hospital Street: Hinchingbrooke Park Road Town: Huntingdon	RD06
Universities	For campus Universities the university name is created as the PAO. Halls of residence, faculty buildings etc. are created as SAOs.  If internal Streets exist within the campus these are captured within the LSG and may be referred to by Alternative LPIS.  Individual student rooms may further be recorded in the SAO Record with a local convention for identifying any blocks or further subdivisions prior to SNN or recording the entire site in the LLPG.	AO: University of Nottingham Street: University Boulevard Town: Nottingham Postcode: NG7 2RD  SAO: Cripps Hall PAO: University of Nottingham Street: University Boulevard Town: Nottingham Postcode: NG7 2QW LOG_STATUS=1  SAO: Cripps Hall PAO: University of Nottingham Street: Lenton Hall Drive Town: Nottingham Postcode: NG7 2QW LOG_STATUS=3  SAO: First Floor Flat Block A PAO: Rutland Hall University of Nottingham Street: Beeston Lane Town: Nottingham Postcode: NG7 2QZ LOG_STATUS=1  SAO: Room 1First Floor Flat PAO: Block A Rutland Hall University of Nottingham	CE05 RI03 RD06 RH02

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Object	Recommendation	Examples	Code
		Street: Beeston Lane Town: Nottingham Postcode: NG7 2QZ LOG_STATUS=1	



**Figure 17 - Accommodation sites**

- **Figure 17** shows how Bedsits, HMOs, Womens' Refuges, Nursing Homes and Serviced apartments are dealt with as described in [Section 11.10](#).

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### 11.11 Describing Land Parcels

#### 11.11.1 Conventions

Convention	Examples
Start PAO with set text of 'Land...'. Exceptions are land use or name if obtained from a trusted source.	Land south west of 17 Playing field opposite Village Hall Allotments west of 22 High Road Sports ground south east of Burton School, Barkers Wood.
If local or unofficial name exists, use this as an Alternative LPI.	Bluebell Wood Sausage Island
Ensure accurate location in PAO by use of compass direction or by reference to existing LPIs.	Land north west of Rose Cottage Land between 66 and 68 Lloyd Road
If capturing Records without any other form of identification, use centre grid reference to form LPI.	Field at grid reference 456789 345678
Reference by any other identifiable features if necessary.	Field west of Lewes Hill

11.11.2 The Approved Preferred LPI should be associated with the Street from which access to the land is gained. If multiple accesses exist, create Alternative LPIs for all other Streets, ensuring the Street providing primary access retains the Approved Preferred LPI.

11.11.3 Always put the whole of the descriptive text in the Addressable Object; do not place any property numbers used as part of the description within the PAO start or end number Fields, for example allotments west of 22 High Road must be described as 'Allotments west of 22' in the PAO\_TEXT Field.

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11.11.4

11.11.5 Best Practice

11.11.5.1 Wherever possible, when describing a land parcel avoid use of terms such as:

- Adjacent.
- Next to.
- Unused.
- Derelict.
- Vacant.

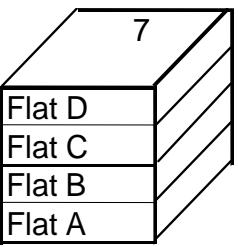
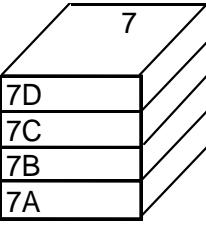
## 11.12 Complex and Grouped Property Type Examples

11.12.1 These examples illustrate how best to enter address details for complex and grouped properties into an LLPG. They show Authority Address Custodians how to deal with legacy data which are addresses that are in common use but have not necessarily been subject to the SNN process. New addresses created should not be numbered in the way these examples are, rather the conventions and best practice described in [Section 4](#) should be adhered to. For this document's definition of a House in Multiple Occupation (HMO), see [Appendix J](#).

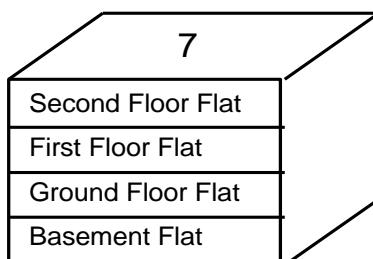
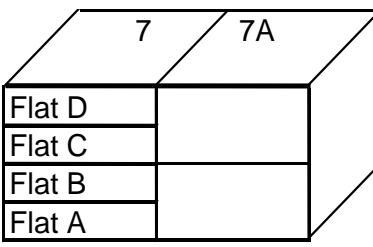
## Section 11 - Managing Land and Property Records

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### 11.12.2 Legacy data examples:

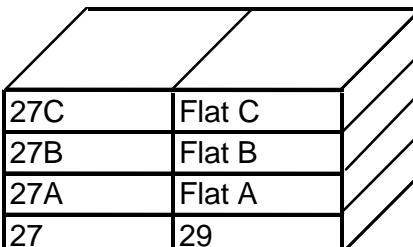
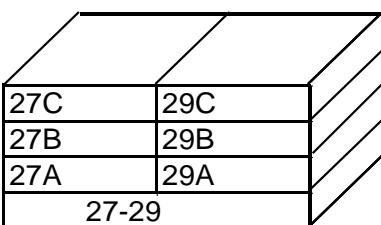
	<b>Legacy Data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>
1	Alpha Flat IDs 	A house is divided into 4 flats which are addressed Flat A to Flat D.  All flats are accessed by a single door.	Create BLPUs for each of the flats, with SAOs as: Flat A, Flat B, Flat C, Flat D, under a Parent of: 7.	7 PP Flat A RD06 Flat B RD06 Flat C RD06 Flat D RD06
2	Suffixed PAOs 	A house is divided into 4 flats which are addressed 7A to 7D.  All flats are accessed individually by a single door for each flat off the Street.	Create four BLPUs with PAOs as: 7A, 7B, 7C and 7D respectively, therefore all the BLPUs are numbered directly into the Street.	7A RD06 7B RD06 7C RD06 7D RD06

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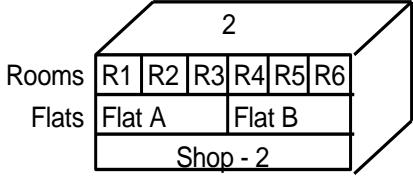
	<b>Legacy Data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>
3	<p>Descriptive Flat</p> 	<p>A house is divided into 4 flats which are addressed descriptively.</p> <p>All flats are accessed by a single door.</p> <p>This example is typical of data from many Council Tax systems, where descriptive flat locations are preferred instead of flat identifiers. In many cases these flats also have either alpha or numeric identifiers.</p>	<p>If alphabetical or numeric identifiers exist, use these instead of descriptions.</p> <p>Only in exceptional circumstances should descriptive flat LPIs be added to the LLPG as approved Records. They may, however, be captured as Alternative LPIs or more appropriately in the LEVEL Record within the LPI Record.</p> <p>Create BLPUs for each of the flats, with SAOs as Basement Flat, Ground Floor Flat, First Floor Flat, Second Floor Flat, under a Parent of: 7.</p>	<p>7 PP Basement Flat – RD06 Ground Floor Flat – RD06 First Floor Flat – RD06 Second Floor Flat – RD06</p>
4	<p>Flats and Suffix Building</p> 	<p>Two houses which are addressed 7 and 7A. 7 is divided into flats which are addressed Flat A to Flat D.</p>	<p>Create a Parent BLPU: 7 and a BLPU with a PAO of: 7A.</p> <p>Create BLPUs for each of the flats, with SAOs as: Flat A, Flat B, Flat C, Flat D, under the Parent: 7.</p>	<p>7 PP Flat A – RD06 Flat B – RD06 Flat C – RD06 Flat D – RD06 7A – RD03</p>

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	<b>Legacy Data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>								
5	Flats over shops   <table border="1"><tr><td>27C</td><td>Flat C</td></tr><tr><td>27B</td><td>Flat B</td></tr><tr><td>27A</td><td>Flat A</td></tr><tr><td>27</td><td>29</td></tr></table>	27C	Flat C	27B	Flat B	27A	Flat A	27	29	A building is divided with shops on the ground floor and flats on the upper floors.  Flats are accessed by one door.	Create BLPUs with PAOs of: 27, 27A, 27B and 27C.  Create BLPU with a PAO of: 29 for the shop which acts as a Parent.  Alternatively create Parent BLPU with a PAO of: 29 and a Child BLPU with a SAO of: Shop.  Create BLPUs with a SAO of: Flat A, Flat B, Flat C, under a Parent of: 29.	27 CR08 27A – RD06 27B – RD06 27C – RD06  29 – CR08  29 PP  Shop – CR08 Flat A – RD06 Flat B – RD06 Flat C – RD06
27C	Flat C											
27B	Flat B											
27A	Flat A											
27	29											
6	Flats over common shop   <table border="1"><tr><td>27C</td><td>29C</td></tr><tr><td>27B</td><td>29B</td></tr><tr><td>27A</td><td>29A</td></tr><tr><td colspan="2">27-29</td></tr></table>	27C	29C	27B	29B	27A	29A	27-29		A building is divided with a shop on the ground floor and flats on the upper floors.  Flats are accessed by two doors.	Create BLPUs with PAOs of: 27-29, 27A, 27B, 27C, 29A, 29B, 29C.	27-29 CR08 27A RD06 27B RD06 27C RD06 29A RD06 29B RD06 29C RD06
27C	29C											
27B	29B											
27A	29A											
27-29												

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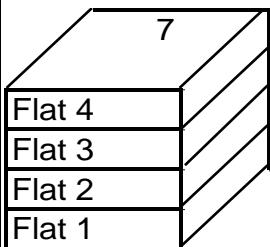
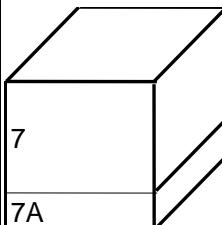
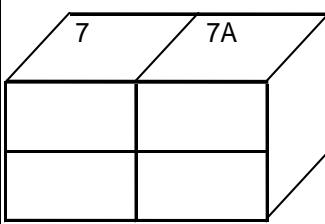
Legacy Data Example		Issue	Recommendation	Classification
7	<p>Complex Block</p>  <p>Rooms      R1   R2   R3   R4   R5   R6</p> <p>Flats      Flat A      Flat B</p> <p>Shop - 2</p>	<p>A building is divided with a shop on the ground floor, two flats on the first floor and rooms within a flat in multiple occupation on the second floor. (Flat C)</p>	<p>Create BLPU with a PAO of: 2 for the shop, which acts as a Parent.</p> <p>UPRN: 1 PAO: 2</p> <p>Alternatively create Parent BLPU with a PAO of: 2, and a Child BLPU with a SAO of: Shop.</p> <p>UPRN: 2 PAO: 2 SAO: Shop</p> <p>Create BLPUs with SAOs of: Flat A and Flat B, under the Parent: 2.</p> <p>UPRN: 3 PAO: 2 SAO: Flat A</p> <p>Create BLPU with a SAO of: Flat C, under the Parent: 2.</p> <p>UPRN: 4 PAO: 2 SAO: Flat C</p> <p>Create BLPUs with a SAO of: Room 1 to Room 6, Flat C, under the Parent: Flat and grandparent 2.</p> <p>UPRN: 5 PAO: 2 SAO: Room 1 Flat C</p>	<p>2 or PP Shop – CR08 Flat A – RD06 Flat B – RD06 Second Floor Flat – RH01 Room 1 to 6 – RH02</p>

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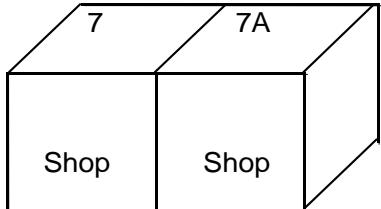
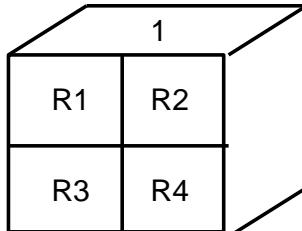
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11.12.3 These examples show Authority Address Custodians how to deal with addresses which are either in the dataset as legacy addresses or which have been newly created as the formats described meet current conventions and best practice described at [Section 4](#).

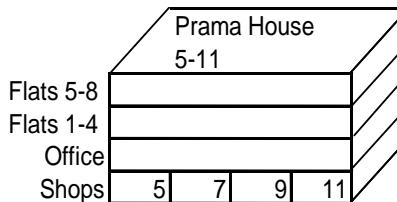
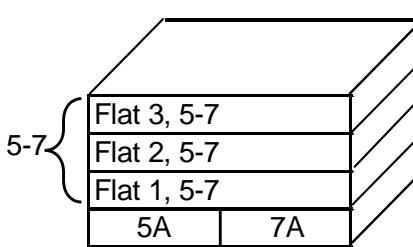
11.12.4 Current or new data examples:

	<b>Current or new data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>
1	Numeric Flat IDs  	A house is divided into 4 flats which are addressed Flat 1 to Flat 4.  All flats are accessed by a single door.	Create BLPUs for each of the flats, with SAOs as: Flat 1, Flat 2, Flat 3, Flat 4, under a Parent of: 7.	7 PP Flat 1 – RD06 Flat 2 – RD06 Flat 3 – RD06 Flat 4 – RD06
2	Basement Flat  	A house is divided into two flats which are addressed 7 and 7A. Both flats are accessed by separate doors.	Create two BLPUs with PAOs of: 7 and 7A.  Creating Flat A as a Child BLPU of: 7 can cause confusion (mail being delivered to 7 by mistake).	7 RD06 7A – RD06
3	Suffixed Building  	Two separate houses which are addressed 7 and 7A.	Create two BLPUs with PAOs of 7 and 7A.	7 RD03 7A – RD03

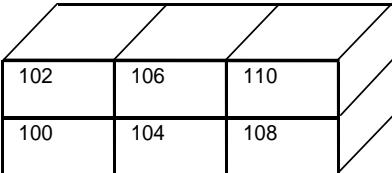
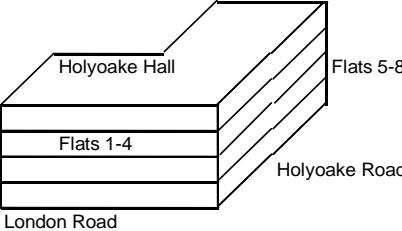
## Section 11 - Managing Land and Property Records

	<b>Current or new data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>
4	Suffixed Building  	Two separate shops which are addressed 7 and 7A.	Create two BLPU with PAOs of: 7 and 7A.	7 CR08 7A – CR08
5	House in Multiple Occupation  	A building is divided into rooms occupied by separate households.  This example is typical of data from many Electoral Registration systems, where properties are canvassed according to occupation as opposed to physical features.	Create a Parent BLPU with a PAO of: 1.  Create BLPU with SAOs of: Room 1 to Room 4, under the Parent: 1.	1 RH01 Room 1 – RH02 Room 2 – RH02 Room 3 – RH02 Room 4 – RH02

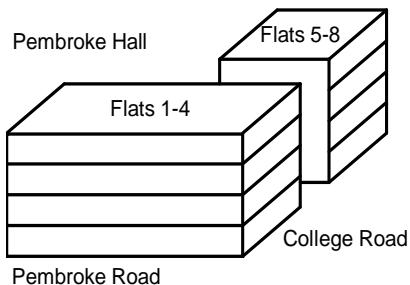
## Section 11 - Managing Land and Property Records

	<b>Current or new data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>
6	Complex Block  	A building is divided into a mix of commercial and residential units. The upper floors are accessed by a separate door.	<p>Create BLPUs with PAOs of: 5, 7, 9, 11.</p> <p>Create a Parent BLPU: Prama House 5-11.</p> <p>Create BLPUs for each of the flats with SAOs: Flat 1 to Flat 8, under the Parent: Prama House 5-11.</p> <p>Create a BLPU for the office with a SAO of Office, under the Parent: 5-11.</p>	5 CR08 7 CR08 9 CR08 11 CR08 Prama House 5-11 PP  Flats 5-8 RD06 Flats 1-4 RD06  Office CO01
7	Complex Block  	A building is divided into residential units. The ground floor flats which are addressed as flats 5A and 7A are accessed by separate doors.	<p>Create BLPUs with PAOs of: 5A and 7A.</p> <p>Create a Parent BLPU: 5-7.</p> <p>Create BLPUs for each of the flats with SAOs of: Flat 1 to Flat 3, under the Parent 5-7.</p>	5-7 PP Flat 1 RD06 Flat 2 RD06 Flat 3 RD06  5A RD06 7A RD06

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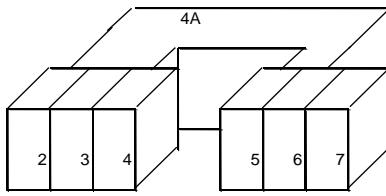
	<b>Current or new data Example</b>	<b>Issue</b>	<b>Recommendation</b>	<b>Classification</b>
8	Individually Numbered Maisonettes  	A single building can have two addresses and two access doors, typically giving individual access to an upper and lower flat or maisonette.	Create BLPUs with PAOs of: 100, 102, 104, 106, 108, 110.	100 to 110 RD06
9	Block on two Streets  	A complex property with a single block which is accessed from different Streets.	<p>Create a Parent BLPU for Holyoake Hall 21 London Road, with an Alternative LPI of Holyoake Hall 45 Holyoake Road.</p> <p>Create BLPUs with SAOs of: Flat 1 to Flat 4 on London Road, under the Parent Holyoake Hall, 21 London Road.</p> <p>Create BLPUs with SAOs of: Flat 5 to Flat 8 on Holyoake Road, under the Parent Holyoake Hall, 45 Holyoake Road.</p>	<p>Holyoake Hall, 21 London Road</p> <p>(Alternative LPI: Holyoake Hall, 45 Holyoake Road) PP</p> <p>Flat 1 to Flat 8 RD06</p>

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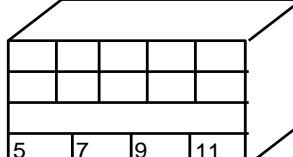
10	<p>Two blocks, two Streets</p>  <p>Pembroke Hall Flats 1-4 College Road Pembroke Road</p>	<p>A complex property with more than one block which are accessed from different Streets but share a building name.</p> <p>Addresses should be created for Block 1 and Block 2 under the shared building name</p>	<p>Create a Parent BLPU for Pembroke Hall with two LPIs, the Approved Preferred LPI associated with Pembroke Road, Alternative LPI associated with College Road.</p> <p>UPRN: 1 PAO: Pembroke Hall 21 Street: Pembroke Road</p> <p>Create 2 Child BLPUs with SAOs of: Block 1 and Block 2 to identify each building but indicate they have a relationship</p> <p>UPRN: 2 PAO: Pembroke Hall 21 SAO: Block 1 Street: Pembroke Road Parent UPRN: 1</p> <p>UPRN: 3 PAO: Pembroke Hall 21 SAO: Block 2 Street: College Road Parent UPRN: 1</p> <p>Create 4 Child BLPUs with SAOs of: Flat 1 to Flat 4</p>	<p>Pembroke Hall PP</p> <p>Block 1 PP</p> <p>Flat 1 to Flat 4 RD06</p> <p>Flat 5 to Flat 8</p>
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			<p>Block 1 on Pembroke Road.</p> <p>UPRN: 4 PAO: Pembroke Hall 21 SAO: Flat A Block 1 Street: Pembroke Road Parent UPRN: 2</p> <p>Create 4 Child BLPUs with SAOs of: Flat 5 to Flat 8 Block 2 on College Road.</p> <p>UPRN: 8 PAO: Pembroke Hall 45 SAO: Flat 5 Street: College Road Parent UPRN: 3</p>															
11	Rear Workshops / Block		<p>A workshop to the rear of a group of houses is addressed with a number and suffix.</p>	<p>Create BLPUs with PAOs of: 2, 3, 4, 4A, 5, 6, 7.</p> <table> <tbody> <tr> <td>2</td> <td>RD04</td> </tr> <tr> <td>3</td> <td>RD04</td> </tr> <tr> <td>4</td> <td>RD04</td> </tr> <tr> <td>4A</td> <td>CI03</td> </tr> <tr> <td>5</td> <td>RD04</td> </tr> <tr> <td>6</td> <td>RD04</td> </tr> <tr> <td>7</td> <td>RD04</td> </tr> </tbody> </table>	2	RD04	3	RD04	4	RD04	4A	CI03	5	RD04	6	RD04	7	RD04
2	RD04																	
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4	RD04																	
4A	CI03																	
5	RD04																	
6	RD04																	
7	RD04																	

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12	<b>Complex Block</b>	<p>Maisonette (10 rooms)</p>  <p>Office Shops</p> <table border="1"> <tr><td>5</td><td>7</td><td>9</td><td>11</td></tr> </table>	5	7	9	11	A building is divided with shops on the ground floor, a single office on the first floor and rooms within a maisonette in multiple occupation on the second and third floor.	Create BLPUs with PAOs of: 5, 7, 9, 11.  Create a Parent BLPU: 5-11.  UPRN: 1 PAO: 5-11	5 CR08 7 CR08 9 CR08 11 CR08 5-11 PP
5	7	9	11						
Create a BLPU with a SAO of: Office, under the Parent 5-11.  UPRN: 2 PAO: 5-11 SAO: Office Parent UPRN: 1	Office CO01								
Create a BLPU with a SAO of Second and Third Floor Maisonette, under the Parent 5-11.  UPRN: 3 PAO: 5-11 SAO: Second and Third Floor Maisonette Parent UPRN 1	Second and Third Floor Maisonettes RH01								
Create BLPUs with a SAO: of Rooms 1-10, Second and Third Floor Maisonette, under the Parent Second and Third Floor Maisonette and grandparent 5-11.  UPRN: 4 PAO: 5-11 SAO: Room 1 Second and Third Floor Maisonette Parent UPRN 3	Rooms 1 to 10 RH02								

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### 11.13 Property Types

11.13.1 The table below provides more advice for the capture of various complex property types in order to create consistent data capture and maintenance. The second column provides Authority Address Custodians with the recommended text to include as the Addressable Object. The official property / feature name must be included together with the standard property type description.

Object	Recommendation	Examples
Airports	<p>A BLPU shall be created for the whole airport (same principle as universities, hospitals etc.).</p> <p>If the airport covers an extensive site and is made up of a number of linked terminals each terminal should be captured as a Child of the whole site BLPU.</p> <p>Under BS 7666-2:2006 the Parent UPRN Record can be used to indicate the hierarchical relationship between the complex arrangements identified above. In these cases the same PAO does not need to be referred to in the Child Record. Examples of an address structure are provided in the column to the right.</p> <p>For further examples of hierarchical relationships, see <a href="#">Section 11.9</a>.</p> <p>For guidance on how to deal with a site which is accessed by Streets in different Authorities, see Section 11.6.5</p>	<p>UPRN: 1 PAO: London Heathrow Airport</p> <p>UPRN: 2 PAO: London Heathrow Airport SAO: Terminal 1 PARENT_UPRN: 1</p> <p>UPRN: 3 PAO: Terminal 1 Heathrow Airport SAO: Departures PARENT_UPRN: 2</p> <p>UPRN: 4 PAO: Terminal 1 Heathrow Airport SAO: WH Smith Departure Area PARENT_UPRN: 3</p>

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Object	Recommendation	Examples
Bus Stations	<p>Create a BLPU for the station with a PAO of the station name and append the text 'Bus Station' or 'Interchange'.</p> <p>If required create other units within the bus station as SAOs.</p>	PAO: Central Bus Station Street: Dane Street Town: Stevenage
Farms	Create a BLPU for the farm as a PAO. If there are associated properties or functions within the farm curtilage these should be created as SAOs.	SAO: Cherry Orchard PAO: Nickle Farm Street: Nickle Lane Town: Chartham
Harbours, Ports and Docks	<p>Create a BLPU for the Harbour or Port as a PAO including the official name as part of the PAO.</p> <p>Any associated properties shall be created as SAOs.</p>	PAO: Shoreham Harbour Street: Basin Road South Town: Portslade  PAO: Wivenhoe Port Street: The Quay Town: Wivenhoe  SAO: Warehouse PAO: Wivenhoe Port Street: The Quay Town: Wivenhoe
Hospitals	<p>Create a BLPU for the hospital. Alternative LPIs should be created to represent alternate access roads to the site.</p> <p>Emergency Services have a requirement for identifying specific buildings and parts of buildings on hospital sites to enable them to deal with very specific risks. If the information is available to the Contributing Authority the means of access to these sub locations should be referenced in the LPI AO and Street providing the most appropriate access.</p> <p>The same principles should be adopted for power stations and other industrial sites (mining, chemical plants etc.).</p>	PAO: Lister Hospital Street: Coreys Mill Lane Town: Stevenage  SAO: North Hertfordshire Maternity Unit PAO: Lister Hospital Street: Coreys Mill Lane Town: Stevenage

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Object	Recommendation	Examples
Level Crossings	If not already captured within the ASG they shall be captured as BLPU's related to the Street they cross and referenced as a PAO. If known the name of the level crossing shall be used in the PAO.	PAO: Level Crossing Street: Holme Fen Town: Holme
Marinas	Create a BLPU for the marina as a Parent property. Any other infrastructure within the marina should be captured as a Child BLPU.  If a jetty or walkway is not recorded as a type 2 Street, then it should be entered as a Child BLPU of the marina.  Individual moorings should be entered as a Child BLPU.	PAO: Foxes Marina Street: The Strand Town: Wherstead  SAO: Yacht Zena PAO: Foxes Marina Street: The Strand Town: Wherstead
Petrol Stations, Service Stations, Filling Stations, Gas Stations	Unless officially named all of these types of properties shall be described as Petrol Filling Stations.  If appropriate other parts of the service station should be recorded as Child Records.	PAO: Glenfield Service Station Street: Station Road Town: Glenfield  PAO: Petrol Filling Station Street: Simone Weil Avenue Town: Ashford  SAO: Car Wash PAO: 44 – 48 Cowley Petrol Filling Station Street: Garsington Road Town: Oxford  SAO: ATM PAO: 44 – 48 Cowley Petrol Filling Station Street: Garsington Road Town: Oxford
Police / Fire / Ambulance Stations	Create a BLPU for the station with a PAO including the official name and append the text 'Police Station' or 'Fire Station' or 'Ambulance Station'.	PAO: Newcastle Central Police Station Street: Pilgrim Street Town: Newcastle Upon Tyne

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Object	Recommendation	Examples
Prisons / Remand Centres	<p>Create a BLPU for the prison with a PAO including the official name and include the text 'HM Prison' or 'Prison'.</p> <p>All subdivisions, if required, should be recorded as SAOs.</p>	PAO: HM Low Newton Prison Street: Finchale Avenue Town: Brasside  SAO: Staff Mess and Club PAO: Littlehey Prison Street: Crow Spinney Lane Town: Perry
Public Houses	<p>If the property does not have a number, create a BLPU for the public house with the pub name as part of the PAO. The use of 'PH' or 'public house' shall be excluded from the PAO.</p> <p>If the property has a number, enter the number in the PAO and the pub name in the Organisation Name Field.</p> <p>If the pub contains living accommodation this should be captured as Child Record of the pub.</p>	PAO: Welby Arms Street: Church Street Town: Denton  SAO: Managers Accommodation PAO: Welby Arms Street: Church Street Town: Denton
Railway Sidings	Create a land parcel BLPU for these areas if access is provided directly from a Street, for example, access for contractors / workers at the site.	SAO: Land used for sidings and depot PAO: Fordton Station Street: Station Road Town: Fordton
Railway Stations	<p>Create a BLPU for the station with a PAO of the station name and append the text 'Railway Station' or 'Interchange'.</p> <p>If required create other units within the railway station as SAOs.</p>	PAO: Chilham Railway Station Street: Station Approach Town: Chilham  SAO: Bookstall PAO: Faversham Railway Station Street: Station Road Town: Faversham

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Object	Recommendation	Examples
Schools	<p>The education function can provide the definitive name of the establishment which should form the content of the PAO. Ancillary buildings (as defined by the Education Asset Management register) within the school curtilage should be captured as SAOs of the school, if required. The Approved Preferred LPI shall be the address used by the education function or the school itself. Alternative LPIs should be captured if access can be gained to the site from more than one Street.</p> <p>If possible the type of school shall be included in the PAO, for example Primary School, Grammar School, Comprehensive School. For faith schools abbreviations shall not be used to indicate the denomination, for example, Roman Catholic, Church of England shall be used rather than RC or C of E. Full stops shall not be used.</p> <p>Any associated residential accommodation such as caretaker's house or school house should be created as a Child BLPU of the Parent BLPU for the school site.</p> <p>If a school is split over more than one site or land parcels (for example playing fields) these should be treated as BLPUs in their own right and addressed to the Street providing access. However the name of the school shall be included as part of the PAO.</p>	PAO: Kings School Street: Brook Street Town: Grantham  SAO: Library PAO: Kings School Street: Brook Street Town: Grantham  PAO: St Barnabas Church of England First School Street: Hart Street Town: Oxford  SAO: Ground Keepers House PAO: Kings School Playing Field Street: South Parade Town: Grantham  PAO: Kings School Playing Field Street: South Parade Town: Grantham

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Object	Recommendation	Examples
Signal Boxes	<p>Create a BLPU for the signal box with the appropriate name included as the PAO. If in a remote location, that is not part of the station, the signal box BLPU is a PAO. If the signal box is associated with a type 9 Street, it must also be associated with the most appropriate type 1 or type 2 Street which provides vehicular or pedestrian access.</p> <p>In all other cases the signal box should be created as a SAO for the most appropriate BLPU to which the signal box belongs (usually a station or land parcel for sidings).</p>	PAO: Signal Box Street: Station Road Town: Holme
Theme Parks	<p>Create a single BLPU for the theme park as a whole. Child Records for each attraction should not be created within the gazetteer unless there is a prescribed service provision requirement.</p> <p>If this requirement exists, areas within the theme park should be captured as SAOs.</p>	PAO: Chessington World of Adventure Street: Leatherhead Road Town: Chessington  SAO: Staff Canteen PAO: Chessington World of Adventure Street: Leatherhead Road Town: Chessington
Town Halls	Create a BLPU for the town hall.	PAO: Town Hall Street: High Street Town: Colchester
Traffic Information Boards	Create a BLPU if it is free standing. If it is attached to a property then create a Child Record of the BLPU to which it is attached.	PAO: Traffic Information Board Street: A12 Southbound Town: Dedham
Train Depots	These features can form part of railway sidings. If this is the case they should be captured as a SAO to the land parcel captured for the sidings.	SAO: Train Depot PAO: Land South East of Colchester Station Street: Clarendon Way Town: Colchester

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Object	Recommendation	Examples
Tunnels	<p>Tunnels that are officially named shall be captured as BLPIs.</p> <p>Any associated infrastructure should be captured as a SAO to the Parent property.</p>	PAO: North Downs Tunnel Street: Blue Bell Hill Town: Aylesford  SAO: Stores PAO: Chestfield Tunnel Street: Molehill Road Town: Chestfield
Underground / Metro Stations	<p>Create a BLPU for the Street entrance / ticket hall. Alternative LPs should be created for each separate Street access. As for Railway stations above the station name shall be included in the PAO.</p> <p>Any related commerce / office within the station should be recorded as a Child Record of the Underground/Metro Station.</p>	PAO: 83 Kennington Underground Station Street: Kennington Park Road Town: London  SAO: Photo Kiosk PAO: Earls Court Underground Station Street: Earls Court Road Town: London
Village and Parish Halls	See Town Halls above.	PAO: Village Hall Street: Main Street Town: Worlington

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### 11.14 Objects without a Postal Address

#### 11.14.1 Background

11.14.1.1 This section provides guidance for Authority Address Custodians on how to describe Objects which are not subject to the SNN process.

#### 11.14.2 Conventions

11.14.2.1 The Object description shall be the name of the Object as locally prescribed and must be used in the NLPG if it exists.

11.14.2.2 The Classification description shall be the Object type and shall be used either as part of the PAO or if no official name exists. All types shall be recorded as recommended in [Appendix C](#) to ensure consistency of data entry.

11.14.2.3 For further information on how to enter these Objects into the LLPG, see [Appendix C, Section 2](#).

#### 11.14.3 Best Practice

11.14.3.1 If known, Authority Address Custodians should include the locally known name of the Object or feature as part of the Addressable Object. For standard textual attributes used to identify a feature, see [Section 11.13.1](#).

11.14.3.2 In [Appendix C, Section 2](#) the following convention is used in the generation of the Addressable Object:

- The Addressable Object forms part of either the PAO or SAO depending on how the BLPU is accessed or located.
- The Authority Address Custodian should obtain the Object description and Classification description of property when creating these Objects within their LLPG.

11.14.3.3 Street vendors are defined as permanent pitches which are used by moveable market stalls, can attract business rates, and should be created as BLPUs within the NLPG. Examples are flower and fruit stalls outside stations and road side cafes.

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### 11.15 Excluded Objects

#### 11.15.1 Policy

11.15.1.1 The items shown in [Appendix C, Section 5](#) must not be submitted to the NLPG.

#### 11.15.2 Convention

11.15.2.1 If any of those items are included in an LLPG, the Authority Address Custodian must ensure that they are not exported to the NLPG. If more than one item exists on the same Street, each BLPU must be uniquely identified to avoid the potential duplication of similar Objects on a Street.

#### 11.15.3 Best Practice

11.15.3.1 Authority Address Custodians should seek to ascertain a naming and numbering scheme for these items from the service area responsible for maintaining these features.

### 11.16 Bilingual Gazetteers

11.16.1 Contributing Authorities in Wales are developing a consistent approach to bilingual LLPG and LSG data entry conventions. This work is being carried out in conjunction with the Welsh Language Board which has developed protocols for the standardisation of place names. The following guidance addresses two primary issues confronted by those compiling a dual language gazetteer, with Welsh being the second language;

- i. The technical issues of using two alphabets in a software system; and
- ii. The SNN conventions which are required to facilitate this.

11.16.2 The document entitled Bilingual Software Guidelines and Standards published by the Welsh Language Board provides guidance for item (i) in [Section 11.16.1](#). This is of particular importance to potential users who require awareness of the need to employ the sorting protocols and other software tools referred to in these guidelines.

11.16.3 The guidance below outlines the SNN conventions which must be in place to ensure consistency of translation between the two languages in all instances:

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- For future developments SNN / LLPG should only allow building numbering schemes and letter suffixes must not be used. Using numbers therefore allows for a UNED 1, UNED 2 (or UNIT 1, UNIT 2 etc.) monolingual PAO / SAO and for a bilingual rendering as UNED 1 / UNIT 1 without any problem of a divergent numbering / lettering system. In particular, this rule facilitates consistent data sorting within any application.
  - Legacy Welsh language addresses should be recorded correctly with a 2 character suffix if that is the official address. If the Welsh language flag is set, two characters may be entered into the PAO and SAO suffix Fields.
  - Although having the superset ‘Welsh + English’ alphabet available as a software sorting device incorporated within business applications is necessary for data application users, it should not be used as the basis for allocating building lettering / numbering systems themselves. That causes confusion especially for someone looking for buildings on the ground who does not know that all the letters from two alphabets are incorporated.
  - If there are good reasons why a numerical system cannot be used, then the sequence should be in one language only that allows for example UNED A, UNED B, UNED C, UNED CH, etc. (not UNIT A....UNIT CH). If this remains without a translation of the ‘uned’ element in the ENG side of the gazetteer entry then it reinforces that a non-English language system is being used and thus there should be no confusion.
  - Similarly if only an English text is used then the sequence would run UNIT A, UNIT B, UNIT C, UNIT D in both the ENG and the CYM entries and it would be obvious that no-one should be looking for the missing ‘UNIT CH’.
- 11.16.4 If an address is provided within an LLPG which is identified as being a bilingual gazetteer it must be provided in both languages. A bilingual gazetteer is identified in the LLPG Metadata Record using the code BIL in the language Field.
- 11.16.5 For example, a public building such as a library must be recorded in the LLPG as a BLPU and must have two Approved Preferred LPIs (LOGICAL\_STATUS=1), one with the language flag set to “ENG” (English) and the other to “CYM” (Welsh) with the Addressable Object either translated into or captured in the appropriate language. In some instances there is no difference between these values, for example property numbers, as no literal translation is either applicable or appropriate.

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- 11.16.6 Any number of further Alternative or Historical LPIs can be held and flagged under the appropriate language. For example the Welsh speakers in the community may have a local descriptive name for the library but for each LPI created in one language a mirror version must be created in the other language, thus, there is a 1:1 relationship between each ENG and CYM LPI.
- 11.16.7 Each Street Record must be identified according to which language is in use. This information must be recorded against each Street Record. All new Streets can be specifically named officially in English only or officially in Welsh only or officially in both.
- 11.16.8 In the first case, English only, both the Welsh and English flagged Street Records must contain the same “English” name, in the second case, Welsh only, both must contain the “Welsh” name and in the third case, English and Welsh, the English and Welsh translations must be held against the appropriate flags.
- 11.16.9 In all cases the Welsh flagged Street Records must hold locality, where applicable, town and Local Highway Authority information in their Welsh forms and the English flagged Street Records must hold the English forms. Mixed language locality, town and Local Highway Authority constructs are not allowed.
- 11.16.10 There is not always a complete translation of all address elements, therefore it follows that not all locations have a direct alternative language translation and some property names or place names are the same in either language. If this is the case the Authority Address Custodian must ensure that both language versions of the LPI Records are recorded consistently.
- 11.16.11 Each LPI Record must be identified according to which language is in use. This language information must be recorded against each LPI.

## 11.17 Administrative Boundary Changes

- 11.17.1 If there is an administrative boundary change and a BLPU moves from one gazetteer administration area to that of another Authority the following rules apply:
  - The UPRN shall be retained for this property.
  - The LOCAL\_CUSTODIAN\_CODE shall change to that of the new Contributing Authority.

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- The BLPU and associated Records shall be retained within the former LLPG with a LOGICAL\_STATUS of 8 (historical) and an END\_DATE so that all property / planning history can be accessed in accordance with local policy and convention.
  - The BLPU and all associated Records must be flagged as local only Records (and / or read only) so as to avoid the dissemination of these Records to either the NLPG hub or other internal departments linked to and using LLPG addresses.
- 11.17.2 If a change in administrative area boundary occurs and Streets ‘move’ highway authority or district authority area, USRNs shall endure to the new Authority Street and Authority Address Custodian and the AUTHORITY\_CODE shall be changed accordingly. [Appendix B](#) deals with a Unitary created as a result of a Local Government reorganisation exercise.

## 11.18 Improving Representative Point Code Allocation, see [Appendix I](#)

- 11.18.1 Using postcodes to assist in geographically referencing an Object:

- Postcodes should not be used to help indicate a geographic identifier of an Object. The purpose of a postcode is for the Royal Mail to identify a delivery point for an Object, not to indicate a geographical representation of the position of an Object in the real world. For example, a church can have an address with a pseudo postcode allocated but it is unlikely that the church building itself has a letterbox, rather the post is likely to be delivered to, and therefore be allocated the postcode of, the associated presbytery or vicarage which possibly is not in the same postcode unit as the church itself.
- Some LLPGs include Records which do not formally have a postcode allocated to them at all (they are non-postal, or not known to Royal Mail), but which are allocated a pseudo one in the LLPG and therefore the NLPG. An example is lock-up garages which have the nearest house’s postcode allocated to them.
- This scenario is dealt with in the current guidance by the addition of a Postal Address flag of A for Assumed or P for Pseudo postcode see [Section 7.3.5.12](#). If a Record is flagged in this way, then this is an indication that the postcode quoted is not allocated by Royal Mail to the Object.
- Postcodes are susceptible to typographical errors. Just one digit wrong can make a BLPU appear to be in an incorrect postcode area. An error in a Street Name, on the other hand, would usually result in a match failure, so the fault would be spotted.

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- In areas of redevelopment, new buildings are often allocated a different postcode from that of their predecessor. Use of the former postcode leads to properties that cannot be located when geocoding data with an updated postcode look-up table. This is an example of bad practice which must be avoided, but, if such practice was used in the past, then each Authority Address Custodian needs to be aware of potential inaccuracies in their data and ensure these Records are corrected.

### 11.18.2 Locating commercial BLPU's

#### 11.18.2.1 The following provides some ways in which an Authority Address Custodian can establish the correct RPC value coordinates for a BLPU:

- By searching the internet to find a photograph. This can be useful for locating the building on aerial photography. However, be aware that if the website visited is not the official website of the organisation, the information might not be accurate.
- By speaking to the company currently occupying the property. Telephone numbers can often be found on a website or in a directory.
- By asking Tax and Revenues inspectors who often have extremely good working knowledge of their clients and areas.
- By asking the Environmental Health or Licensing functions within the Contributing Authority if the property requires Contributing Authority licensing under the Licensing Act or Food and HELA inspections under the Act.
- By using their own local knowledge. This is one of the best sources of commercial address change intelligence. The knowledge of an Authority Address Custodian familiar with their geographical area should not be underestimated.
- By liaising with the local VOA office who, possibly, can supply site plans of commercial properties. This can often enable an Authority Address Custodian to associate a BLPU Record with specific building or land parcel.

## Section 11 - Managing Land and Property Records

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- By establishing a good relationship with the managers of town centres, shopping centres and chambers of commerce. Possibly, they can provide information on when and where different shops are opening and premise names have changed.
- By liaising with the officer responsible for carrying out duties relating to the Factories Act 1961. Under section 137 of this act, factories must keep the Contributing Authority up-to-date with various details including the name of the occupier or the title of the firm, the Postal Address of the factory, and the nature of the work.
- By liaising with the Estates or Facilities function if the Contributing Authority owns or leases commercial units.
- By liaising with the officer responsible for carrying out duties under the Offices Shops and Railways Premises Act 1963.

### 11.18.3 Locating residential BLPUs:

- Possibly, the Council Tax inspectors in a Contributing Authority can help.
- If a Contributing Authority uses its own officers to deliver leaflets, letters, poll cards etc., those officers can often provide useful information, for example, details of flats with access from the rear of a building.
- The Contributing Authority's refuse collection or Streetscene service operatives can be familiar with the geography of the local area.
- Building Control and Development Control staff often have extensive knowledge of where properties are, and know local names for places.

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## Section 12 - Ensuring Data integrity and Consistency

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# 12 Ensuring Data Integrity and Consistency

## 12.1 Background

- 12.1.1 This section provides the Authority Address Custodian with guidance on how to improve the quality of the NLPG.
- 12.1.2 The NLPG Custodian carries out DTF validation checks and monthly Health Checks on NLPG data. For a full list of DTF validation and Health Check errors and warnings see the document in the resources section of the NLPG website.
- 12.1.3 For examples of additional checks that can usefully be done by a Contributing Authority to identify non-compliant data entry, especially on new or changed Records, see [Appendix I, Table 4](#). Many of these depend on the rules in place within the Contributing Authority.
- 12.1.4 The frequency of checking depends on Contributing Authority requirements and on how often COU files are exported to the NLPG Custodian. It is best to do the checks which find issues that could cause an error or warning from the NLPG Custodian DTF validation rules immediately before the COU file is generated.
- 12.1.5 For examples of additional checks that could usefully be done to identify non-compliant data entry, see [Appendix I Table 5](#). For example, some problems may arise from the migration to be compliant with BS 7666:2006. Some issues are identified within the monthly Health Checks currently issued by the NLPG Custodian. Those issues are identified by an entry in the final column in the tables. The others can be used to identify possible duplicate Approved BLPUs and anomalies on existing BLPUs via checks on Application Cross References and Classifications.
- 12.1.6 A bespoke reporting tool can be used, depending on the software being used to maintain the LLPG, to produce reports identifying Records which must be corrected.
- 12.1.7 For a Contributing Authority without the relevant expertise readily available to produce such reports, it is possible that other Contributing Authorities have created some of the checking queries / reports and can provide advice or assistance.
- 12.1.8 Several online forums or collaborative platforms are available to provide peer support and advice on gazetteer related issues. To join the Authority Contacts Knowledge Hub, visit  
<https://knowledgehub.local.gov.uk/>

## Section 12 - Ensuring Data integrity and Consistency

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## Section 13 - Generating Postal Addresses

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### 13 Generating Postal Addresses

#### 13.1 Background

- 13.1.1 This section provides the Authority Address Custodian and users with information on how to generate a Postal Address from the NLPG.
- 13.1.2 If the NLPG or an LLPG is used to generate Postal Addresses, then to meet the requirements of Royal Mail, the Authority Address Custodian must ensure an LPI flagged as Postal Address has the correct postcode and post town Fields populated to facilitate delivery. Authority Address Custodians should contact their NLPG or LLPG software vendor to ascertain how this is done.
- 13.1.3 Records with a POSTAL\_ADDRESS flag of Y and A should be included in a mailing list. However, if these flags are set against a Parent BLPU and its Child Records, further filtering is required to ensure that the Parent Record is excluded from the mailing list.
- 13.1.4 If the LLPG is used to generate mail appropriate for delivery by Royal Mail, then a number of processes are available to manipulate the core BS 7666:2006 data Fields in order to generate a conventional Royal Mail Postal Address. If it is intended to export the LLPG data into a system that is not BS 7666:2006 compliant (for example a system which uses five 'address line' Records instead), then it can also be necessary to reformat the data.
- 13.1.5 In this suggested process, the required Fields are:

## Section 13 - Generating Postal Addresses

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Field Name	BS 7666:2006 Record	Example
ORGANISATION	LPI	Consultants Ltd
SAO_START_NUMBER	LPI	
SAO_START_SUFFIX	LPI	
SAO_END_NUMBER	LPI	
SAO_END_SUFFIX	LPI	
SAO_TEXT	LPI	Third Floor
PAO_START_NUMBER	LPI	1
PAO_START_SUFFIX	LPI	
PAO_END_NUMBER	LPI	5
PAO_END_SUFFIX	LPI	
PAO_TEXT	LPI	Ivybridge House
STREET_DESCRIPTOR *	STREET_DESCRIPTOR	Adam Street
LOCALITY_NAME *	STREET_DESCRIPTOR	
TOWN_NAME *	STREET_DESCRIPTOR	London
POST_TOWN	LPI	London
POSTCODE	LPI	WC2N 6DD

\* means data obtained by USRN reference associated to LPI Record

- 13.1.6 The resulting Postal Address can then be generated following a set of business rules based on the conversion of data in various Record positions as follows:

Consultants Ltd  
 Third Floor  
 Ivybridge House  
 1-5 Adam Street  
 LONDON  
 WC2N 6DD

## Section 13 - Generating Postal Addresses

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Field Name	BS 7666:2006 Record	Example
ORGANISATION	LPI	BLPU
SAO_START_NUMBER	LPI	1
SAO_START_SUFFIX	LPI	A
SAO_END_NUMBER	LPI	1
SAO_END_SUFFIX	LPI	B
SAO_TEXT	LPI	The Coach House
PAO_START_NUMBER	LPI	15
PAO_START_SUFFIX	LPI	
PAO_END_NUMBER	LPI	17
PAO_END_SUFFIX	LPI	
PAO_TEXT	LPI	Victoria Lodges
STREET_DESCRIPTOR *	STREET_DESCRIPTOR	London Road
LOCALITY_NAME *	STREET_DESCRIPTOR	
TOWN_NAME *	STREET_DESCRIPTOR	Greendale
POST_TOWN	LPI	Post Town
POSTCODE	LPI	Postcode

13.1.7 In this example the resulting Postal Address reads:

The Coach House  
 1A-1B Victoria Lodges  
 15-17 London Road  
 Greendale  
 Post Town  
 Postcode

## Section 13 - Generating Postal Addresses

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### 13.2 Notes

- Royal Mail no longer requires the postal county to be entered into an address to deliver mail and this no longer forms part of the Postcode Address File (PAF). It is recommended that all Authorities adopt this protocol in the address information they use within their area. If traditional county names are required, and they are not identical to the administrative area of the LLPG, they should be held outside the NLPG or LLPG database or as a linked dataset.
- If TOWN\_NAME and POST\_TOWN contain identical values only one shall be used in the generation of a Postal Address.
- If LOCALITY\_NAME, POST\_TOWN or TOWN\_NAME are null, these lines in the generated address should be removed.
- If the Organisation Name Field is populated and there is an identical entry in the PAO field, then one of those Fields must be suppressed when generating a Postal Address.

### 13.3 Generating Postal Addresses for properties with no Street Names

- 13.3.1 If properties are associated with a type 2 Street, Authority Address Custodians should consider excluding the STREET\_DESCRIPTOR from any Postal Address. However, if an address is generated for another reason, for example for a site visit, this information should be included to help locate the Object.

Field Name	BS 7666:2006 Record	Example
PAO_TEXT	LPI	Rose Cottage
STREET_DESCRIPTOR *	STREET_DESCRIPTOR	Road from the A991 to Harry Farm
LOCALITY_NAME *	STREET_DESCRIPTOR	
TOWN_NAME *	STREET_DESCRIPTOR	Allonby
POST_TOWN	LPI	Tolltown

\* means data obtained by USRN reference associated to LPI Record

- 13.3.2 Generated address:

Rose Cottage  
Allonby  
TOLLTOWN  
AL9 9AA

## Section 13 - Generating Postal Addresses

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Field Name	BS 7666:2006 Record	Example
SAO_TEXT	LPI	Telecommunications Mast
PAO_TEXT	LPI	Harry Farm
STREET_DESCRIPTOR *	STREET_DESCRIPTOR	Road From Littleton to Harry Farm
LOCALITY_NAME *	STREET_DESCRIPTOR	
TOWN_NAME *	STREET_DESCRIPTOR	Allonby
POST_TOWN	LPI	

\* means data obtained by USRN reference associated to LPI Record

### 13.3.3 Generated address:

Telecommunications Mast  
Harry Farm  
Road From Littleton to Harry Farm  
Allonby

## 13.4 Generating Postal Addresses for grandchild Records

- 13.4.1 If a BLPU is a grandchild (it has a Parent BLPU, and that Parent also has a Parent BLPU), it is important to understand how LPIs are maintained to ensure consistency of data capture.
- 13.4.2 In this example of an office, the method for recording the grandchild property in LPI Records is shown.

### PARENT

Field Name	BS 7666:2006 Record	Example
PAO_START_NUMBER	LPI	5
PAO_TEXT	LPI	Pineapple House
STREET_DESCRIPTOR	STREET_DESCRIPTOR	Victoria Lane
TOWN_NAME	STREET_DESCRIPTOR	Stevenage
POST_TOWN	LPI	Stevenage
POSTCODE	LPI	SG1 1XA

### CHILD

## Section 13 - Generating Postal Addresses

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Field Name	BS 7666:2006 Record	Example
SAO_TEXT	LPI	East Wing
PAO_START_NUMBER	LPI	5
PAO_TEXT	LPI	Pineapple House
STREET_DESCRIPTOR	STREET DESCRIPTOR	Victoria Lane
TOWN_NAME	STREET DESCRIPTOR	Stevenage
POST_TOWN	LPI	Stevenage
POSTCODE	LPI	SG1 1XA

### GRANDCHILD

Field Name	BS 7666-2:2006 Record	Example
SAO_TEXT	LPI	Suite 3
PAO_START_NUMBER	LPI	5
PAO_TEXT	LPI	East Wing Pineapple House
STREET_DESCRIPTOR	STREET DESCRIPTOR	Victoria Lane
TOWN_NAME	STREET DESCRIPTOR	Stevenage
POST_TOWN	LPI	Stevenage
POSTCODE	LPI	SG1 1XA

- 13.4.3 In this situation, the grandchild created can be processed like other LPIs to produce this address:

Suite 3  
 East Wing Pineapple House  
 5 Victoria Lane  
 Stevenage  
 SG1 1XA

- 13.4.4 This method can be further extended to great grandchildren, if necessary.

## Appendix A – Glossary of Defined Terms

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### Appendix A: - Glossary of Defined Terms

The words and phrases in this glossary of defined terms and used throughout the DEC-NLPG and the DEC-NSG have the meanings set out below.

Item	Description	Comments/Legislation/Source
Access Road	A Street whose main function is to give access to properties rather than provide a through route.	
ACI	Address Change Intelligence.	
Additional Street Data	ASD. Additional information about the type and nature of a Street to be found in an LSG and the NSG.	
Address Change Intelligence	Generic term used to identify all address change created within a local authority (Contributing Authority) which shall be captured within an LLPG function to ensure the gazetteer is maintained as the single corporate address change intelligence resource for the Contributing Authority.	
Addressable Object	A number and / or name as approved by the SNN Authority for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 1, section 3.1, for definition.
Addressable Object (name)	AO (n) Generic term used to describe either the primary or secondary addressable Object feature.	
Alternative LPI	A number and / or name in common use but not approved by the SNN Authority for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
AO(n)	Addressable Object (name).	
Application Cross Reference	Record type used to associate external application references to an LLPG.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Approved BLPU	A BLPU that has been approved by the Authority Address Custodian.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.
Approved Preferred LPI	A Record that has been approved by the Authority Address Custodian as the current LPI associated with the BLPU.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
ASD	Additional Street Data.	
ASD Submitter	An organisation which submits only ASD to the NSG.	
ASG	Associated Street Gazetteer.	Refers to Street information in the LLPG only.
Associated Street Gazetteer	ASG. Street Gazetteer used for the purposes of an LLPG. This differs in some areas from an LSG used for the updating of the NSG.	Refers to Street information in the LLPG only.
Authority Address Custodian	DCA term – previously referred to as LLPG Custodian. Role responsible for maintenance and update of Authority Street Updates.	
Authority Code	A unique 4 digit identifier assigned to each NLPG User by LGIH. Used for Candidate Record information exchange.	
Authority Street Custodian	DCA term – previously referred to as LSG Custodian. Role responsible for maintenance and update of Authority Address Updates.	
Authority Type	In this document an authority that has a service type in the MSA.	
Attribute	A specification that defines the content or value of a Field in a Record.	
Basic Land and Property Unit	BLPU. A real world Object recorded within the NLPG.	See also BS 7666-2:2006, page 1, section 3.2 for definition.
BLPU	Basic Land and Property Unit.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
BOAT	Byway Open to All Traffic	Section 66(1) of the Wildlife and Countryside Act 1981.
Bridge Authority	An authority responsible for the maintenance of a bridge.	
Bridleway	A highway with rights of passage for pedestrians, cyclists and horse riders only.	
British Standards Institute	BSI. . An organisation whose primary purpose is to provide consistent rules and guidelines.	
BS 7666:2006	BS 7666:2006 Parts 0, 1 and 2. British Standard used for the compilation and implementation of an LLPG, LSG and the NLPNG, NSG.	
BSI	British Standards institute.	
Byway	One of the following: A general term for a little used minor rural road. A Byway Open to All Traffic. A Restricted Byway.	Section 66(1) of the Wildlife and Countryside Act 1981. Section 48 of the Countryside and Rights of Way Act 2000.
Byway Open to All Traffic.	BOAT. A Byway with rights for all vehicles.	Section 66(1) of the Wildlife and Countryside Act 1981.
Cabinet Office	CO A government department responsible for, amongst other things, constitutional policy.	
Candidate	BLPU and LPI Records proposed by licensed users as additions, amendments and changes to the NLPNG.	
Candidate Submitter	A licensed user permitted to submit Candidates to the NLPNG Custodian.	
Change Only Update	COU. A file of gazetteer update Records supplied from an LLPG.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Child	A Record which represents the second or subsequent level in the hierarchy if two or more BLPUs are represented by LPIs that contain the same entry in the PAO. A Child Record contains a Parent PAO LPI entry in the PAO and separate name or number in the SAO.	
Classification	LLPG - A description of the use or type of a real world Object represented by a BLPU. LSG – The naming scheme of a Classified Roads or an attribute of a Street.	LSG – BS7666-1:2006
Classified Road	A Street which legally defined as classified.	Section 12 of the Highways Act 1980 and Section 27 of the Local Government Act 1966.
Closed Street	A Street which no longer exists for the purposes of the New Roads and Street Works Act 1991 and which is closed in the LSG by the Authority Street Custodian. A Street cannot be closed merely because it is no longer passable to traffic or has no BLPUs associated with it. If highway rights remain on a Street then it is still open and those rights must be stopped up before the Street is considered to be closed.	New Roads and Street Works Act 1991.
CO	Cabinet Office	
Comma Separated Value file	CSV file. A text file with fields of data separated by commas.	
Conditional	Dependent upon the type of the Field being Mandatory or Optional for the data to be entered.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Contributing Authority	DCA term – A Local Highway Authority or an SNN Authority with responsibility for Authority Address and Street Updates. This term replaces the previous term ‘Creating Authority’	
COU	Change Only Update.	NLPG DTF current version or NSG DTF current version.
County	In this document a local authority that does not have an SNN Authority function but does have a Local Highway Authority function.	
CSV file	Comma Separated Value file.	
Cycle Route	Any designated marked or signed route for cyclists. It may be any combination of Cycle Track, cycle lane or Cycle Way as well as other Roads or Paths with no specific provision for cycles.	
Cycle Track	A highway for cyclists and pedestrians which is maintainable at public expense.	Section 1 of the Cycle Tracks Act 1984.
Cycle Way	Any Way designed for the use of cycles and from which other wheeled traffic is excluded. The term does not imply the existence of public rights, although it is possible that they exist.	
Data Co-operation Agreement	DCA. An agreement between Contributing Authorities and GeoPlace for the supply of Authority Street and Authority Address Updates.	
Data Source	The source of the Application Cross Reference. An external dataset that is linked to or provides a source of ACI.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Data Transfer Format	DTF. Comma separated value specification used to transfer data to and from the NLPG and the NSG. (Either NLPG DTF current version or NSG DTF current version).	
DCA	Data Co-operation Agreement.	
DCA Address Submitter	The authority responsible under the DCA for submitting Authority Address Updates to GeoPlace.	
DCA Street Submitter	The authority responsible under the DCA for submitting Authority Street Updates to GeoPlace.	
DECTWG	The DEC-NLPG Technical Working Group.	
Definitive Map	A map maintained by a Surveying Authority providing details of certain Public Rights of Way.	Section 48 of the Countryside and Rights of Way Act 2000.
Department for Transport	DfT. The government department responsible for the transport network.	
DfT	Department for Transport.	
District	In this document one of the following: A local authority that does have an SNN Authority function but does not have a Local Highway Authority function. An operational district in Street Works.	
District Council	A lower tier level of local government in England, below a County and above a parish, which has DCA Address Submitter responsibilities.	
District Maintaining	The operational district responsible for maintaining a Street.	
DTF	Data Transfer Format.	NLPG DTF current version or NSG DTF current version.

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Easting	A value on the X axis of the National Grid of Great Britain. Captured to a 1cm resolution.	
Electoral Management System	EMS. Software application for managing Electoral Registration data.	
Electronic Transfer of Notifications.	EToN. A specification for the automatic transfer of information about proposed Street works.	
Elementary Street Unit	ESU. A Record used to spatially define a Street between nodes and / or junctions.	
Emergency Vehicle	Police car, ambulance or fire engine.	
EMS	Electoral Management System.	
End Date	Date on which a Record ceased to be active.	See also BS 7666-2:2006, pages 6 and 9, sections 6.1 and 7.2 for descriptions.
Entry Date	Date on which a Record was entered into an LLPG or LSG.	See also BS 7666-2:2006, pages 6 and 9, sections 6.1 and 7.2 for descriptions.
ESU	Elementary Street Unit.	
EToN	Electronic Transfer of Notifications.	Technical Specification for the Electronic Transfer of Notifications v6.
Field	A defined area in a database Record into which an item of data or value is entered.	
File	A comma separated text file or XML file submitted as part of the NLPG or NSG transfer data set.	
File Transfer Protocol	FTP. A standard for the exchange of data across a network.	
Footpath	A Way for pedestrians only. Also known as a Pedestrian Way or Walkway. Excludes Footway.	
Footway	A part of a Highway segregated for pedestrians only.	Section 66 of the Highways Act 1980.
FTP	File Transfer Protocol.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Full Supply	A file with all the Records contained within an LLPG or LSG.	
Geographic Identifier	Real world location or fixed Object used to assist in the description of a Street or BLPU. This can be an area name or location, a settlement, a property name or number.	
Geographic Information System	GIS. A system which displays digital imagery or mapping.	
GIS	Geographic Information System.	
HEADER	A Record at the start of each file in the NLPG and NSG transfer data set. (Record ID 10).	NLPG DTF current version or NSG DTF current version.
Health Check	A set of conformance and data quality checks undertaken on NLPG and NSG data and Full Supply file and reported upon by the NLPG and NSG Custodians to the Authority Address and Street Custodian.	
Heavy Commercial Vehicle	A legislative term for a Heavy goods Vehicle. A vehicle with a weight of over 7.5 tonnes. See also Heavy Goods Vehicle.	Section 20 of the Road Traffic Act 1988.
Heavy Goods Vehicle	HGV. An HM Revenues and Customs taxation term for a vehicle with a weight of over 3.5 tonnes. In everyday use, any heavy vehicle. This term is not used in road traffic legislation. See also Heavy Commercial Vehicle and Large Goods Vehicle.	Section 238 (4) of the Income Tax (Earnings and Pensions) Act 2003.
HGV	Heavy Goods Vehicle.	Section 238 (4) of the Income Tax (Earnings and Pensions) Act 2003.

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
High Amenity Footway	A footway which has a special surface and which is constructed and maintained to a high standard.	
High Duty Footway	A footway designated as a principal route and used by an exceptionally large number of pedestrians or cyclists.	
Highway	Any Way over which there is a public right of passage.	
Highway Authority	Any Authority responsible for a Highway to be Maintainable at Public Expense. See also Local Highway Authority and National or Regional Highway Authority.	Sections 1, 2 and 3 of the Highways Act 1980.
Highway Maintainable at Public Expense	A Highway which existed before 31st August 1835 or which is adopted by the Highway Authority since that date. Note: other Highways are maintained by public bodies which do not fall within this definition.	Section 36 of the Highways Act 1980.
Highways Agency	An executive agency of the Department for Transport. The agency is responsible for trunk roads in England.	
Historical BLPU	A Record that has been marked by the Authority Address Custodian as a BLPU not considered existing as an Object.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.
Historical LPI	A Record that has been marked by the Authority Address Custodian as an LPI that is considered not to be current.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
House in Multiple Occupation	HMO. For full definition, see Appendix J of the DEC-NLPG.	
HMO	House in Multiple Occupation.	
Internal Administrative Boundary	A parish or a ward boundary.	
LAID	Local Authority Identification.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Land and Property Identifier	LPI. A textual description of a BLPU.	See also BS 7666-2:2006, page 2, section 3.5 for definition.
Lane	In this document one of the following: A narrow road. A rural road. Part of a road delineated by road markings, for example a bus lane or a cycle lane. A part of a road over which a rental scheme applies.	Sections 74 74A and 74B of the New Roads and Street Works Act 1991.
Large Goods Vehicle	A European legislative term. See also Heavy Goods Vehicle.	
Last Update Date	Date on which a Record was last modified.	NLPG DTF current version or NSG DTF current version.
LGIH	Local Government Information House.	
LHA	Local Highway Authority.	
List of Streets	A list of highways which are within the area of the Local Highway Authority and which are Highways Maintainable at Public Expense.	Section 36 of the Highways Act 1980
LLC	Local Land Charges.	
LLPG	Local Land and Property Gazetteer.	
LLPG Custodian	Previous term for the nominated officer responsible for the maintenance of the Local Land and Property Gazetteer. This person is also the point of contact for all addressing matters within and external to the Contributing Authority responsible for the LLPG. Now known as Authority Address Custodian.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Local Boundary	A boundary of a Local Authority, for example a District Authority.	
Local Custodian Code	See Local Authority Identification.	
Local Authority Identification	LAID. A unique 4 digit identifier assigned by central government to each local authority. Used for information exchange between central and local government. For a list of LAIDs, see <a href="#">Appendix B Section 1</a> . Also known as Local Custodian Code.	
Local Highway Authority	A highway authority with responsibility for compiling the List of Streets for its area and submitting level 3 street records for its area to the NSG.	Sections 1, 2, 3 and 36 (6) of the Highways Act 1980.
Local Government Information House Ltd	LGIH. A subsidiary company of the Local Government Association.	
Local Land and Property Gazetteer	LLPG. The Authority Address dataset which is used to inform the Authority Address Updates.	
Local Land Charges	LLC. A Local Authority function which forms part of the conveyance process.	
Local Custodian Code	See Local Authority Identification or LAID.	
Local Land and Property Gazetteer	LLPG a list of addresses and parcels of land maintained in a local authority by an Authority Address Custodian.	
Local Street Gazetteer	LSG. A Gazetteer created by the highways function within a unitary or county council for the purposes of identifying Street works on highways.	
Logical Status	An indicator of the current status of a specified BLPU or LPI Record in an LLPG.	See also BS 7666-2:2006, pages 6 and 9, sections 6.1 and 7.1 for descriptions.

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
LPI	Land and Property Identifier.	See also BS 7666-2:2006, page 2, section 3.5 for definition.
LSG	Local Street Gazetteer.	
LSG Custodian	Previous term for the nominated officer responsible for the maintenance of the Local Street Gazetteer. This person is also the point of contact for all Street data matters within and external to the Contributing Authority responsible for the LSG. Now known as the Authority Street Custodian.	
MAN	Mandatory.	
Mandatory	MAN. A Field which must be completed.	NLPG DTF current version or NSG DTF current version.
Mapping Services Agreement	MSA. Previous contract under which local government procured address and Street services.	
Metadata	Statement made by data provider of content or quality of data.	
Metalled	A Street with a tarred or other solid surface.	
Mini Roundabout	A type or form of junction control at which vehicles circulate around a white reflectorized central circular road marking (central island) of between 1 and 4 metres in diameter.	Mini roundabouts good practice guide published by the DfT and County Surveyors Society. For full details see <a href="http://www.gov.uk">www.gov.uk</a> .
Motorway	The commonest type of Special Road which is restricted to two classes of vehicles. See also Special Road.	Schedule 4, classes I & II of the Highways Act 1980.
MSA	Mapping Services Agreement.	
National Cycle Route	NCR. A national network of cycle routes designated by Sustrans. NCR numbers have no statutory basis.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
National/Regional Highway Authority	An authority with the responsibility for maintaining public Streets and Streets in their administrative area. An authority which can submit ASD to the NSG but cannot do the following: Submit a level 3 Street Record. Compile the list of Streets for the Highways which it maintains. Be a Surveying Authority.	Sections 1, 2 and 3 of the Highways Act 1980.
NCR	National Cycle Route.	
National Land and Property Gazetteer	NLPG. The compilation of a list of addresses and parcels of land maintained in local authorities and sent to GeoPlace by Authority Address Custodians.	
National Street Gazetteer	NSG. The compilation of a list of Street maintained in local authorities and sent to GeoPlace by Authority Street Custodians.	
Network	In this document one of the following: A Road or Path network. A Network controlled by a Local Highway Authority traffic manager.	Sections 16 and 17 of the Traffic Management Act 2004.
New Roads and Street Works Act 1991	NRSWA. A code of practice for the co-ordination of Street works.	
NLPG	National Land and Property Gazetteer.	
NLPG Custodian	The person or persons employed by GeoPlace responsible for the compilation of the NLPG from each LLPG.	
NLPG User	An organisation licensed to use NLPG data.	
Northing	A value on the Y axis of the National Grid of Great Britain. Captured to 1cm resolution.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Notice	Electronic message sent under the EToN process to notify works.	Technical Specification for the Electronic Transfer of Notifications. Currently v5. V6 due to be implemented in 2013.
NRSWA	New Roads and Street Works Act 1991.	
NSG	National Street Gazetteer.	
NSG Custodian	The person or persons employed by GeoPlace responsible for the compilation of the NSG from each LSG.	
NSG User	A statutory undertaker of street works duties as defined under the New Roads and Street Works Act 1991 (NRSWA) and by the Department for Transport (DfT).	The New Roads and Street Works Act 1991 (NRSWA)
Object	A real world entity associated with land and property.	
Object without a Postal Address	OWPA. Object without a Postal Address. An Object such as recreation ground, open space, public convenience, church or car park that does not receive mail but needs to be recorded within an LLPG.	
OD file	Operational District Data file.	
Official Address	A combination of name or number in the LPI and associated Street Name that is officially approved by the SNN Authority.	
Operational District	An area of a Street Authority allocated for Street Works.	
Operational District Data file	OD file. A data file giving details of all operating organisations in a given area.	
Optional	OPT. A Field which may be completed.	NLPG DTF current version or NSG DTF current version.
OPT	Optional.	
Organisation Name	The name on the fascia of a building.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
OWPA	Object without a Postal Address.	
PAF®	Postcode Address File.	
PAO	Primary Addressable Object.	
Parent	A Record which represents the highest level in the hierarchy if two or more BLPU's are represented by LPIs that contain the same entry in the PAO. A Parent Record contains an entry in the PAO but no entry in the SAO.	
Path	A Way for pedestrians, animals or cycles.	
Pedestrian Way	See Footpath.	
Permissive Path	A Path over which the public have rights of access by permission of the landowner. Not a Highway.	
Permit Authority	An authority which is approved by the DfT to manage a Permit Scheme.	Sections 32 to 39 of the Traffic Management Act 2004.
Permit Scheme	A scheme approved by the DfT for managing Street works by means of permits.	Section 32 of the Traffic Management Act 2004.
Postal Address	Address which must include a postcode and post town as allocated by Royal Mail in PAF®.	
Postcode Address File	PAF®. Postcode Address File. A file maintained by Royal Mail for the purposes of the delivery of mail.	
Primary Addressable Object	PAO. A number and / or a name for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 1, section 3.1, for definition.
Primary EToN Notice	A notice sent to the Primary Notice Authority.	Technical Specification for the Electronic Transfer of Notifications v6.

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Primary Notice Authority	The Street or Permit Authority responsible for the co-ordination of Street Works on the specified Street or part Street. In the case of Private Streets this is the Local Highway Authority whose area covers the Private Street.	Technical Specification for the Electronic Transfer of Notifications v6.
Primary Route Network	A network of Trunk Roads, and some other A roads, which are designed as the recommended routes for long-distance travel between a series of locations that have been selected by the DfT as Primary Route destinations linked by roads (primary routes) selected by the Local Highway Authority.	DfT: Guidance on road classification and the primary route network. Published: 13 March 2012
Private Street	A Street over which the public has no recorded rights of passage and which is not maintainable at public expense. It is possible that a Private Street is a Highway.	
Private Street Manager	The manager of a Private Street.	Section 49 of the New Roads and Street Works Act 1991.
Processing Order	Metadata used in COU file to inform an operator in which order Records should be processed.	
Prospectively Maintainable Street	A Street for which an agreement for it to become Maintainable at Public Expense is registered as a Land Charge, for example an agreement made under Section 38 of the Highways Act 1980.	Section 87 of the New Roads and Street Works Act 1991.
Provisional BLPU	A Record that is marked by the Authority Address Custodian as a BLPU held in the LLPG on a temporary basis pending confirmation.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Provisional LPI	A Record that is marked by the Authority Address Custodian as an LPI description held in the LLPG on a temporary basis pending confirmation.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
PRoW	Public Right of Way.	Section 66 of the Wildlife and Countryside Act 1981.
PRoW Authority	Synonym for Surveying Authority.	
Public Right of Way	PRoW. One of the following: A synonym for a Highway, that is, any Way over which there is a public right of passage including those Ways for which there is no statutory method for recording their existence. One of the four rights recordable on the Definitive Map: Public footpath. Public bridleway. Restricted byway. Byway open to all traffic.	Section 66 of the Wildlife and Countryside Act 1981.
Record	The collection of an ordered set of Fields described in the current version of the DTF for the NLPG.	
Rejected BLPU	A Record that is marked by the Authority Address Custodian as a BLPU that has an incorrect description of a real world Object.	See also BS 7666-2:2006, page 8, section 6.5.3, table 4 for description.
Rejected LPI	A Record that is marked by the Authority Address Custodian as an LPI that has an incorrect description of a real world Object.	See also BS 7666-2:2006, page 12, section 7.5.3, table 7 for description.
Representative Point Code	RPC. A code used to indicate the accuracy of a grid coordinate assigned to a BLPU.	BS 7666-2:2006.
Restricted Byway	A Highway with rights for pedestrians, horse riders, cyclists and horse-drawn vehicles, but not for mechanically propelled vehicles.	Section 47 of the Countryside and Rights of Way Act 2000.
Road	A Way for vehicles.	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Road Used as a Public Path	RUPP. An obsolete class of PRoW, abolished in 2000.	Section 47 of the Countryside and Rights of Way Act 2000.
RPC	Representative Point Code	
Rural	Term used in the DEC-NLPG to describe the setting of a Street as having no Postal Address LPs linked to it.	
RUPP	Road Used as a Public Path.	
SAON	Secondary Addressable Object Name.	
SED	Special Engineering Difficulty.	
Service Road	A minor road for providing services to properties.	
Sewer Authority	An authority responsible for sewers.	
Secondary Addressable Object Name	SAO. A number and / or a name for the LPI associated with the BLPU.	See also BS 7666-2:2006, page 1, section 3.1, for definition.
SNN	Street Naming and Numbering.	
SNN Authority	A District or Unitary with an SNN responsibility.	
SNN Officer	Officer at an SNN Authority responsible for SNN.	
Special Designation	A category of ASD. Also known as a type 63 Record.	
Special Road	A Highway over which the rights are limited to a selection of eleven possible prescribed classes.	Sections 16 to 20 of the Special Roads Act 1949 and Schedule 4 of the Highways Act 1980.
Statutory Undertaker	An organisation with legal powers to carry out works on a highway, for example a utilities company.	Section 49 of the New Roads and Street Works Act 1991.
Strategic Route	A network of strategic routes across England and Wales managed by the Highway Agency, Transport for London and the South Wales Trunk Road Agent (SWTRA) and North & Mid Wales Trunk Road Agent (NMWTRA).	

## Appendix A – Glossary of Defined Terms

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Item	Description	Comments/Legislation/Source
Street	In this document one of the following: As described in the New Roads and Street Works Act 1991: a highway, road, lane, footway, alley, passage, square or court. As described in Towns Improvement Clauses Act 1847 s3: any road, square, court, alley, and thoroughfare. As described in BS 7666-1:2006, page 2, section 3.7.	Section 48 of the New Roads and Street Works Act 1991.  Section 3 of the Towns Improvements Clauses Act 1847.
Street Authority	The authority, body or person liable to maintain a Street. If the Street is publicly maintainable then it is a Highway Authority. Also known as Street Works Authority.	Section 49 of the New Roads and Street Works Act 1991.
Street Data	Data associated with a type 11 or a type 15 Record.	NSG DTF current version.
Street Description	Text associated with the description of a type 2, 3, 4 or 9 Street in the ASG.	See also BS 7666-1:2006, page 2, section 3.8 for definition.
Street Descriptor	All Records associated with type 15 in the DTF current version.	
Street Manager	An authority, body or person liable to the public to maintain or repair a street which is not a publicly maintainable highway or, if there is none, an authority, body or person having the management or control of the street.	Section 49 (4) of the New Roads and Street Works Act 1991.
Street Name	Official text approved by the SNN Authority used to describe a type 1 Street.	

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Item	Description	Comments/Legislation/Source
Street Naming and Numbering	SNN. Street Naming and Numbering Function performed by and SNN Authority under the statutory legislation, responsible for the approval of all Street Names and property name and numbering schemes within that SNN Authority administrative area.	
Street Record	Text used to describe a BLPU which represents the entire 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. This Street Type may be recorded numerically with a code of 1, 2, 3 or 4. A code of 9 is also permitted within the ASG.	See also BS 7666-1:2006, page 11, section 6.7.2, table 4 for definition.
Street Works Authority	See Street Authority.	Section 49 of the New Roads and Street Works Act 1991.
Subway	A pedestrian underpass beneath a Street.	
Surveying Authority	The authority responsible for maintaining the Definitive Map of Public Rights of Way.	Wildlife and Countryside Act 1981
TfL	Transport for London.	
TMA	Traffic Management Act 2004.	
TRAILER	A Record at the end of each file in the NLPG and NSG transfer data set. (Record ID 99).	NLPG DTF current version or NSG DTF current version.
Track	An unsurfaced Street.	
Traffic Management Act 2004	TMA. An act which details Street works regulations.	
Traffic Regulation Order	TRO. A legal instrument by which traffic management controls are implemented.	Road Traffic Regulation Act 1994.

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Item	Description	Comments/Legislation/Source
Traffic Sensitive Street	TSS. A Street which is designated as critical to the flow of traffic in the area. This designation is for the purposes of Street works.	Section 64 of the New Roads and Street Works Act 1991.
Transport Authority	An authority responsible for co-ordinating transport.	
Transport for London	TfL. The authority responsible for London's overall transport network.	
TRSG	Trunk Roads Street Gazetteer.	
TRO	Traffic Regulation Order.	
Trunk Road	A Street designated as such by the DfT. Usually a major arterial route.	Trunk Roads Act 1936.
Trunk Roads Street Gazetteer	TRSG. A gazetteer produced by the Highway Agency parallel to the NSG.	
TSS	Traffic Sensitive Street.	
Unitary	In this document a local authority that has a SNN Authority function and a Local Highway Authority function.	
Unique Street Reference Number	USRN. A unique identifier assigned to each Street within an LLPG and LSG.	NLPG DTF current version or NSG DTF current version. See also BS 7666-1:2006, page 7, section 6.2 for description.
Unique Property Reference Number	UPRN. A unique identifier assigned to each BLPU within an LLPG.	NLPG DTF current version. See also BS 7666-2:2006, page 6, section 6.1 for description.
Unmetalled	A Street without a tarred or other solid surface.	
UPRN	Unique Property Reference Number.	
USRN	Unique Street Reference Number.	
Valuation Office Agency	VOA. Organisation responsible for the compilation of national registers of rateable property.	
Vehicle	A form of transport with wheels.	

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Item	Description	Comments/Legislation/Source
VOA	Valuation Office Agency.	
Walkway	A Footpath with public rights and private maintenance liability. This liability is administered under agreement with the Local Highway Authority.	Section 35 of the Highways Act 1990.
Way	A traditional term for any road, street or path.	
Welsh Trunk Road Agency	An organisation responsible for maintaining Trunk Roads in Wales.	
Works Promoter	An organisation wishing to carry out Street works.	
Whole Road	In ASD Records, the whole length and width of a Street. Note that in this context, Road has the same meaning as Street and not the definition provided in this glossary of terms. Also known as Whole Street.	Technical Specification for the Electronic Transfer of Notifications v6.
Whole Street	See Whole Road.	

## Appendix B - USRN Allocations

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### Appendix B: - Local Custodian Code and USRN allocations by Contributing Authority

#### Local Custodian Code and USRN allocations by Contributing Authority

**NOTE:** Those authorities marked in italics (*Former County or Former District*) ceased to exist on the 1st April 2009 and from that point on these codes are no longer valid for a new Record.

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
3805	Adur	00200000	00299999	District
905	Allerdale	00300000	00399999	District
2905	<i>Alnwick</i>	00400000	00499999	<i>Former District</i>
1005	Amber Valley	00600000	00699999	District
3810	Arun	01100000	01199999	District
3005	Ashfield	01200000	01299999	District
2205	Ashford	01300000	01399999	District
405	Aylesbury Vale	01400000	01499999	District
3505	Babergh	01500000	01599999	District
4405	Barnsley	01800000	01899999	Unitary
5060	Barking and Dagenham	19900000	19999999	Unitary
5090	Barnet	20000000	20099999	Unitary
910	Barrow-in-Furness	01900000	01999999	District
1505	Basildon	02000000	02099999	District
1705	Basingstoke and Deane	02100000	02199999	District
3010	Bassetlaw	02200000	02299999	District
114	Bath and North East Somerset	47900000	47999999	Unitary
205	<i>Bedford</i>	27300000	27399999	<i>Former District</i>
235	Bedford	27300000	27399999	Unitary
5120	Bexley	20100000	20199999	Unitary
225	<i>Bedfordshire</i>	80100000	80199999	<i>Former County</i>
2910	<i>Berwick-upon-Tweed</i>	02500000	02599999	<i>Former District</i>
4605	Birmingham	02700000	02799999	Unitary
2405	Blaby	02800000	02899999	District
2372	Blackburn	02900000	02999999	Unitary
2373	Blackpool	03000000	03099999	Unitary
6910	Blaenau Gwent	03100000	03199999	Unitary
2915	<i>Blyth Valley</i>	03200000	03299999	<i>Former District</i>
1010	Bolsover	03300000	03399999	District
4205	Bolton	03400000	03499999	Unitary
2505	Boston	03600000	03699999	District
1250	Bournemouth	03700000	03799999	Unitary
335	Bracknell Forest	03800000	03899999	Unitary
4705	Bradford	07700000	07799999	Unitary

## Appendix B - USRN Allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
1510	Braintree	03900000	03999999	District
2605	Breckland	04000000	04099999	District
5150	Brent	20200000	20299999	Unitary
1515	Brentwood	04200000	04299999	District
6915	Bridgend	47600000	47699999	Unitary
3205	<i>Bridgnorth</i>	04300000	04399999	<i>Former District</i>
1445	Brighton and Hove	04400000	04499999	Unitary
116	Bristol City	04500000	04599999	Unitary
2610	Broadland	04600000	04699999	District
5180	Bromley	20300000	20399999	Unitary
1805	Bromsgrove	04700000	04799999	District
1905	Broxbourne	04800000	04899999	District
3015	Broxtowe	04900000	04999999	District
430	Buckinghamshire	80300000	80399999	County
2315	Burnley	05000000	05099999	District
4210	Bury	05100000	05199999	Unitary
6920	Caerphilly	47500000	47599999	Unitary
4710	Calderdale	05300000	05399999	Unitary
505	Cambridge	05400000	05499999	District
535	Cambridgeshire	80400000	80499999	County
5210	Camden	20400000	20499999	Unitary
3405	Cannock Chase	05500000	05599999	District
2210	Canterbury	05600000	05699999	District
805	<i>Caradon</i>	05700000	05799999	<i>Former District</i>
6815	Cardiff	05800000	05899999	Unitary
915	Carlisle	05900000	05999999	District
6825	Carmarthenshire	47200000	47299999	Unitary
810	<i>Carrick</i>	06100000	06199999	<i>Former District</i>
2920	<i>Castle Morpeth</i>	06200000	06299999	<i>Former District</i>
1520	Castle Point	06300000	06399999	District
240	Central Bedfordshire	6000000	6099999	Unitary
6820	Ceredigion	47100000	47199999	Unitary
2410	Charnwood	06500000	06599999	District
1525	Chelmsford	06600000	06699999	District
1605	Cheltenham	06700000	06799999	District
3105	Cherwell	06800000	06899999	District
645	<i>Cheshire</i>	80500000	80599999	<i>Former County</i>
665	Cheshire West and Chester	8600000	8699999	Unitary
605	<i>Chester</i>	06900000	06999999	<i>Former District</i>
660	Cheshire East	6400000	6499999	Unitary
1305	<i>Chester le Street</i>	07000000	07099999	<i>Former District</i>
1015	Chesterfield	07100000	07199999	District
3815	Chichester	07200000	07299999	District

## Appendix B - USRN Allocations

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USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
415	Chiltern	07300000	07399999	District
2320	Chorley	07400000	07499999	District
1210	Christchurch	07500000	07599999	District
1055	City of Derby	10800000	10899999	Unitary
2004	City of Kingston upon Hull	19100000	19199999	Unitary
2465	City of Leicester	23100000	23199999	Unitary
5030	City of London	08100000	08199999	Unitary
540	City of Peterborough	30100000	30199999	Unitary
1160	City of Plymouth	30200000	30299999	Unitary
1775	City of Portsmouth	30500000	30599999	Unitary
1780	City of Southampton	37000000	37099999	Unitary
3455	City of Stoke-on-Trent	08300000	08399999	Unitary
5990	City of Westminster	08400000	08499999	Unitary
1530	Colchester	08900000	08999999	District
610	Congleton	09100000	09199999	Former District
6905	Conwy	46600000	46699999	Unitary
920	Copeland	09200000	09299999	District
2805	Corby	09300000	09399999	District
800	<i>Cornwall</i>	80700000	80799999	Former County
840	Cornwall	9000000	9099999	Unitary
1610	Cotswold	09400000	09499999	District
4610	Coventry	09500000	09599999	Unitary
2705	Craven	09600000	09699999	District
3820	Crawley	09700000	09799999	District
615	<i>Crewe and Nantwich</i>	09800000	09899999	Former District
5240	Croydon	20500000	20599999	Unitary
900	Cumbria	80800000	80899999	County
1910	Dacorum	10300000	10399999	District
1350	Darlington	10400000	10499999	Unitary
2215	Dartford	10500000	10599999	District
2810	Daventry	10600000	10699999	District
6830	Denbighshire	46700000	46799999	Unitary
1050	Derbyshire	80900000	80999999	County
1045	Derbyshire Dales	10900000	10999999	District
1315	<i>Derwentside</i>	11000000	11099999	Former District
1155	Devon	81000000	81099999	County
4410	Doncaster	11200000	11299999	Unitary
1245	Dorset	81100000	81199999	County
2220	Dover	11300000	11399999	District
4615	Dudley	11400000	11499999	Unitary
1345	<i>Durham</i>	81200000	81299999	Former County
1355	Durham	11600000	11699999	Unitary
1320	<i>Durham</i>	11700000	11799999	Former District

## Appendix B - USRN Allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
5270	Ealing	20600000	20699999	Unitary
1325	Easington	11900000	11999999	Former District
510	East Cambridgeshire	12000000	12099999	District
1105	East Devon	12100000	12199999	District
1240	East Dorset	12200000	12299999	District
1710	East Hampshire	12300000	12399999	District
1915	East Hertfordshire	12400000	12499999	District
2510	East Lindsey	12600000	12699999	District
2815	East Northamptonshire	12800000	12899999	District
2001	East Riding of Yorkshire	45900000	45999999	Unitary
3410	East Staffordshire	12900000	12999999	District
1440	East Sussex	81300000	81399999	County
1410	Eastbourne	13200000	13299999	District
1715	Eastleigh	13300000	13399999	District
925	Eden	13500000	13599999	District
5300	Enfield	20700000	20799999	Unitary
620	Ellesmere Port and Neston	13600000	13699999	Former District
3605	Elmbridge	13700000	13799999	District
1535	Epping Forest	13800000	13899999	District
3610	Epsom and Ewell	13900000	13999999	District
1025	Erewash	14000000	14099999	District
1585	Essex	81400000	81499999	County
1110	Exeter	14200000	14299999	District
1720	Fareham	14400000	14499999	District
515	Fenland	14500000	14599999	District
6835	Flintshire	46800000	46899999	Unitary
3510	Forest Heath	14600000	14699999	District
1615	Forest of Dean	14700000	14799999	District
2325	Fylde	14800000	14899999	District
4505	Gateshead	14900000	14999999	Unitary
3020	Gedling	15000000	15099999	District
1620	Gloucester	15300000	15399999	District
1600	Gloucestershire	81500000	81599999	County
1725	Gosport	15600000	15699999	District
2230	Gravesham	15700000	15799999	District
2615	Great Yarmouth	15900000	15999999	District
5330	Greenwich	20800000	20899999	Unitary
3615	Guildford	16000000	16099999	District
6810	Gwynedd	46400000	46499999	Unitary
5360	Hackney	20900000	20999999	Unitary
650	Halton	16100000	16199999	Unitary
2710	Hambleton	16200000	16299999	District
5390	Hammersmith and Fulham	21000000	21099999	Unitary

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USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
1770	Hampshire	81600000	81699999	County
2415	Harborough	16400000	16499999	District
5420	Haringey	21100000	21199999	Unitary
1540	Harlow	16500000	16599999	District
2715	Harrogate	16600000	16699999	District
5450	Harrow	21200000	21299999	Unitary
1730	Hart	16700000	16799999	District
724	Hartlepool	16800000	16899999	Unitary
1415	Hastings	16900000	16999999	District
1735	Havant	17000000	17099999	District
5480	Havering	21300000	21399999	Unitary
1850	Herefordshire	23200000	23299999	Unitary
1900	Hertfordshire	81800000	81899999	County
1920	Hertsmere	17200000	17299999	District
1030	High Peak	17300000	17399999	District
5510	Hillingdon	21400000	21499999	Unitary
2420	Hinckley and Bosworth	17400000	17499999	District
3825	Horsham	17600000	17699999	District
5540	Hounslow	21500000	21599999	Unitary
520	Huntingdonshire	17800000	17899999	District
2330	Hyndburn	17900000	17999999	District
3515	Ipswich	18200000	18299999	District
6805	Isle of Anglesey	18300000	18399999	Unitary
2114	Isle of Wight	82000000	82099999	Unitary
835	Isles of Scilly	46200000	46299999	Unitary
5570	Islington	21600000	21699999	Unitary
3905	Kennet	18500000	18599999	<i>Former District</i>
5600	Kensington and Chelsea	21700000	21799999	Unitary
2275	Kent	82100000	82199999	County
815	Kerrier	18600000	18699999	<i>Former District</i>
2820	Kettering	18700000	18799999	District
2635	Kings Lynn and West Norfolk	19000000	19099999	District
5630	Kingston upon Thames	21800000	21899999	Unitary
4715	Kirklees	19400000	19499999	Unitary
4305	Knowsley	19500000	19599999	Unitary
5660	Lambeth	21900000	21999999	Unitary
2371	Lancashire	82200000	82299999	County
2335	Lancaster City	19700000	19799999	District
4720	Leeds	23000000	23099999	Unitary
2460	Leicestershire	82300000	82399999	County
1425	Lewes	23300000	23399999	District
5690	Lewisham	22000000	22099999	Unitary
3415	Lichfield	23400000	23499999	District

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USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
2515	Lincoln	23500000	23599999	District
2500	Lincolnshire	82400000	82499999	County
4310	Liverpool	23600000	23699999	Unitary
230	Luton	24000000	24099999	Unitary
630	<i>Macclesfield</i>	24100000	24199999	<i>Former District</i>
2235	Maidstone	24200000	24299999	District
1545	Maldon	24300000	24399999	District
1820	Malvern Hills	24400000	24499999	District
4215	Manchester	24500000	24599999	Unitary
3025	Mansfield	24600000	24699999	District
2280	Medway	32100000	32199999	Unitary
2430	Melton	24900000	24999999	District
3305	Mendip	25000000	25099999	District
6925	Merthyr Tydfil	25100000	25199999	Unitary
5720	Merton	22100000	22199999	Unitary
215	<i>Mid Bedfordshire</i>	25200000	25299999	<i>Former District</i>
1135	Mid Devon	25300000	25399999	District
3520	Mid Suffolk	25500000	25599999	District
3830	Mid Sussex	25600000	25699999	District
734	Middlesbrough	25700000	25799999	Unitary
435	Milton Keynes	25800000	25899999	Unitary
3620	Mole Valley	25900000	25999999	District
6840	Monmouthshire	47300000	47399999	Unitary
6930	Neath Port Talbot	47700000	47799999	Unitary
1740	New Forest	26700000	26799999	District
3030	Newark and Sherwood	26800000	26899999	District
4510	Newcastle City	08200000	08299999	Unitary
3420	Newcastle-under-Lyme	27000000	27099999	District
5750	Newham	22200000	22299999	Unitary
6935	Newport	27100000	27199999	Unitary
2600	Norfolk	82500000	82599999	County
820	<i>North Cornwall</i>	27400000	27499999	<i>Former District</i>
1115	North Devon	27500000	27599999	District
1215	North Dorset	27600000	27699999	District
1035	North East Derbyshire	27700000	27799999	District
2002	North East Lincolnshire	46000000	46099999	Unitary
1925	North Hertfordshire	27900000	27999999	District
2520	North Kesteven	28000000	28099999	District
2003	North Lincolnshire	46100000	46199999	Unitary
2620	North Norfolk	28100000	28199999	District
3210	<i>North Shropshire</i>	28200000	28299999	<i>Former District</i>
121	North Somerset	47800000	47899999	Unitary
4515	North Tyneside	28300000	28399999	Unitary

## Appendix B - USRN Allocations

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USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
3705	North Warwickshire	28400000	28499999	District
2435	North West Leicestershire	28500000	28599999	District
3910	<i>North Wiltshire</i>	28600000	28699999	<i>Former District</i>
2745	North Yorkshire	82600000	82699999	County
2825	Northampton	28700000	28799999	District
2800	Northamptonshire	82700000	82799999	County
2900	<i>Northumberland</i>	82800000	82899999	<i>Former County</i>
2935	Northumberland	28800000	28899999	Unitary
2625	Norwich	28900000	28999999	District
3060	Nottingham City	29000000	29099999	Unitary
3055	Nottinghamshire	82900000	82999999	County
3710	Nuneaton and Bedworth	29100000	29199999	District
2440	Oadby and Wigston	29200000	29299999	District
4220	Oldham	29400000	29499999	Unitary
3215	Oswestry	29600000	29699999	<i>Former District</i>
3110	Oxford	29700000	29799999	District
3100	Oxfordshire	83000000	83099999	County
6845	Pembrokeshire	47000000	47099999	Unitary
2340	Pendle	29800000	29899999	District
825	<i>Penwith</i>	29900000	29999999	<i>Former District</i>
1255	Poole	30300000	30399999	Unitary
6850	Powys	85300000	85399999	Unitary
6854	Powys 2	85300000	85399999	Unitary
2345	Preston	30700000	30799999	District
1225	Purbeck	30800000	30899999	District
345	Reading	31000000	31099999	Unitary
5780	Redbridge	22300000	22399999	Unitary
728	Redcar and Cleveland	46300000	46399999	Unitary
1825	Redditch	31100000	31199999	District
3625	Reigate and Banstead	31200000	31299999	District
830	<i>Restormel</i>	31400000	31499999	<i>Former District</i>
6940	Rhondda Cynon Taf	47400000	47499999	Unitary
2350	Ribble Valley	31800000	31899999	District
5810	Richmond upon Thames	22400000	22499999	Unitary
2720	Richmondshire	31900000	31999999	District
4225	Rochdale	32000000	32099999	Unitary
1550	Rochford	32200000	32299999	District
2355	Rossendale	32400000	32499999	District
1430	Rother	32500000	32599999	District
4415	Rotherham	32600000	32699999	Unitary
3715	Rugby	32800000	32899999	District
3630	Runnymede	32900000	32999999	District
3040	Rushcliffe	33000000	33099999	District

## Appendix B - USRN Allocations

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USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
1750	Rushmoor	33100000	33199999	District
2470	Rutland	33200000	33299999	Unitary
2725	Ryedale	33300000	33399999	District
4230	Salford	33400000	33499999	Unitary
3915	<i>Salisbury</i>	33500000	33599999	<i>Former District</i>
4620	Sandwell	33600000	33699999	Unitary
2730	Scarborough	33700000	33799999	District
1330	<i>Sedgefield</i>	33900000	33999999	<i>Former District</i>
3310	Sedgemoor	34000000	34099999	District
4320	Sefton	34100000	34199999	Unitary
2735	Selby	34200000	34299999	District
2245	Sevenoaks	34300000	34399999	District
4420	Sheffield	34400000	34499999	Unitary
2250	Shepway	34500000	34599999	District
3220	<i>Shrewsbury and Atcham</i>	34700000	34799999	<i>Former District</i>
3235	<i>Shropshire</i>	83100000	83199999	<i>Former County</i>
3245	Shropshire	34800000	34899999	Unitary
350	Slough	34900000	34999999	Unitary
4625	Solihull	35000000	35099999	Unitary
3300	Somerset	83200000	83299999	County
220	<i>South Bedfordshire</i>	35100000	35199999	<i>Former District</i>
410	South Bucks	35200000	35299999	District
530	South Cambridgeshire	35300000	35399999	District
1040	South Derbyshire	35400000	35499999	District
119	South Gloucestershire	48000000	48099999	Unitary
1125	South Hams	35500000	35599999	District
2525	South Holland	35700000	35799999	District
2530	South Kesteven	35800000	35899999	District
930	South Lakeland	35900000	35999999	District
2630	South Norfolk	36000000	36099999	District
2830	South Northamptonshire	36100000	36199999	District
3115	South Oxfordshire	36200000	36299999	District
2360	South Ribble	36400000	36499999	District
3225	<i>South Shropshire</i>	36500000	36599999	<i>Former District</i>
3325	South Somerset	36600000	36699999	District
3430	South Staffordshire	36700000	36799999	District
4520	South Tyneside	36800000	36899999	Unitary
1590	Southend-on-Sea	37100000	37199999	Unitary
5840	Southwark	22500000	22599999	Unitary
3635	Spelthorne	37200000	37299999	District
1930	St Albans	37300000	37399999	District
3525	St Edmundsbury	37400000	37499999	District
4315	St Helens	37500000	37599999	Unitary

## Appendix B - USRN Allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
3425	Stafford	37600000	37699999	District
3450	Staffordshire	83300000	83399999	County
3435	Staffordshire Moorlands	37700000	37799999	District
1935	Stevenage	37800000	37899999	District
4235	Stockport	38100000	38199999	Unitary
738	Stockton-on-Tees	38200000	38299999	Unitary
3720	Stratford-on-Avon	38300000	38399999	District
1625	Stroud	38500000	38599999	District
3500	Suffolk	83400000	83499999	County
3530	Suffolk Coastal	38600000	38699999	District
4525	Sunderland	38700000	38799999	Unitary
3600	Surrey	83500000	83599999	County
3640	Surrey Heath	38800000	38899999	District
5870	Sutton	22600000	22699999	Unitary
2255	Swale	39000000	39099999	District
6855	Swansea	39100000	39199999	Unitary
3935	Swindon	40200000	40299999	Unitary
4240	Tameside	39300000	39399999	Unitary
3445	Tamworth	39400000	39499999	District
3645	Tandridge	39500000	39599999	District
3315	Taunton Deane	39600000	39699999	District
1335	Teesdale	39700000	39799999	Former District
1130	Teignbridge	39800000	39899999	District
3240	Telford and Wrekin	45200000	45299999	Unitary
1560	Tendring	39900000	39999999	District
1760	Test Valley	40000000	40099999	District
1630	Tewkesbury	40100000	40199999	District
2260	Thanet District	40300000	40399999	District
6950	The Vale of Glamorgan	41500000	41599999	Unitary
1940	Three Rivers	40400000	40499999	District
1595	Thurrock	40500000	40599999	Unitary
2265	Tonbridge and Malling	40600000	40699999	District
1165	Torbay	40700000	40799999	Unitary
6945	Torfaen	40800000	40899999	Unitary
1145	Torridge	40900000	40999999	District
5900	Tower Hamlets	22700000	22799999	Unitary
4245	Trafford	41000000	41099999	Unitary
2270	Tunbridge Wells	41100000	41199999	District
2925	Tynedale	41300000	41399999	Former District
1570	Uttlesford	41400000	41499999	District
3120	Vale of White Horse	41600000	41699999	District
635	Vale Royal	41700000	41799999	Former District
4725	Wakefield	41800000	41899999	Unitary

## Appendix B - USRN Allocations

USRN allocations by Contributing Authority as at April 2009				
Local Custodian Code	Contributing Authority name	USRN Start	USRN End	Authority Type
4630	Walsall	41900000	41999999	Unitary
5930	Waltham Forest	22800000	22899999	Unitary
5960	Wandsworth	22900000	22999999	Unitary
2930	Wansbeck	42000000	42099999	Former District
655	Warrington	42200000	42299999	Unitary
3725	Warwick	42300000	42399999	District
3700	Warwickshire	83600000	83699999	County
1945	Watford	42400000	42499999	District
3535	Waveney	42500000	42599999	District
3650	Waverley	42600000	42699999	District
1435	Wealden	42700000	42799999	District
1340	Wear Valley	42800000	42899999	Former District
2835	Wellingborough	42900000	42999999	District
1950	Welwyn Hatfield	43000000	43099999	District
340	West Berkshire	26900000	26999999	Unitary
1150	West Devon	43100000	43199999	District
1230	West Dorset	43200000	43299999	District
2365	West Lancashire	43300000	43399999	District
2535	West Lindsey	43400000	43499999	District
3125	West Oxfordshire	43600000	43699999	District
3320	West Somerset	43700000	43799999	District
3800	West Sussex	83700000	83799999	County
3925	West Wiltshire	43800000	43899999	Former District
1235	Weymouth and Portland	44000000	44099999	District
4250	Wigan	44100000	44199999	Unitary
3930	Wiltshire	83800000	83899999	Former County
3940	Wiltshire	44200000	44299999	Unitary
1765	Winchester	44300000	44399999	District
355	Windsor and Maidenhead	44400000	44499999	Unitary
4325	Wirral	44500000	44599999	Unitary
3655	Woking	44600000	44699999	District
360	Wokingham	44700000	44799999	Unitary
4635	Wolverhampton	44800000	44899999	Unitary
1835	Worcester	45000000	45099999	District
1855	Worcestershire	81700000	81799999	County
3835	Worthing	45100000	45199999	District
6955	Wrexham	46900000	46999999	Unitary
1840	Wychavon	45400000	45499999	District
425	Wycombe	45500000	45599999	District
2370	Wyre	45600000	45699999	District
1845	Wyre Forest	45700000	45799999	District
2741	York	45800000	45899999	Unitary

## Appendix C – BLPU Classifications

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### Appendix C: - BLPU Classifications

#### 1. Table of the Classification of BLPU Objects to be used in the NLPG.

Please note those Objects:

- Shaded grey are retired BLPU Classification codes for the NLPG.
- In *italic text* are the descriptive name or function (from Ordnance Survey Large Scale data) of the Classification of the BLPU.
- In **bold** for **Bus Shelter** (CT02), **Electricity Sub Station** (CU01), **Named Pond** (LW02), **Telephone Box** (CU11) and public **Tennis** facility (CL06 described in explanatory notes) are based upon Ordnance Survey Large Scale data for the production of the AddressBase™ products from 1st October 2011. The exceptions to this are if an Object exists as an NLPG Record before this date or is created by an Authority Address Custodian after this date.

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	Commercial Attracts Non Domestic Rates and / or use is of a business nature	A	Agricultural Applicable to agricultural enterprise, not land (see "land agricultural")	01	Farm / Non-Residential Associated Building	Mandatory	Includes: <i>Apiary, Arable, Mushroom, Poultry, Livestock (Beef, Cattle, Dairy, Pig, Sheep, Rabbit, etc), Barn, Silo, Silage Storage and Shed.</i>
				02	Fishery	Mandatory	To be used for commercial production only, includes: Fish Farm, <i>Hatchery or Curing / Processing of Cockle, Crab, Mussel, Oyster, Trout or Salmon Farm, Hatchery or Processing.</i>  Please note that Leisure Fishing must be recorded with classification CL06.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C				03	Horticulture	Mandatory	Includes: Market Garden, Smallholding, Vineyard, <i>Fruit Growing, Herbarium, Watercress Bed</i> and Nursery.
				04	Slaughter House / Abattoir	Mandatory	Includes: <i>Knackery</i> .
	B	Ancillary Building				Mandatory	For Child Records of large sites such as School, College and Hospital, where no other suitable secondary or tertiary classification is available. E.g. School is listed as Parent but science building needs to be entered separately for emergency services reasons. It can be coded using this classification.  Includes: <i>Security Hut, Site Office, Control Building</i> .  The Parent Record holds the main classification.  This code must only be used if Parent BLPU is a large site such as a Port, large Farm, or educational facility.
							Code retired and replaced with multiple classifications CX01 – CX09

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		C		02	Law Court	Mandatory	Includes: <i>Court Of Session, Sheriff Court, Magistrates Court, High Court, Crown Court, Coroners Court and County Court.</i>
				03	Prison	Mandatory	Includes: Custody, Detention, Immigration, Probation, Reception, Remand, Resettlement, Youth Offender Centre and Secure Residential Accommodation.
				04	Public / Village Hall / Other Community Facility	Mandatory	"and other Community Facility". Includes: Scouts, Sea Scouts, Sea Cadets, Boys Brigade, Guides, Youth Club, Day Care Centre and Community Centre, Hall, Assembly, Meeting, Recreation, Parish, Hall / Room.  Also includes: Adult Day Care, Children's Resource Centre, Community Centre For Physical or Mental Disability, Miners' Welfare, Red Cross, Residents' Centre, Road Safety Centre, Sailors' Welfare, The Blind, Voluntary Centre.
				05	Public Convenience	Mandatory	Includes: free or paid access in publicly accessible places e.g. street, Shopping Mall or Bus / Rail Station.
				06	Cemetery / Crematorium /	Mandatory	Includes: Mortuary, Columbarium, Chapel of Rest, Crematorium, Cemetery, Military

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	C	C		06	Graveyard. In Current Use		<i>Cemetery, Woodland Burial Site for either human or animal remains, Burial Ground, Garden Of Rest and Memorial Garden.</i>
				07	Church Hall / Religious Meeting Place / Hall	Mandatory	Building associated with a Place Of Worship.  Includes: Nonconformist Meeting House, Preceptory, Chaplaincy and Religious Meeting Room.
				08	Community Service Centre / Office	Mandatory	One Stop Shop for multipurpose services, e.g. Local Government and / or other third party services.
				09	Public Household Waste Recycling Centre (HWRC)	Mandatory	To be used for Household Waste Recycling Centre under local authority administration.  Commercial Recycling Centre must be recorded with classification CI06.
				10	Recycling Site	Mandatory	Includes: Mini Recycling Centre, e.g. those sited at a Supermarket, Car Park and other publicly accessible locations.
				11	CCTV	Optional	Under local authority administration only.
				12	Job Centre	Mandatory	Government Job Centre not Commercial Employment Agency.
				E	Education These codes must be used where the primary use is	01	College  Further/ Higher / Technical / Education, e.g. Sixth Form College, HNC/D facility for 16-19 year old or Adult Education.

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		E	education and includes both state and private schools. Also includes boarding schools.	01			Includes: <i>Art Studies, Business Studies, Language Studies, Performing Arts Studies, Music Studies, Technology Studies and Training.</i>
				02	<i>Children's Nursery / Crèche</i>	Mandatory	Includes: <i>Child Day Care / Pre School.</i>
				03	<i>Preparatory / First / Primary / Infant / Junior / Middle School</i>	Mandatory	Includes: <i>Non-State Primary or Preparatory School.</i>
				04	<i>Secondary / High School</i>	Mandatory	Includes: <i>Non-State Secondary School.</i>
				05	<i>University</i>	Mandatory	
				06	<i>Special Needs Establishment.</i>	Mandatory	Includes: <i>School for the Deaf, Special School and School for Special Needs.</i>
				07	<i>Other Educational Establishment</i>	Mandatory	Includes: <i>Mixed Age School, Special Unit, Adult Education / Study Centre, Dental / Language School, Training Ground, Flying Training, Medical Education / Training, Educational Field Studies, Sunday School, Survival Training, Transport Training, Vehicle Driver Training and Shooting Training.</i>
	H			01	<i>Boarding / Guest House / Bed And</i>	Mandatory	Includes: <i>Commercial Lodging.</i>

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	H	Hotel / Motel / Boarding / Guest House	Hotel / Motel / Boarding / Guest House	01	Breakfast / Youth Hostel		
				02	Holiday Let / Accommodation / Short-Term Let Other Than CH01	Mandatory	Not privately-owned Holiday Caravan / Chalet
				03	Hotel / Motel	Mandatory	Includes: Apartment / Hotel
	I	Industrial Applicable to manufacturing, engineering, maintenance, storage / wholesale distribution and extraction sites	Industrial Applicable to manufacturing, engineering, maintenance, storage / wholesale distribution and extraction sites	01	Factory / Manufacturing	Mandatory	Includes: <i>Animal Feed Factory, Aircraft Building / Works, Boat / Yacht / Ship Building Yard, Cannery, Coach Builders, Cooperage, Cooling / Ice Plant, Craft Manufacturing, Working Mill, Brick Works, Brewery, Cider Press /Manufacture, Chemical / Coke Oven Works, Concrete / Pre-Cast Concrete / Cement Works, Cleaning, Dairy Processing, Disinfecting, Distillery, Tar Distillery, Corn / Flour Mill, Food / Drink Processing / Factory, Foundry, Glassworks, Stained Glass, Perfume, Joinery, Laundry, Manufacturing, Engineering / Oil Refining, China Clay / Pottery Works / Manufacturing, Poultry, Egg Vegetable / Fruit Packing, Paper Mill, Printing Works, Shipyard, Ship Repair Yard, Ship Building / Yard, Silk Mill, Sugar Refinery, Iron / Steel Works, Timber Mill and Winery.</i>

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		I		02	Mineral / Ore Working / Quarry / Mine	Mandatory	Includes: active Oil / Gas Extraction, Mineral Mining, Mineral Quarrying / Open Extraction, Mineral / Ore Distribution, Processing, Storage, Sorting / Grading, Extraction of Yorkstone, Silica, Slate, Coal, Mineral / Fuel, Sand, Chalk, Granite, Limestone, China Clay, Clay / Peat, Coal Mining / Washing, Gravel Works / Washing, China Clay Drying, Stone / Sand Storage, Gravel, Sand, Fluorspar Works, Crusher, Screening Plant, Slag Heap.
				03	Workshop / Light Industrial	Mandatory	Includes: Bakery, Catering, Craft Workshop, Kitchen, Forge, Building / Engineering Workshop, Boat / Yacht Maintenance / Repair / Testing, Vehicle Servicing / Repair / Examination / Inspection / Testing Centre / Garage (excluding larger Vehicles – see CI08).
				04	Warehouse / Store / Storage Depot	Mandatory	Includes: Postal Sorting / Distribution, Bonded Warehouse, Crop Handling, Grain Drying, Solid Fuel, Cement, Coke, Solid Fuel, Beer / Coal / Cement / Cold / Fertilizer / Fruit / Grain / Metal / Milk / Paper / Pipe / Sand / Steel / Stone / Timber / Tyre / Storage, Tank.

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	I			05	Wholesale Distribution	Mandatory	Includes: <i>Crop, Solid Fuel / Timber Distribution.</i>
				06	Recycling Plant	Mandatory	To be used for commercially owned Recycling Plant only.  Includes: Scrap Metal Handling / Vehicle Breaker.
				07	Incinerator / Waste Transfer Station	Mandatory	For Recycling Plant under local authority administration use code CC09 or CC10.
				08	Maintenance Depot	Mandatory	Includes: <i>public and private operator, Incineration.</i>
				01	Amusements	Mandatory	Includes: <i>Casino, Arcade / Leisure Pier /Coin Operated Telescope.</i>
				02	Holiday / Campsite	Mandatory	Includes: <i>Camping, Caravanning, Holiday Accommodation, Holiday Park, Holiday Centre, Touring Caravan Site, Youth Organisation Camp, School Camp, Brownie, Scout / Guide Camp.</i>
				03	Library	Mandatory	Includes: <i>Reading Room.</i>
				04	Museum / Gallery	Mandatory	Includes: <i>Art Centre, Gallery / Studio, Aviation, Craft, Industrial, Maritime,</i>

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		L		04			<i>Military, Science, Social History / Transport Museum / Heritage Centre.</i>
				05	Nightclub		Code retired, Nightclub see CR06
				06	Indoor / Outdoor Leisure / Sporting Activity/ Centre	Mandatory	<p>Covers all sporting activities (both municipal and private).</p> <p>Includes: <i>Angling, Archery, Athletics, Badminton, Basketball, Bathing, Boating, Bowls, Circus, Civilian Shooting, Clay Pigeon Shooting, Crazy Golf, Cricket, Croquet, Curling, Cycling Sports including BMX Racing and Cycle Cross Racing, Deer Park, Driving / Leisure / Swimming Pool, Equestrian Sports, Football, Fitness, Fishing, Gliding, Golf Facility / Course, Greyhound Racing, Gymnasium, Hockey, Horse Racing, Horse Trials, Ice Sports, Lacrosse, Leisure / Sports Centre, Model Sports, Model Boating, Model Car Racing, Model Sports, Motor Sports including Motor Cycle Racing, Motor Racing Training, Stock Car Racing, Motocross, Off Road Driving, Go Karting, Rallying and Sprint Car Racing, Netball, Paintball Centre, Pitch and Putt, Playing Field, Petanque, Pheasantry, Point to Point, Polo, Public Baths, Quoits, Racquet Sports, Roller</i></p>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	L	L		06			<i>Skating, Rugby, Recreation Ground, Sailing, Sauna, Shinty, Show Jumping, Skateboarding, Skiing, Snooker, Solarium, Speedway, Squash, Swimming, Table Tennis, Tennis, Tenpin Bowling, Village Cricket Ground, Water Sports including Water Skiing, Canoeing, Rowing, Wildlife Sports, Windsurfing, Winter Sports.</i>
				07	Bingo Hall / Cinema / Conference / Exhibition Centre / Theatre / Concert Hall	Mandatory	Includes: <i>Entertainment Centre / Complex, Dancing / Fairground.</i>  Please note that Arena and Stadia must be recorded with classification CL11.
				08	Zoo / Theme Park	Mandatory	Includes: <i>Amusement Park, Water Park, Aquatic Attraction, Wildlife / Zoological Park or Centre, Aquarium, Oceanarium, Model Village Site, Butterfly Farm.</i>
				09	Beach Hut (Recreational, Non-Residential Use Only)	Optional	
				10	Licensed Private Members' Club	Mandatory	Includes: <i>Working Men's Club, Masonic Lodge, Political, Military, Health, Recreational/Social Club, Life Saving Club, Fitness Club, Recreational / Country Club</i> where the Club is the primary use.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		L		11	Arena / Stadium	Mandatory	<p>Includes: Agricultural Showground, Army Showground, Athletics, Cricket, Football, Greyhound Racing, Rugby, Speedway, Tennis, Venue Arena, Showground, Stadium and professional Stadia e.g. Wembley Arena, Wembley Stadium, Plainmoor, Wimbledon, Lords, etc.</p> <p>All of which have a permanent structure which constitutes primary use of the BLPU.</p>
		M Medical Applicable to medical services provided and research facilities. These may be public or private sector services		01	Dentist	Mandatory	
				02	General Practice Surgery / Clinic	Mandatory	<p>Includes: Health Centre / Health Care Service, Blind Person Service, Day Care Service, Deaf Persons Service, Disabled Persons Service, Drugs Clinic, Family Service, NHS Walk in Centre, Mental Health Centre.</p>
				03	Hospital / Hospice	Mandatory	<p>Includes: Convalescent Home</p>
				04	Medical / Testing / Research Laboratory	Mandatory	
				05	Professional Medical Service	Mandatory	<p>Includes: Acupuncture, Alternative Therapist, Assessment Service, Blood Donor Centre, Chiropodist, Development Centre.</p>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		N	Animal Centre Applicable to services for domesticated animals and animal rescue centres	01	Cattery / Kennel	Mandatory	
				02	Animal Services	Mandatory	Pet Grooming and any other animal services not included in CN01, 03, 04 or 05.  Includes: <i>Animal Welfare, Cat / Dog Home / Wildlife Rescue Centre</i> providing temporary accommodation, <i>Animal Training, Dog Pound / Training and Animal Quarantine</i> .
				03	Equestrian	Mandatory	Includes: <i>Breeding / Horse Racing / Commercial Stable / Riding, Horse Riding School, Manège, Stud Farm and Equestrian Training</i> .
				04	Vet / Animal Medical Treatment	Mandatory	Includes: <i>Equine /Animal Hospital, Veterinary Service</i> .
				05	Animal / Bird / Marine Sanctuary	Mandatory	Includes: <i>Deer, Donkey, Seal, Waterfowl and all Wildlife</i> .  To be used for a Sanctuary which provides permanent accommodation.
	O		Office Applicable to all types of offices (public and private sector)	01	Office / Work Studio	Mandatory	Includes: Architects, Central / Local Government Services, including Civic / Town Hall, Welfare, Social and Child Care Services, Consulates, Embassies, Dock, Harbour and Foreshore Office, High Commission, Film Studio, Pilot's Office,

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	O			01			Solicitors, Estate Management Office, Advice Service, Citizen's Advice Bureau.
				02	Broadcasting (TV / Radio)	Mandatory	Includes: Music / Recording Studio.
	R	Retail Applicable to commercial enterprises open to public visiting		01	Bank / Financial Service	Mandatory	Includes: Insurance Broker, Building Society.  Does not include ATM Kiosks (these must be recorded with classification CR11).
				02	Retail Service Agent	Mandatory	Retail outlet primarily providing services rather than products.  Includes: Air Force / Army / Navy Office, Auction House, Estate (including Show Homes) / Travel, Ticket Agent / Agency, Undertaker, Funeral Parlour, Sales Office, stand alone Vehicle Wash (not part of a Garage), Docking Station (bicycle, electric vehicle) Hire Shop, Boat / Car Hire, Contract Hire, Mobile / Telephone Hire / Agricultural Contract Hire, Agricultural Infrastructure Service, Post Office, Employment Agent / Agency, Dry Cleaner and Launderette.
				03	Hairdressing / Beauty Salon		Code retired, Hairdressing / Beauty Salon - now CR08

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		R		04 04	Market (Indoor / Outdoor)	Mandatory	Excludes street vendors see CR09.  Includes: <i>Fish, Fruit, Livestock, Cattle, Sheep and Vegetable / Wholesale Market.</i>
				05	Petrol Filling Station	Mandatory	Includes: Vehicle Wash / Valeting(where part of garage).
				06	Public House / Bar / Nightclub	Mandatory	Where perceived as primary use open to public.  Includes: <i>Pub, Inn.</i>
				07	Restaurant / Cafeteria	Mandatory	Where primary use of refreshment house allows customers eat food purchased on the premises.  Could also be described as <i>Canteen.</i>
				08	Shop / Showroom	Mandatory	All 'high street' shops.  Includes: Newsagent, Baker, Butcher, Chandlery, Chemist, Optician, Hairdresser, Charity Shop, Garden Centre, Cash and Carry, Commercial / Designer Outlet, Department Store, Hypermarket, Shopping Centre, Supermarket, Superstore, Retail Centre / Complex / Park / Warehouse, Merchant, Agricultural Merchant, Auction Room, Trade / Vehicle Distribution,

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	R			08			<i>Saddlery, Smithy, Stone / Monumental Masons, Photo Booth Kiosk and Vending Machine, if separately rated.</i>
				09	Other Licensed Premise / Vendor	Mandatory	Includes: Betting / Taxi Office, Taxi Rank, Off Licence, Sex Shop, Street Vendor, Tattoo Parlour and Fishermen's Hut.  Excludes those included in CR06, CR07, CR10.
				10	Fast Food Outlet / Takeaway (Hot / Cold)	Mandatory	Where sale of food to be consumed is away from the premises is the primary use, e.g. Sandwich Bar and Kiosk.
				11	Automated Teller Machine (ATM)	Optional	“Hole in the wall” inside, or on building fronts and / or free standing structures. ‘Inside’ excludes those inside single purpose commercial outlets and is only intended to refer to those, for example inside a shopping mall. Each ATM must be an individual SAO, if attached to the building PAO.
	S	Storage Land		01	General Storage Land	Optional	Includes: <i>Equipment, Storage Pound, Contractors Yard.</i>
				02	Builders' Yard	Optional	
	T	Transport		01	<i>Airfield / Airstrip / Airport / Air Transport Infrastructure Facility</i>	Mandatory	Includes: <i>Air Traffic Control, Aeroplane / Air Passenger Terminal, Helicopter Station, Heliport / Heliport.</i>

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		T		02	Bus Shelter	Mandatory	Excludes: Bus Station (see CT08)
				03	Car / Coach / Commercial Vehicle / Taxi Parking / Park And Ride Site	Mandatory	Excludes allocated Residential Parking Space (see RC01) Lock-up Garage and Garage Court (RG02), Petrol Station (CR05) and Overnight Lorry Park (CT12).  Includes: Public and Private Commercial Vehicle Parking allocated space.
				04	Goods Freight Handling / Terminal	Mandatory	Includes: Air, Container, Rail, Road, Ship Freight / Handling.
				05	Marina	Mandatory	Excludes: Harbours, Ports, Docks and Piers (see CT13).
				06	Mooring	Optional	Excludes: Residential Mooring (see RD07).
				07	Railway Asset	Optional	Where public access is restricted, such as Signal Box, Level Crossing, Siding.
				08	Station / Interchange / Terminal / Halt	Mandatory	All vehicular types.  Includes: Bus, Coach, Metro, Tram, Train, Underground, Light Railway.
				09	Transport Track / Way	Optional	Includes: Chair Lift, Cable Car, Ski Tow, Cliff Railway, Monorail.
				10	Vehicle Storage	Mandatory	Includes: Bus, Boat / Dinghy, Car Storage /Depot.

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	Utility Applicable to BLPU's relating to energy, water or telecommunication supply and refuse disposal	T		11	Transport Related Infrastructure	Mandatory	Includes: Weighbridge, Load Gauge, Toll Booth, Waterway Lock / Weir, Aqueduct, Viaduct, Tunnel Portal, Bridge.
				12	Overnight Lorry Park	Mandatory	Facility where primary use is overnight parking of Commercial Vehicles.  Excludes: Petrol Station (see CR05) and lay-by.
				13	Harbour / Port / Dock / Dockyard / Slipway / Landing Stage / Pier / Jetty / Pontoon / Terminal / Berthing / Quay	Mandatory	Includes: Passenger / Vehicular Ferry / Ship Terminal, Nautical Berthing, Nautical Refuelling Facility, Tanker, Non-Tanker Berthing.
		U		01	Electricity Sub Station	Mandatory	
				02	Landfill	Mandatory	
				03	Power Station / Energy Production	Mandatory	Includes: Wind Farm / Turbine, Hydroelectric, Fossil Fuel, Electricity / Nuclear Production / Distribution facility and combined heat and power plants where primary function.
				04	Pump House / Pumping Station / Water Tower	Mandatory	Includes: Water / Sewage / Waste Water, Controlling, Distribution, Filtration, Pumping, Testing, Quality Monitoring, Storage / Basin.
				05	Recycling site		Code retired – see CI06

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	U	06	Telecommunication	06	Telecommunication	Mandatory	Includes: Telephone / Radio / TV Mast, Telephone /Mobile / Engineering / Receiving / Relay / Transmission / Exchange, Radio / Radar / Television / Receiving / Relay / Transmission, Cable Television.
				07	Water / Waste Water / Sewage Treatment Works	Mandatory	Includes: Water Cleaning / Compound / Controlling / Cooling / Draining / House / Regulating / Value / Control Value, Sewage Aeration / Evaporation / Filtration / Regulating / Recycling / Macerating / Monitoring / Sludge / Storage / Treatment / Ventilating.
				08	Gas / Oil Storage / Distribution	Mandatory	Includes: Gas Distribution / Governor / Holder /Monitoring / Terminal / Regulating / Storage, Oil / Fuel / Depot / Storage / Terminal, Petroleum / Fuel Storage.
				09	Other Utility Use	Mandatory	Includes: Air Quality Station, Boiler / Heating / Ventilation House / Station, Cable Terminal Station, Landfill Gas Collection Point, Space Observatory, Satellite Earth Station, Radar Station and Scientific Facility.
				10	Waste Management	Mandatory	Includes: Local Tip, Waste Ash / Baling / Clarifier / Disposal / Distribution / Processing / Pulverisation / Treatment, Large Waste Management Site.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C	U			10			Excludes CC09, CC10, CI06 and CI07.
				11	Telephone Box	Optional	Free-standing outdoor Public Telephone Box/Facility. See Note 6
				12	Dam	Mandatory	E.g. Thames Barrier, Derwent Dam.
	X	Emergency / Rescue Service <sup>1</sup>		01	Police / Transport Police / Station	Mandatory	Includes: Police Service Training / Boat / Equipment / Headquarters / Helicopter / Kennels / Services / Storage / Police Traffic Controlling / Vehicle.
				02	Fire Station	Mandatory	Includes: Fire Equipment / Tower / Service Training.
				03	Ambulance Station	Mandatory	Includes: Air Sea Rescue / Air Ambulance.
				04	Lifeboat Services / Station	Mandatory	Includes: Inshore Rescue Station.
				05	Coastguard Rescue / Lookout / Station	Mandatory	
				06	Mountain Rescue Station	Mandatory	
				07	Lighthouse	Mandatory	Working Lighthouse only, non-tourist
				08	Police Box / Kiosk	Mandatory	Includes temporary site accommodation at location.
	Z	Information		01	Advertising Hoarding	Mandatory	Where taxable. Includes: ADOBXes.
				02	Tourist Information Signage	Optional	Includes: Visitor Information.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
C		Z		03	Traffic Information Signage	Optional	<p>Only to be used for electronic and / or mechanical signage where change information is displayed.</p> <p>All road and street signage and / or street furniture is excluded.</p>
L	Land <sup>2</sup>	A	Agricultural - Applicable to land in farm ownership and not run as a separate business enterprise.	01	Grazing Land	Optional	
				02	Permanent Crop / Crop Rotation	Optional	Includes: Orchard
		B	Ancillary Building			Mandatory	<p>For Child Records of large sites such as defined locations on open land and public parks, where no other suitable secondary or tertiary classification is available.</p> <p>Includes: Sports Viewing / Pavilion / Changing Room, Bandstand and other park buildings and structures such as <i>Aviary, Dovecot, Cage</i>.</p>
		C	Burial Ground	01	Historic / Disused Cemetery / Graveyard	Optional	Graveyards in current use must be classified under CC06
		D	Development	01	Development Site	Mandatory	All development sites including both greenfield and brownfield land subject to planning application / permission.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
L	D						Includes: <i>Commercial / Community / Residential / Transport Construction Site.</i>
	F	Forestry Managed or unmanaged wooded land not used for other purposes – includes amenity wooded land.		01	Orchards		Code retired, Orchard see LA02
				02	Forest / Arboretum / Pinetum (Managed / Unmanaged)	Optional	Area of wooded land capable of supporting commercial industrial activity such as forestry or logging, and usually greater than 1 acre in size.
				03	Woodland	Optional	Area of wooded land not used for commercial industrial processes and incapable of yielding crops due to adverse site conditions, privately or publicly owned.
	L	Allotment				Mandatory	
	M	Amenity Open areas not attracting visitors.		01	Landscaped Roundabout	Optional	Accessible to pedestrians, not including highway.
				02	Verge / Central Reservation	Optional	Includes: <i>Roadside Verge, Natural Central Reservation.</i>
				03	Maintained Amenity Land	Optional	
				04	Maintained Surfaced Area	Optional	Paved areas of land such as piazzas, not part of streets e.g. Trafalgar Square.  Includes: <i>Made Central Reservation / Pavement.</i>  Excludes named streets and pedestrianised streets.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
L	O	O	Open Space	01	Heath / Moorland	Optional	
		P	Park	01	Public Park / Garden	Mandatory	Includes: <i>Aromatic / Botanical / Commemorative / Municipal / Nature / Ornamental / Public Garden / Park.</i>
				02	Public Open Space / Nature Reserve	Mandatory	Excludes Playground, see LP03
				03	Playground	Mandatory	Includes: public and private Play Area / Centre / Park, Playground, Paddling Pool, Children's Amusement Park and Adventure Playground.  See CL06 for other Recreational Facility.
				04	Private Park / Garden	Mandatory	Includes: private Gardens associated with Stately Home, Large House etc. e.g. Buckingham Palace Gardens.  Excludes Theme Park – refer to CL08
	U	Unused Land		01	Vacant / Derelict Land	Optional	
	W	Water		01	Lake / Reservoir	Mandatory	Includes: Flood Storage Area, <i>Balancing Pond, Brine / Buried Reservoir.</i>  Excludes Dam and other structures (see CU12)
				02	Named Pond	Mandatory	Includes: <i>Dew Pond, Decoy Pond, Static / Still Water, Moat.</i>

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
L		W		02			Excludes Leisure Fishing, see CL06
M	<i>Military Defence Site</i>	W		03	Waterway	Optional	Includes: Brook, Canal / Active / Feeder / Inactive, Drain, Leat, Race, River, Reen, Stream.
		A	Army			Mandatory	BLPU for site.  The Parent BLPU for the site should include provision for the following Objects which may be present on the site, see Note 3.  These include: Ammunition / Armoury / Magazine Storage, Camp, Territorial Army, Depot, Bombing / Firing / Military / Weapons Range, Site, Storage, Training.
		B	Ancillary Building			Mandatory	For Child Records of large sites such as numbered or named buildings within the site, where no other suitable secondary or tertiary classification is available.  Includes: Target, Royal Military Police, Royal Auxiliary Air Force, Royal Air Force Station, Royal Fleet Auxiliary, Royal Naval Site, Royal Naval / Marine Reserve, Accommodation where no public access provided, see Note 3.
		F	Air Force			Mandatory	BLPU for site.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
M		F					<p>The Parent BLPU for the site should include provision for the following Objects which may be present on the site, see Note 3.</p> <p>These include: <i>Ammunition / Armoury / Magazine Storage, Camp, Air Base / Force, Depot, Bombing / Firing / Military / Weapons Range, Site, Storage, Training.</i></p>
		G	Defence Estates			Mandatory	Land or buildings used by the Ministry of Defence
		N	Navy			Mandatory	<p>BLPU for site.</p> <p>The Parent BLPU for the site should include provision for the following Objects which may be present on the site, see Note 3.</p> <p>These include: <i>Ammunition / Armoury / Magazine Storage, Camp, Naval Base, Depot, Bombing / Firing / Military / Weapons Range, Site, Storage, Training.</i></p>
P	Parent Shell	P	Property Shell			Mandatory	<p>Terrace, block or address shell where BLPU does not attract its own cross references. See Section 11.9.1.6.</p>
		S	Street Record			Mandatory	

## Appendix C – BLPU Classifications

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
R	Residential <sup>4</sup>	B	Ancillary Building			Mandatory	For Child Records of large sites such as out-buildings to the principal dwelling, also including concierge buildings and site offices, where no other suitable secondary or tertiary classification is available. The Parent Record holds the main classification.
		C	Car Park Space	01	Allocated Parking	Optional	Replaces RG01. Residential only. For Commercial see CT03.
		D	Dwelling	01	Caravan	Mandatory	Applicable to primary residences.
				02	Detached	Mandatory	
				03	Semi-Detached	Mandatory	
				04	Terraced	Mandatory	Includes: end of terrace property
				05	Bungalow		Code retired see RD02, RD03 and RD04
				06	Self-Contained Flat (Includes Maisonette / Apartment)	Mandatory	Includes: professional key worker accommodation, for example nurses' accommodation. Also includes annexes if part of the same structure as the Parent BLPU. See Note 4.
				07	House Boat	Mandatory	Includes narrow boats.
				08	Sheltered Accommodation	Mandatory	
				09	HMO (includes bedsits)		Code retired, see (RH01, RH02 and RH03)
				10	Privately Owned Holiday Caravan / Chalet	Mandatory	Where not the primary residence

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
R	G	Garage	Allocated parking space	01	Allocated parking space		Retired Code (new code RC01)
				02	Lock-Up Garage / Garage Court	Mandatory	
	H	House In Multiple Occupation <sup>5</sup>	HMO Parent	01	HMO Parent	Mandatory	HMO property shell housing bedsits.
				02	HMO Bedsit / Other Non Self Contained Accommodation	Mandatory	HMO bedsit or other non-self-contained accommodation as Child of HMO property shell. Includes rooms within communal residences such as student 'cluster' flats.
			03	HMO Not Further Divided		Mandatory	HMO where bedsits not recorded because internal layout is not known therefore RH01 and RH02 cannot be applied.
	I	Residential Institution	Care / Nursing Home	01	Care / Nursing Home	Mandatory	Includes: <i>Blind / Convalescence / Handicapped / Maternity / Medical Care / Rest / Sanatorium Home.</i>
				02	Communal Residence	Mandatory	Includes: <i>Children's / Retirement Home, Orphanage, Hostel, Retirement, Refuge/ Residential Centre, Religious Community, Abbey, Convent, Monastery, Priory, Climbing Hut, Shielings, Non-Commercial Lodging.</i>
			03	Residential Education		Mandatory	Includes: Boarding School Accommodation, Halls of Residence.
	U	Unclassified	Awaiting Classification			Mandatory	Awaiting new classification code from NLPG.
		P	Pending Internal Investigation			Mandatory	Awaiting site visit or local information to resolve usage classification.

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
X	Dual Use					Optional	Temporary classification for BLPUs attracting both Council Tax and NNDR pending creation of separated BLPUs. However this classification may be used for Live/Work units that attract both residential and commercial rates. Not to be used for any non-residential/commercial mixed use.
Z	Object of Interest <sup>6</sup>	A	Archaeological Dig Site			Mandatory	
		M	Monument	01	Obelisk / Milestone / Standing Stone	Mandatory	Includes: Disused Trig Point, Cairn, Vista Point.
				02	Memorial / Market Cross	Mandatory	Includes: Clock Tower, Cenotaph, War Memorial.
				03	Statue	Mandatory	
				04	Castle / Historic Ruin	Mandatory	
				05	Other Structure	Mandatory	Includes: Boundary Stone, Non-Operational Mill / Windmill, Waterwheel, Water Trough, Cascade / Fountain, Folly, Grotto, Arch, Pagoda, Ornamental Structure, Permanent Art Display, Sculpture, Listed Bench and Seaside Shelter.
		S	Stately Home			Mandatory	Buildings open to the public, including palaces. For Stately Homes which are

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory, if received as a Candidate / Optional	Explanatory Notes
Z		S					primarily residential please use relevant classification from Residential – Dwelling.
		U	Underground Feature <sup>7</sup>	01	Cave	Mandatory	Named visitor attractions with public access only.
				02	Cellar		Retired now ZV01
				03	Disused mine		Retired now ZV02
				04	Pothole / Natural Hole	Mandatory	Named visitor attractions with public access only.
				05	Well and spring		Retired now ZV03
		V	Other Underground Feature	01	Cellar	Optional	
				02	Disused Mine	Optional	Includes: <i>Inactive Mineral Mining / Mineral Open Extraction / Quarrying, Gas / Oil Extraction.</i>
				03	Well / Spring	Optional	
		W	Place Of Worship			Mandatory	Includes: <i>Abbey, Baptistry, Cathedral, Church, Chapel, Citadel, Gurdwara, Kingdom Hall, Methodist, Mosque, Minster, Stupa, Succah, Synagogue, Tabernacle, Temple, Lych Gate.</i>

### Footnotes on BLPU Classifications table:

- “Station” refers to buildings from which the service may mobilise officers and / or resources. Purely administrative buildings and unmanned stations should be recorded with the relevant tertiary classification within “CO – Commercial - Office”. The service should be defined using the Organisation Name.

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2. For definition of Land Classifications, see [www.magic.gov.uk/website/magic](http://www.magic.gov.uk/website/magic)
3. Intended to be used for a Parent BLPU. A Child Record must be classified by the use of other BLPU Classification codes, where possible and public access has been granted e.g. barracks are residential institutions - RI02. Military Sites may be kept as local Records if required for internal service delivery. If a Contributing Authority intends to submit these Records to an external organisation or the NLPG Custodian, the Authority Address Custodian must ensure that they have the approval of the site owner to share the information. If the site and internal buildings are clearly identified on the basemap, then the information is already widely available and no further checks are necessary.
4. A residential annexe such as a ‘Granny Flat’ that has its own street access and SNN approved address must be recorded as separate BLPU with a classification of RDxx. Any other annexe only accessible from or via another BLPU may be separately recorded but the word “Annexe” should be included in the SAO to identify its use under granted planning conditions. These annexes must also be classified as RDxx.
5. For the NLPG definition of Houses in Multiple Occupation See **Appendix J, DEC-NLPG v3.1**.
6. Some Objects of Interest are also listed buildings in their own right. These Objects should not be separately classified, rather their primary use, for example, residential should be recorded as the BLPU classification. In some instances parts of buildings / monuments are listed, for example, stone walls, railings, staircases. These must not be created as individual BLPUs but recorded as an application cross-reference against the Parent property. If an object is no longer used for its original purpose, but remains as a listed building, for example a telephone box which no longer is used as such and no longer contains a telephone, then it should be classified as an Object of Interest.
7. For Underground Feature, only the clearly identifiable access point above ground should be recorded in the NLPG as a BLPU.

## Appendix C – BLPU Classifications

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### 2. List of alphabetical Objects and their Classification codes

An alphabetical list of Primary, Secondary and Tertiary Objects and their Classification codes.

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Advertising Hoarding	Advertising Board Advertising Right Bill Board	Where taxable. Includes ADBOXes.	Free standing advertising hoarding	Create the Object as a PAO. The preferred PAO text is “Advertising Right”.  Do not create an advertising hoarding as a Child of a Street BLPU Record.	UPRN: 1 PAO: Advertising Right	CZ01
			Advertising hoarding within or attached to an existing gazetteer object.	Create the Object as a SAO and associate to the relevant PAO as described in Section 5.5.2.  The preferred SAO text is “Advertising Right”.	UPRN: 2 PAO: Bus Shelter B SAO: Advertising Right PARENT UPRN: 1	
Airport, Airstrip and Air Transport Infrastructure Facility	Airfield	Includes Aeroplane / Air Passenger Terminal, Air Traffic Control	Main site (covers the whole curtilage of the site).	Create a Parent BLPU for the whole airport site.	UPRN: 1 PAO: Heathrow Airport	CT01

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Helicopter Station, Helipad / Heliport, and Airfield.	Airport Terminal	If the airport covers an extensive site and is made up of a number of linked terminals, capture each terminal as a Child Record and associate to the Parent Record.	UPRN: 2: PAO: Heathrow Airport SAO: Terminal 1 PARENT UPRN: 1	CT01
			Airport Departure / Arrival, Gate and Shop	Further subdivisions (including departures / arrivals gates, shops etc.) may be at additional levels of hierarchy as described in Section 7.	UPRN: 3 PAO: Terminal 1 Heathrow Airport SAO: Departures Parent UPRN: 2	CT01
					UPRN: 4 PAO: Terminal 1 Heathrow SAO: WH Smith Departures Parent UPRN: 3	CR08
Allocated Parking		For residential only. For commercial, see CT03.				RC01
Allotment						LL

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Ambulance Station		Ambulance service NHS trust buildings used for purely administrative purposes must be recorded as Commercial, Offices – CO01.	Ambulance Station main building	Create a BLPU for the station with a PAO including the official name and append the text “Ambulance Station”.  A list of ambulance stations is available online from the regional ambulance service NHS trust.	PAO: Ripley Ambulance Station	CX03
Amusements	Arcade Casino					CL01
Animal, Bird or Marine Sanctuary		Includes wildlife reserves				CN05
Animal Service		Pet grooming and any other animal services not included in CN01, 03, 04 or 05.				CN02
Archaeological Dig Site				If no official name exists, include a meaningful description to be included for the land	UPRN:1 PAO: Six Hills Common UPRN:2	ZA

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				where the activity is taking place using the conventions outlined in Section 3.11 – Protocols for naming land parcels.	PAO: Six Hills Common SAO: Six Hills Tumuli PARENT UPRN:1	
Arena and Stadium		Includes venue arenas, show grounds and professional stadia e.g. Wembley Arena, Wembley Stadium, Plainmoor, Wimbledon, Lords, etc. All of which have a permanent structure which constitutes primary use of the BLPU.				CL11
Automated Teller Machine (ATMs)	ATMs Cash Points Cash Machines Hole in the wall	“Hole in the wall” inside, or on building fronts and or free standing structures. ‘Inside’ excludes those inside single	Free standing ATMs	Create the Object as a PAO with the PAO text “ATM”. Do not create an ATM created as a Child of a Street BLPU Record.	PAO: ATM	CR11

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		purpose commercial outlets and is only intended to refer to those, for example inside a shopping mall. Each ATM must be an individual SAO if attached to the building PAO.	Ancillary ATMs	Create the Object as a SAO with the SAO text "ATM".	UPRN:1 PAO: Tesco UPRN:2 PAO: Tesco SAO: ATM PARENT UPRN:1	
Awaiting Classification		Awaiting new classification code for NLPG.				UC
Bank / Financial Service		Does not include ATM kiosks (these must be recorded with Classification CR11).				CR01
Beach Hut (recreational, non-residential use only)						CL09
Broadcasting (TV, Radio)						CO02

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Builders' Yard						CS02
Bus Shelter		Excludes Bus Station (see CT08)	Freestanding Bus Shelter	Create a PAO for the Bus Shelter. Where a defined local system of naming is used (and is clearly viewable on the object), use this PAO. Otherwise, use the text "Bus Shelter". Do not create a Bus shelter as a Child of a Street BLPU Record.	PAO: Bus Shelter	CT02
			Bus shelters and bays within bus stations / terminals	Create a SAO for the Bus Shelter and associate with the PAO for the Bus Station. If a defined local system of naming is used (and is clearly viewable on the object), use this for the SAO. Otherwise, use the text "Bus Shelter".	UPRN: 1 PAO: Central Bus Station UPRN:2 PAO: Central Bus Station, SAO: Bus Shelter B PARENT UPRN:1	

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Car, Coach Commercial Vehicle, Taxi parking, and Park and Ride Site	Car Park Coach Park Park and Ride Site Garage Blocks	Excludes allocated residential parking spaces (see RC01). Lock-up Garages and Garage Court (RG02), petrol stations (CR05) and overnight lorry parks (CT12). Includes commercial allocated parking spaces.	Car Parks Park and Ride Sites	Create an AO. Use official or meaningful locally used names if possible.  Otherwise the preferred AO text is “Car Park” and “Park and Ride Site”	PAO: Bancroft Road Car Park PAO: NCP Car Park  PAO: Garage Block	CT03
			Garage Blocks	Create an AO. Use official or meaningful locally used names if possible.  Otherwise the preferred AO text is Garage Block.		
Caravan		Applicable to mobile homes occupied as permanent residences. For Holiday Caravan Site, see CL02.				RD01
Care / Nursing home			Care / Nursing home main site / building.	Create 1 Parent BLPU for the care / nursing home.		RI01

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Individual units of occupation	Create individual units of occupation as SAOs.		RH02
Castle and historic ruin						ZM04
Cattery and Kennel						CN01
Cave		Named visitor attractions with public access only.		Only record the above ground, identifiable access point in the gazetteer. Use the official or meaningful locally used name.	PAO: Cae Gwyn Cave	ZU01
CCTV		Under local authority administration only.				CC11
Cellar						ZV01
Cemetery, Crematorium and Graveyard in current use		Includes mortuaries and woodland burial sites for either				CC06

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		human or animal remains				
Church hall		Building associated with a place of worship.				CC07
Coastguard Rescue and Lookout Station						CX05
College		Further education, sixth form. This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.				CE01
Commercial - Ancillary Building		For Child Records of large sites such as schools, colleges and hospitals, where no other suitable secondary or				CB

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		tertiary classification is available. E.g. School is listed as Parent but science building needs to be entered separately for emergency service reasons. It can be coded using this classification. Also including security huts and site offices. The Parent Record holds the main classification.				
Communal Residence		E.g. hostels, refuge centres, convents, monasteries, climbing huts and shielings.	Residence main site / building	Create 1 BLPU for the hostel.	PAO: Hostel	RI02
			Individual units of occupation	Capture individual units of occupation as SAOs.		RH02
Community Service Centre and Office		One stop shops for multipurpose				CC08

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		services, e.g. Council and / or third party services.				
Children's Nursery	Nursery School	Child Day Care and Pre School				CE02
Dam	Flood Protection				PAO: Thames Barrier PAO: Derwent Dam	CU12
Dentist						CM01
Detached			House, bungalow			RD02
Development Site		All development sites including both greenfield and brownfield land subject to planning application / permission.		See <a href="#">Section 11.3.</a>  Site hut on development site.	UPRN: 1 PAO: Berkeley Homes development site  UPRN: 2 PAO: Berkeley Homes development site SAO: site hut	LD01  CB
Disused mine						ZV02
Dual Use		Temporary Classification for				X

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		BLPUs attracting both Council Tax and NNDR pending creation of separated BLPUs.  However this Classification may be used for Live/Work units that attract both residential and commercial rates. Not to be used for any non-residential / commercial mixed use.				
Electricity Sub Station						CU01
Equestrian		Includes manège and horse riding school.				CN03
Factory and manufacturing		Includes working mills, breweries and laundries.				CI01

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Farm and non-residential associated building		E.g. poultry, livestock, dairy, barns, silos and sheds.	Farm site (includes everything within the curtilage of the farm)	Create a BLPU for the farm site as a PAO.	UPRN: 1 PAO: Nickle Farm	CA01
			Non-residential associated buildings	If associated properties or functions within the farm curtilage fall within the scope of the NLPG, create these as SAOs.	UPRN: 2 PAO: Nickle Farm SAO: Barn PARENT UPRN: 1	CA03 The correct classification for the current AO must be used – not the classification of the Parent.
			Residential Associated Buildings	Create these as SAOs.	UPRN: 3 PAO: Nickle Farm SAO: Nickle Farm House PARENT UPRN: 1	RD02 The correct classification for the current AO must be used – not the classification of the Parent.
Fast food outlet / takeaway (hot and cold)		Where sale of food to be consumed away from the premises is the				CR10

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		primary use, e.g. sandwich bars and kiosks				
Fire Station		Fire buildings used for purely administrative purposes must be recorded as Commercial, Offices	Fire station main building	<p>Create a BLPU for the station with a PAO including the official name and append the text "Fire Station".</p> <p>Add the name of the relevant fire and rescue service / authority to the Organisation Name Field of the BLPU.</p>	PAO: Newcastle Fire Station ORGANISATION NAME: Tyne and Wear Fire and Rescue Service	CX02
Fishery		Fish farms. To be used for commercial production only e.g. trout or salmon farms or hatcheries - please note that leisure fishing must be recorded with Classification CL06				CA02

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Flat		Self contained flat (includes maisonettes and apartments. Also includes annexes if part of the same structure as the Parent BLPU. See Note 4.	Block of flats	Create 1 Parent BLPU for the block of flats.	UPRN: 1 PAO: Meridian Point	PP
			Flats	Capture individual units of occupation as SAOs and associate to the Parent property.	UPRN: 2 PAO: Meridian Point SAO: Apartment 1 PARENT UPRN: 1	RD06
Forest, Arboretum, Pinetum (managed and unmanaged)		Area of wooded land capable of supporting commercial industrial activity such as forestry or logging, and usually greater than 1 acre in size.				LF02
Gas and Oil Storage and Distribution		Includes Gas Governors				CU08
General Storage Land						CS01

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Goods freight handling and Terminal		Includes Air, container handling, Rail, Road and Ship Freight Handling.				CT04
GP surgery and clinic						CM02
Grazing land	Paddocks			See <a href="#">Section 11.11</a> - Describing Land Parcels		LA01
Guest House, B and B or Youth Hostel	Bed and Breakfast		Guest house / B and B / Youth Hostel main building / site.	Create 1 BLPU for the guest house, B and B or hostel.	UPRN: 1 PAO: The Conifers Guest House	CH01
			Individual units of occupation.	Capture individual units of occupation as SAOs.	UPRN: 2 PAO: The Conifers Guest House SAO: Managers Flat PARENT UPRN: 1	RD06
Harbour, Port, Dock, Dockyard, Slipway, Landing Stage, Pier, Jetty, Pontoon, Terminal, Berthing and Quay	Harbour Port Dock Pier Pier Jetty Pontoon	Includes Passenger / Vehicular Ferry and Ship terminals. Nautical Berthing, Nautical Refuelling	Main site (includes everything within the curtilage of the site)	Create a BLPU for the harbour, port, dock or pier as a PAO including the official name as part of the PAO.	UPRN: 1 PAO: Wivenhoe Port	CT13

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
	Terminal Berthing Quay	Facility, Tanker and Non-Tanker Berthing	Ancillary buildings	Create associated properties as SAOs.	UPRN: 2 PAO: Wivenhoe Port SAO: Warehouse PARENT UPRN: 1	CI04 or CB The appropriate classification for the current AO must be used, not the classification of the Parent.
Heath and Moorland		Excludes LP01 and LP02				LO01
High School		This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	School main site	The education department can provide the definitive name of the establishment which must form the content of the PAO.  If possible, include the type of school in the PAO, for example. Grammar School, Comprehensive School. Do not use abbreviations to record the denomination of faith	UPRN: 1 PAO: Kings School	CE04

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				schools, for example use Roman Catholic, Church of England rather than RC or C of E. Do not use full stops.		
Historic and disused cemetery and graveyard						LC01
HMO bedsits or other non-self-contained accommodation.	Bedsit or Room	HMO bedsit or other non-self-contained accommodation as Child of HMO property shell.		<p>Use for subdivisions within a HMO.</p> <p>These must be captured as BLPUs in their own right as SAOs. Includes rooms within communal residences such as student 'cluster' flats. In these cases, include the word 'room' in the SAO_TEXT.</p>		RH02 Use the appropriate classification for the current AO, not the classification of the Parent.
HMO not further divided		HMO where bedsits not recorded.		If bedsits are not captured because internal layout is not known therefore RH01 and RH02 cannot be applied Create a BLPU		RH03

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				for the Parent property where the bedsit / HMO is situated.		
HMO Parent		HMO property shell housing bedsits.		<p>Use for Parent property where internal subdivisions are captured.</p> <p>Create a BLPU for the Parent property where the bedsit / HMO is situated.</p> <p>If there are sub-properties, capture these as BLPUs in their own right as SAOs.</p>		RH01
Holiday Let / accommodation / short-term lets other than Guest House, B and B or Youth Hostel		Not privately-owned holiday caravans / chalets.				CH02

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Holiday / Campsite	Campsites Caravan Sites	Includes touring caravan sites.  Static caravan sites must be treated as dwellings (see RD01) and recorded as individual BLPU's as they would be liable for council tax.	Campsite / Caravan Site	Create 1 Parent BLPU for the campsite.	UPRN: 1  PAO: Oaks Park	CL02
			Pitches	Do not capture individual pitches as BLPU's if the campsite is used for the purposes of holiday accommodation.		No Classification
			Non-residential ancillary buildings	Capture other building structures (e.g. Toilet block) as Child BLPU's.	UPRN: 2  PAO: Oaks Park  SAO: Toilet Block  PARENT UPRN: 1	CB
Horticulture		E.g. market gardens, small holdings, vineyards and nurseries.				CA03
Hospital and Hospice		Includes convalescent homes.	Hospital / Hospice Main site	Create a Parent BLPU for the hospital site.	PAO: Lister Hospital	CM03
Hotel / Motel		Includes apartment hotels.	Hotel / Motel main building / site.	Create 1 Parent BLPU for the Hotel / B and B.	UPRN: 1  PAO: The Bull Hotel	CH03

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Individual units of occupation.		Create individual rooms as SAOs.	UPRN: 2 PAO: The Bull Hotel SAO: Room 1 PARENT UPRN: 1	RH02
House boat		Includes narrow boats.				RD07
Household Waste Recycling Centre (HWRC)		To be used for Household Waste Recycling Centres under local authority administration. Commercial recycling centres must be recorded with Classification CI06.			PAO: Bluntisham Household Waste Recycling Centre	CC09
Incinerator and Waste Transfer Station		Includes public and private				CI07
Indoor and outdoor leisure and sporting activity and centre		Covers all sporting activities (both municipal and private) including water sports,				CL06

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		swimming pools, golf courses, leisure centres, fishing, village cricket grounds, equestrian sports, motor sports, paintball centres etc.				
Job Centre		Government job centres not commercial employment agencies.				CC12
Lake, Reservoir		Includes flood storage areas. Excludes dams and other structures (see CU12, CU09)		If one exists, use the official or locally known name for the AO.  Otherwise, use the AO text "Lake" or "Reservoir".	PAO: Earlswood Lakes  PAO: Lake	LW01
Land - Ancillary Building		For Child Records of large sites such as defined locations on open land and public				LB

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		parks, where no other suitable secondary or tertiary Classification is available. e.g. sports pavilions, bandstands and other park buildings and structures. The Parent Record holds the main Classification.				
Landfill						CU02
Landscaped roundabout		Accessible to pedestrians, not including highway.				LM01
Law court						CC02
Library						CL03
Licensed Private Members' Club	Working Men's Clubs Masonic Lodges					CL10

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
	Political Clubs					
Lifeboat and Services Station		Inshore Rescue Station				CX04
Lighthouse		Working lighthouse only, non-tourist				CX07
Lock-up garage and garage court						RG02
Maintained amenity land						LM03
Maintained surfaced area	Piazzas Squares	Paved areas of land such as piazzas, not part of streets e.g. Trafalgar Square			PAO: Trafalgar Square PAO: St Anne's Square	LM04
Maintenance depot		Includes train, bus, truck, plane, ship and large vessels	Train Depot	If these features form part of railway sidings, capture them as SAOs to the land parcel captured for the sidings.	UPRN: 1 PAO: Land South East of Colchester Station UPRN:2 PAO: Land South East of Colchester Station SAO: Train Depot PARENT UPRN:1	CI08

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Marina		Does not include harbours, ports, docks and piers (see CT13)	Marina main site (includes everything within curtilage of site)	Create a BLPU for the marina as Parent property.	UPRN: 1 PAO: Foxes Marina	CT05 CT
			Marina Infrastructure	Create a BLPU for the marina as a Parent property. Capture Any other infrastructure within the marina as a Child BLPU.  If a jetty or walkway is not recorded as a type 2 Street, then enter it as a Child BLPU of the marina. Enter individual moorings as Child BLPUs.	UPRN: 2 PAO: Foxes Marina SAO: Mooring Number 2 PARENT UPRN: 1	
Market (indoor and outdoor)		Excludes street vendors see CR09				CR04
Medical, Research and Testing Laboratory						CM04

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Memorial and Market Cross		E.g. clock towers, cenotaph, war memorials		The Listed Building and Scheduled Ancient Monuments registers may provide details of official descriptions / names of these features. If more than one feature exists on the same street each must be uniquely identifiable.	PAO: War Memorial PAO: Churchfields Memorial PAO: Bronze Statue PAO: Statue of Oliver Cromwell	ZM02
Military - Air Force		BLPU for site				MF
Military - Ancillary Building		For Child Records of large sites such as numbered or named buildings within the site where no other suitable secondary or tertiary Classification is available.				MB
Military - Army		BLPU for site				MA
Military - Defence Estates		Land or buildings used by the				MG

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Ministry of Defence.				
Military - Navy		BLPU for site				MN
Mineral Workings and Quarry / Mine	Mine Quarry Opencast Site				PAO: Patteson Court Quarry PAO: Paxton Pits	CI02
Mooring		Excludes residential moorings (see RD07)				CT06
Mountain Rescue Station						CX06
Museum and Gallery						CL04
Named Pond	Dew Pond Decoy Pond Static/Still Water Moat	For lakes and reservoirs see LW01.  For leisure fishing see CL06		Use the official or locally known name for the AO.	PAO: Bally's Pond	LW02
Nursery / crèche						CE02

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Obelisk / Milestone / Standing Stone		Including disused trig points, cairns and vista points				ZM01
Office and Work Studio		E.g. solicitors, architects.				CO01
Ore Working		Includes: active Oil / Gas extraction, open extraction, ore distribution, processing, storage, sorting / grading and screening plant				CI02
Other educational establishment		Includes mixed age schools, special units, study centres, adult education centres, language schools.				CE07
Other licensed premise / vendor		E.g. betting and taxi offices, taxi ranks, off licences, sex shops, street vendors and tattoo parlours. Includes				CR09

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		fishermen's huts. Excludes those included in CR06, CR07, CR10				
Other structure		Includes non-operational mills, waterwheels, water troughs, fountains, follies sculptures, listed benches and seaside shelters.			PAO: Drinking Water Fountain PAO: Water Trough	ZM05
Other utility use		E.g. air quality station, landfill gas collection points, space observatory, satellite earth stations, radar stations and scientific facilities.				CU09
Overnight lorry park		Facility where primary use is overnight parking of vehicles. Excludes petrol stations (see CR05) and lay-bys.				CT12

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Pending Internal Investigation		Awaiting site visit or local information to resolve usage Classification.				UP
Permanent Crop or Crop Rotation				See <a href="#">Section 11.11</a>		LA02
Petrol filling station	Petrol Stations Service Stations Filling Stations Gas Stations PFS	Includes car washing and valeting.	Petrol Filling Station main site (includes everything within curtilage of Petrol Filling Station).	Use official names if possible. Otherwise, describe these types of properties as “Petrol Filling Stations”.	PAO: Glenfield Service Station or PAO: Petrol Filling Station	CR05 CT11
				Record other parts of the service station (within the defined scope) as Child Records, with the relevant classification for the AO.	PAO: Glenfield Service Station SAO: ATM	
Place of Worship	Churches Chapels Cathedrals Mosques Synagogues Gurdwaras			Use the locally used name, as displayed on the property as the AO text.	PAO: Horley Methodist Church	ZW

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Playground		Includes public and private play areas, playgrounds, paddling pools and adventure playgrounds etc. See indoor and outdoor leisure and sporting activities for other recreational facilities.				LP03
Police Box / Police Kiosk		Includes temporary site accommodation at location.			PAO: Police Box	CX08
Police or Transport Police Station		Includes: Police service training, boat, equipment, headquarters, helicopter, kennels, services Storage, police traffic controlling and vehicle buildings.	Police station main building.	Create a BLPU for the station with a PAO including the official name and append the text “Police Station”.  Add the name of the relevant police authority to the Organisation Name field of the BLPU.	PAO: Newcastle Central Police Station  Organisation Name: Northumbria Police	CX01

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Police buildings used for purely administrative purposes must be recorded as Commercial, Offices – COxx.				
Pothole and Natural Hole		Named visitor attractions with public access only.		Only record the above ground, identifiable access point in the gazetteer. Use the official or meaningful locally used name.	PAO: Gaping Gill	ZU04
Power Station / Energy Production	Combined heat and power plant Hydroelectric plant Fossil fuel plant Nuclear Power Plant Wind Turbines	Includes wind turbines, hydroelectric, fossil fuel, nuclear and combined heat and power plants where primary function.		For larger utility sites capture a PAO. If possible, create SAOs for identifiable operations within the site, for example chemical store, offices, visitor centre.	PAO: Electricity Generating Station  PAO: Storrington Oilwell Site  UPRN: 1 PAO: Out Newton Wind Farm UPRN: 2 PAO: Out Newton Wind Farm	CU03  CU

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
					SAO: Turbine Number 1 PARENT UPRN:1	
Primary, Junior, Infants, First, Preparatory or Middle School	Primary School Junior School Infants School First School Preparatory School Middle School	This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	School main site	The education department can provide the definitive name of the establishment which should form the content of the PAO.  If possible, include the type of school in the PAO, for example Primary School.  Do not use abbreviations to record the denomination of faith schools, for example use Roman Catholic, Church of England rather than RC or C of E. Do not use full stops.	UPRN: 1 PAO: Kings School	CE03  CB

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			School ancillary buildings	Capture associated buildings (as defined within scope) as SAOs to the Parent property. Capture all ancillary buildings (as defined in the Education Asset Management register) within the school curtilage as SAOs of the school. The approved preferred LPI must be the address used by the education department or the school itself and alternative LPIs may be captured if access can be gained to the site from more than one street.	UPRN: 2 PAO: Kings School SAO: Library PARENT UPRN: 1	

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				If a school is split over more than one site or land parcels (e.g. playing fields) treat these as separate BLPUs in their own right, and address them to the Street providing access. Include the name of the school as part of the PAO.		
Prison	Remand centre Detention centre Immigration centre Youth Offender Centre	Includes detention centres, immigration centres and youth offender centres.	Prison main site (includes everything within curtilage of site).	Create a BLPU for the prison with a PAO including the official name and include the text "HM Prison" or "Prison".  Record all subdivisions, where required, as SAOs.	PAO: HM Low Newton Prison	CC03
			Prison ancillary buildings	Record all subdivisions, within the defined scope as SAOs.	UPRN: 2 PAO: HM Low Newton Prison SAO: Workshop PARENT UPRN: 1	CB

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Private Park and Garden		Includes private gardens associated with stately homes, large houses etc. e.g. Buckingham Palace gardens. Excludes Theme Parks refer to CL08				LP04
Privately owned Holiday Caravan and Chalet		Where not the primary residence.				RD10
Professional Medical Service		E.g. acupuncture, chiropodist, blood donor centres, alternative therapists.				CM05
Property Shell		Terrace, block or address shell where BLPU does not attract its own cross references.				PP

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Public and Village Hall and other community facility		“and other community facilities” includes scouts, youth clubs, day care centres and community centres.			ORGANISATION: Worlington Parish Council PAO: Village Hall	CC04
Public convenience	Public Toilets			Create the Object with the Addressable Object “Public Conveniences”.	PAO: Public Conveniences	CC05
Public House, Bar and Nightclub		Should be identified by the perceived primary use.	Public House main building	Create a Parent BLPU for the public house with the pub name as part of the PAO. Exclude “PH” or “public house” from the AO.	UPRN: 1 PAO: Welby Arms	CR06
			Living accommodation	If the pub contains living accommodation, capture this as a SAO to the pub. Use the relevant residential Classification.	UPRN: 2 PAO: Welby Arms SAO: Managers Accommodation PARENT UPRN:1	RD06
Public Open Space and Nature Reserve		Excludes playgrounds see LP03				LP02

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Public Park and Garden						LP01
Pumping House, Pumping Station and Water Tower		Includes: Water / Sewage / Waste Water Controlling / Distribution / Filtration, Pumping / Testing / Quality Monitoring, Storage / Basin				CU04
Railway Asset	Signal Box Level Crossing Railway Crossing	Where public access is restricted e.g. signal box, level crossing, sidings.	Level Crossing	If not already captured within the ASG capture these as BLPU's related to the street (or streets) they cross as a PAO.  If known, use the name of the level crossing in the PAO (including "Level Crossing"); otherwise the PAO must be "Level Crossing".	PAO: Level Crossing	CT07  CT07

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Signal Box	<p>Create a BLPU for the signal box with the appropriate name included as the AON. If in a remote location, that is, not part of the station, the signal box BLPU is a PAO. If the signal box is associated with a type 9 Street, also associate it with the most appropriate type 1 or type 2 Street which provides vehicular or pedestrian access.</p> <p>In all other cases create the signal box as a SAO for the most appropriate BLPU to which the signal box belongs (usually a station or land parcel).</p>	PAO: Signal Box UPRN: 1 PAO: Faversham Railway Station UPRN: 2 PAO: Faversham Railway Station SAO: Signal Box PARENT UPRN: 1	
Recycling Plant		To be used for commercially owned recycling plants only. For				CI06

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		plants under local authority administration use code CC09 or CC10.				
Recycling Site	Recycling points Bottle Banks	Includes mini recycling centres, e.g. those sited at supermarkets.	Free standing recycling sites	Create as a PAO with PAO text “Recycling Point”	PAO: Recycling Point	CC10
			Ancillary recycling sites	Create as a SAO, associated to the relevant Parent, with the SAO text “Recycling Point”.	UPRN: 1 PAO: Tesco UPRN: 2 PAO: Tesco SAO: Recycling Point Parent UPRN: 1	
Religious Meeting Place / Hall		Includes: Nonconformist Meeting House, Preceptory, Chaplaincy and Religious Meeting Room				CC07
Residential - Ancillary Building		For Child Records of large sites such as out-buildings to				RB

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		the principal dwelling, also including concierge buildings and site offices where no other suitable secondary or tertiary Classification is available. The Parent Record holds the main Classification.				
Residential Education		E.g. boarding school accommodation, halls of residence				RI03
Restaurant and Cafeteria		Where customers may eat on the premises.				CR07
Retail Service Agent		Retail outlet primarily providing services rather than products. Includes estate and travel agents,				CR02

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		undertakers, sales offices, stand-alone car washes (not part of a garage), hire shops, post offices and employment agencies, dry cleaners and launderettes, docking stations (bicycle and electric vehicle).				
Secondary School		This code must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	School main site	The education department can provide the definitive name of the establishment which must form the content of the PAO.  If possible, include the type of school in the PAO, for example Grammar School, Comprehensive School.	UPRN: 1 PAO: Kings School	CE04

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				Do not use abbreviations to record the denomination of faith schools, for example use Roman Catholic, Church of England rather than RC or C of E. Do not use full stops.		
				School ancillary buildings	Capture associated buildings (as defined within scope) as SAOs to the Parent property.	UPRN: 2 PAO: Kings School SAO: Library PARENT UPRN: 1
Semi Detached			House, bungalow			RD03
Sheltered Accommodation						RD08
Shop and Showroom		All 'high street' shops including newsagents, bakers, butchers, chemists, opticians, hairdressers, charity shops etc. Also includes				CR08

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		garden centres, retail warehouses, auction rooms and car distribution, photo booths kiosks and vending machines if separately rated.				
Show Home	Showhome Show House Showhouse Showflat Show Flat	A building which is furnished and decorated to be shown to prospective buyers.		The building ceases to be classified as CR02 when it is no longer commercial. It then reverts to a residential classification.		CR02
Slaughter House / Abattoir						CA04
Special Needs Establishment						CE06
Stately Home		Buildings open to the public, including palaces. For stately homes which are primarily residential please use relevant				ZS

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		Classification from Residential - Dwelling				
Station, Interchange, Terminal and Halt	Bus Station Coach Station Metro Station Interchange Railway Station Train Station Tram Station Underground Station Metro Station	All vehicular types including bus, coach, metro, tram, train, underground, light railway etc.	Station (main building)	Create a BLPU for the station with a PAO of the station name and append the relevant text from:  Bus Station Coach Station Interchange Railway Station Train Station Tram Station Underground Station	UPRN: 1 PAO: Faversham Railway Station	CT08
			Station (ancillary buildings)	Capture units within the station (that fall within the defined scope of the NLPG) as SAOs. Use the relevant classification for the AO, not the Classification of the Parent.	UPRN: 2 Organisation: Budget Books PAO: Faversham Railway Station SAO: Unit 1 PARENT UPRN: 1	CR08
			Underground / Metro Station	Create a BLPU for the street entrance / ticket	UPRN 1	CT08

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				hall. Create Alternative LPIs for each separate street access. As for Railway stations above, include the station name in the AO along with the text "Underground Station".	PAO: Wood Green Underground Station	
				Underground ancillary buildings including shops and offices.	Record Any related commerce / office within the station as a Child BLPU. Use the relevant Classification for the AO, not the Classification of the Parent.	UPRN: 2 PAO: Wood Green Underground Station SAO: Snack Stall PARENT UPRN: 1
Telecommunication	Phone Mast Telephone Exchange Telephone Mast Television Mast TV Mast	Includes Telephone and TV Mast and Telephone Exchange		Preferred AO conventions are: Telecommunications Mast Television Mast Operator dishes on the same mast must be recorded as SAOs.	PAO: Telecommunication Mast	CU06

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				If more than one mast share a Parent, either use the unique identifier as a suffix if known or prefix with the operator name to differentiate the Child Records.		
Telephone Box	Phone Box	Free-standing outdoor public Telephone Box.		Create the Object as a PAO with the PAO text “Telephone Box”	PAO: Telephone Box	CU11
Terraced		Includes end of terrace property.	House / Bungalow			RD04
Theatre, Cinema, Bingo, Concert Hall and Conference / Exhibition Centre		<p>Includes: Entertainment Centre / Complex, Dancing and Fairground.</p> <p>Please note that arenas and stadia must be recorded with Classification CL11.</p>				CL07

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Tourist Information Signage			Freestanding tourist information boards.	Create these as Parent BLPUs if they are free standing.	PAO: Tourist Information Board	CZ02
			Ancillary tourist information boards.	If they are attached to a property then they form a SAO.	UPRN: 1 PAO: Tourist Information Centre UPRN: 2 PAO: Tourist Information Centre SAO: Tourist Information Board PARENT UPRN: 1	
Town Hall				Create a BLPU for the town hall.	PAO: Town Hall	CO01
Traffic Information Signage		Only to be used for electronic and / or mechanical signage where change information is displayed. All road and street signage and / or street furniture is excluded.	Freestanding traffic information boards.	Create these as Parent BLPUs if they are free standing.	PAO: Traffic Information Board	CZ03
			Ancillary traffic information boards.	If they are attached to a property then they form a SAO.	UPRN: 1 PAO: Toll Booth UPRN: 2 PAO: Toll Booth SAO: Traffic Information Board	

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Transport Related Infrastructure	Toll Booth Weigh Station	E.g. weighbridges, load gauges, toll booths, waterway locks, aqueducts, viaducts, tunnel portals, bridges etc.			PAO: Humber Bridge Toll Booths	CT11
Transport Track and Way						CT09
Tunnel and Subway	Tunnel Portal		Tunnel	Capture tunnels that are officially named as a BLPU.	PAO: North Downs Tunnel	CT11
			Tunnel Ancillary Building	Capture associated infrastructure (within the defined scope) as a SAO to the Parent property.	UPRN: 1 PAO: Chestfield Tunnel  UPRN: 2 PAO: Chestfield Tunnel SAO: Stores PARENT UPRN: 1	CT11 CI04
University			University Campus	For campus Universities, create the university name as the PAO.	UPRN: 1 PAO: University of Nottingham	CE05

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
			Halls of residence, faculty buildings.	Create Halls of residence, faculty buildings etc. as SAOs.  If internal roads exist within the campus, capture these within the ASG and refer to by Alternative LPIs.	UPRN: 2 PAO: University of Nottingham SAO: Cripps Hall PARENT UPRN: 1  UPRN: 3 PAO: University of Nottingham SAO: Faculty of Arts PARENT UPRN: 1	RI03  CE05
			Student accommodation rooms.	Record individual student rooms in the SAO field with a local convention for identifying any blocks or further subdivisions prior to SNN or recording the entire site in the NLPG.	UPRN: 4 PAO: University of Nottingham SAO: Room 1 Cripps Hall PARENT UPRN: 2	RH02
			Ancillary buildings	Capture associated buildings (as defined within scope) as SAOs to the Parent property.	UPRN: 5 PAO: University of Nottingham SAO: Science building	CB

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Unused land		Vacant or derelict land				LU01
Vacant or Derelict Land				See <a href="#">Section 11.11.</a>		LU01
Vehicle Storage		Includes bus and car depots				CT10
Verge and Central Reservation		Roadside verge and natural central reservation.				LM02
Vet or Animal Medical Treatment		Animal Hospital, Veterinary Service				CN04
Warehouse, Store and Storage Depot		Includes postal sorting and distribution				CI04
Waste Management		Includes local tips and large waste management sites. Excludes CC09, CC10, CI06 and CI07.				CU10
Water		Includes flood storage areas. Excludes dams and other				LW01

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
		structures (see CU12)				
Waterway	Brook River Reen Canal Stream					LW03
Water / Waste Water / Sewage Treatment Work		Includes: Water cleaning, compound, controlling, cooling, draining, house, regulation, value, control value, sewage aeration / evaporation / filtration / regulating / recycling / macerating / monitoring sludge.				CU07
Well and Spring						ZV03
Wholesale Distribution						CI05

## Appendix C – BLPU Classifications

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Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
Woodland		Area of wooded land not used for commercial industrial processes and incapable of yielding crops due to adverse site conditions, privately or publicly owned.				LF03
Workshop and Light Industrial		Includes building and engineering workshops, vehicle repair / testing centres (excluding larger vehicles – see CI08).				CI03
Zoo and Theme Park			Zoos and theme parks	Create a single BLPU for the theme park as a whole. Do not create Child Records for each attraction. If they are required for local authority service	PAO: Chessington World of Adventure	CL08

## Appendix C – BLPU Classifications

Object Description	Aliases	Explanatory Notes	Sub-object	Object Specific Conventions	Example	Classification
				provision then flag them as “not for export to the NLPG Custodian”.		

## Appendix C – BLPU Classifications

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### 3. List of Inserted BLPU Classification codes

The following BLPU Classification codes are newly inserted for use in the NLPG in version 3.1 of the DEC-NLPG.

Classification Code	Classification Description
CA04	Slaughter houses / abattoirs
CB	Ancillary buildings
CC08	Community service centres
CC09	Household Waste Recycling Centre (HWRC)
CC10	Recycling Sites
CC11	CCTV
CC12	Job centres
CE06	Special needs establishments
CE07	Other educational establishments
CI06	Recycling Plant
CI07	Incinerators and Waste Transfer Stations
CI08	Maintenance depots
CL09	Beach huts (recreational, non residential use only)
CL10	Licensed private members' clubs
CL11	Arenas and stadia
CM05	Professional medical services
CR10	Fast food outlets / takeaways (hot and cold)
CR11	Automated Teller Machines (ATMs)
CS	Storage land
CS01	General storage land

## Appendix C – BLPU Classifications

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<b>Classification Code</b>	<b>Classification Description</b>
CS02	Builders' yards
CT12	Overnight lorry park
CT13	Harbours, ports, docks, slipways, landing stages and piers
CU08	Gas and Oil Storage and Distribution
CU09	Other utility use
CU10	Waste management
CU11	Telephone boxes
CU12	Dams
CX	Emergency and Rescue Services
CX01	Police Station
CX02	Fire Station
CX03	Ambulance Station
CX04	Lifeboat Station
CX05	Coastguard Station
CX06	Mountain Rescue Station
CX07	Lighthouse
CX08	Police Box / Police Kiosk
LB	Ancillary Buildings
LM03	Maintained amenity land
LM04	Maintained surfaced area
LO	Open Space
LO01	Heaths and Moorland
LP04	Private parks and gardens
MB	Ancillary buildings

## Appendix C – BLPU Classifications

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<b>Classification Code</b>	<b>Classification Description</b>
RB	Ancillary buildings
RC	Car park spaces
RC01	Allocated parking
RD10	Privately owned holiday caravans and chalets
RH	House in Multiple Occupation
RH01	HMO Parent
RH02	HMO bedsits / Other Non Self Contained Accommodation
RH03	HMO not further divided
ZM05	Other Structure
ZS	Stately homes
ZV	Other Underground Features
ZV01	Cellars
ZV02	Disused mines
ZV03	Wells and springs

## Appendix C – BLPU Classifications

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### 4. List of Retired BLPU Classification codes

The following BLPU Classification codes are retired from use, as defined in DEC-NLPG version 2.0.

Classification Code	Classification Description	Change Details
CC01	Emergency Services	Retired and replaced with multiple classifications CX01 - CX09. Additional classifications of CX08-CX09 added
CL05	Nightclubs	Code retired and replaced with CR06
CR03	Hairdressing / beauty salon	Code retired and replaced with CR08
CU05	Recycling sites	Code retired and replaced with CI06, CI07, CC09 and CC10.
LF01	Orchards	Code retired and replaced with LA02
RG01	Allocated parking spaces	Code retired and replaced with RC01
RD05	Bungalows	Code retired and included in RD02, RD03 and RD04
RD09	HMO (includes bedsits)	Code retired and replaced with RH01, RH02 and RH03
ZU02	Cellars	Code retired and replaced with ZV01
ZU03	Disused mines	Code retired and replaced with ZV02
ZU05	Wells and springs	Code retired and replaced with ZV03

## Appendix C – BLPU Classifications

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## Appendix C – BLPU Classifications

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### 5. Excluded Object List

A list of items which must not be submitted as Objects to the NLPG Custodian.

Beaches, groynes and sea walls
Bus stops
CCTV cameras (private, not under Authority Administration)
Cigarette bins
Coastal waters and shorelines
Large and expansive named natural and geographical features such as valleys, mountains, rivers, cliffs, islands, estuaries and creeks,
Marker Buoys / Navigational Marks (including Coastal Marking System)
Motorway / Highway Driver Location Signs
Motorway / Highway Emergency Phone Boxes
Motorway / Highway Marker Posts
Open water access points
Overhead and underground communication lines (cable and phone)
Overhead and underground power lines and pylons
Overland and underground pipe networks
Park and street benches
Phone booths and kiosks
Police ramps
Postboxes
Railway lines other than those created as a type 9 Street
Rendezvous Points

## Appendix C – BLPU Classifications

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Rivers and Canals other than those created as a type 9 Street
Road Traffic signs
Shop front canopies
Launching facilities
Street Junction Records
Street lamps and lights
Temporary land uses (such as festivals, protests, showman's over winter sites etc.)
Traffic lights, signals and pelican crossings
Underground railway lines (i.e. London Underground, Mersey Rail)
Underground sewers
Waste bins

## Appendix D – Classification Cross References to Third Parties

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### Appendix D: - BLPU Classification Cross-References to third party classification schemes

The following table shows the Classification of BLPU Objects which are in the NLPG and the cross references to third party classification schemes.

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C  Commercial Attracts Non Domestic Rates and / or use is of a business nature	A	Agricultural Applicable to agricultural enterprise, not land (see "land agricultural")	01	Farm / Non-Residential Associated Building	Mandatory		Pmtd 6	U011	6	T	
				02	Fishery	Mandatory	MX	Sui Generis	U012	6	T
				03	Horticulture	Mandatory	CX	Sui Generis	U011 (C013/C014)	6	T
				04	Slaughter House / Abattoir	Mandatory	MX	Sui Generis/B2	U011	6	T
	B	Ancillary building			Mandatory					7(a)	T
	C	Community Services	02	Law Court	Mandatory	MP1	D1	U084	5	P	
				03	Prison	Mandatory	MP2	Sui Generis	U084	2(a)	
			04	Public / Village Hall / Other Community Facility	Mandatory	LC, LC1, LC3	D1	U084	5	K	
				05	Public Convenience	Mandatory	MX	Sui Generis	U084	5	P

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C		C		06	Cemetery / Crematorium Graveyard. In Current Use	Mandatory	MC, MC1	Sui Generis	U064	5	
				07	Church Hall / Religious Meeting Place / Hall	Mandatory	LC3	D1	U084	5	K
				08	Community Service Centre / Office	Mandatory	LC	D1	U084, U102	3	K
				09	Public Household Waste Recycling Centre (HWRC)	Mandatory	IMX	B2	U063	6	P
				10	Recycling Site	Mandatory	IMX	B2	U063	6, 7(a)	P
				11	CCTV	Optional		Pmtd 33			
				12	Job Centre	Mandatory	CS	A2	U102	3	P
		E	Education These codes must be used where the primary use is education and includes both state and private schools. Also includes boarding schools.	01	College	Mandatory	EL1, EP1	C2/D1	U083	3	M
				02	Children's Nursery / Crèche	Mandatory	EN1	D1	U084 U083	5	M
				03	Preparatory / First / Primary / Infants / Junior / Middle School	Mandatory	EL, EP	D1, C2	U083	5	M
				04	Secondary / High School	Mandatory	EL, EP	D1,C2	U083	5	M
				05	University	Mandatory	EU	D1, C2	U083	2(b)	J

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C	E			06	Special Needs Establishment	Mandatory	EL, EP	D1, C2	U083	2(a)	
				07	Other Educational Establishment	Mandatory	EX	D1, C2	U083	2(a)	J
	H	Hotels, Motel / Boarding / Guest Houses		01	Boarding / Guest House / Bed and Breakfast / Youth Hostel	Mandatory	CH2, CH3	C1/sui generis	U072	2(b)	E
				02	Holiday Let / Accommodation / Short-Term Let Other Than CH01	Mandatory	CH1	C1	U072	2(b)	E
				03	Hotel / Motel	Mandatory	CH, CH1, CH3	C1	U072	2(b)	F
	I	Industrial Applicable to manufacturing, engineering, maintenance, storage / wholesale distribution and extraction sites		01	Factory / Manufacturing	Mandatory	IF, IF1, CS5	B1, B2	U101	6	R,T
				02	Mineral / Ore Working / Quarry / Mine	Mandatory	IF2, IM, IM1, IM2, IM3	Sui Generis	U031	6	T
				03	Workshop / Light Industrial	Mandatory	IF, IF30, IF3W	B1, B2	U101	6	R,T

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C	I			04	Warehouse / Stores / Storage Depot	Mandatory	IF3, IF4, CG1, CG2, CG3	B8	U103	6	T
				05	Wholesale Distribution	Mandatory	CG4, CW, CW1, CW2, CW3	B8	U104	6	R,T
				06	Recycling Plant	Mandatory	CX	B2	U063	6	R,T
				07	Incinerator / Waste Transfer Station	Mandatory	IX	B2	U063	6	P,T
				08	Maintenance Depot	Mandatory	CX	B1,B2	U091	6	P,T
	L	Leisure Applicable to recreational sites and enterprises		01	Amusement	Mandatory	LT1, LT2, LX	D2, Sui Generis	U042	5	P
				02	Holiday / Campsite	Mandatory	LH1	Sui Generis	U045	5	H
				03	Library	Mandatory	EM	D1	U043	5	P
				04	Museum / Gallery	Mandatory	EM1	D1	U043	5	P
				06	Indoor / Outdoor Leisure / Sporting Activity / Centre	Mandatory	LC 1-2, L1, LS6, LS7, LX	D2	U041	5	P

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C	L			07	Bingo Hall / Cinema / Conference / Exhibition Centre / Theatre / Concert Hall	Mandatory	LT, LT2, CX	D2, Sui Generis, D1	U042	5	P
				08	Zoos / Theme Park	Mandatory	LX, LT4	Sui Generis	U041	5	P
				09	Beach Huts (Recreational, Non-Residential Use Only)	Optional	LH1	Sui Generis		5	
				10	Licensed Private Members' Club	Mandatory	CL2	Sui Generis	U084	5	K
				11	Arena / Stadium	Mandatory	LS, LX	D2	U044	5	P
	M	Medical Applicable to medical services provided and research facilities. These may be public or private sector services		01	Dentist	Mandatory		D1	U081	5	T
				02	General Practice Surgery / Clinic	Mandatory	MH, MH1	D1	U081	5	T
				03	Hospitals / Hospice	Mandatory	MH2, Mh3	C2	U081	2(a)	A
				04	Medical / Testing / Research Laboratory	Mandatory	MX	B1	U102	7(a)	T
				05	Professional Medical Services	Mandatory		D1	U081	5	P
	N	Animal Centre	01	Cattery / Kennel	Mandatory	CX, MX	Sui Generis	U011		7(a)	T

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC	
C	Applicable to services for domesticated animals and animal rescue centres	N	Applicable to services for domesticated animals and animal rescue centres	02	Animal Services	Mandatory		Sui Generis	U011	7(a)	T	
				03	Equestrian	Mandatory		D2	U011	7(a)	T	
				04	Vet / Animal Medical Treatment	Mandatory	CX	Sui Generis	U011	5	T	
				05	Animal / Bird / Marine Sanctuary	Mandatory	MX	Sui Generis	U011	7(a)	T	
				O	Office Applicable to all types of offices (public and private sector)	01	Office / Work Studio	Mandatory	CO, CO1, ML	B1	U102	3 S
						02	Broadcasting (TV / Radio)	Mandatory		B1	U102	3 T
	Retail Applicable to commercial enterprises open to public visiting	R	Retail Applicable to commercial enterprises open to public visiting	01	Bank / Financial Service	Mandatory	CS1, CO, CS	A2	U0902	3	P	
				02	Retail Service Agent	Mandatory	CS, CS6	A1, B1, A2	U091	4	P	
				04	Market (Indoor / Outdoor)	Mandatory	CM, CM1	A1	U091	4	P	
				05	Petrol Filling Station	Mandatory	CG	Sui Generis	U091	4	P	
				06	Public House / Bar / Nightclub	Mandatory	CL, CL1, CL2	A4, Sui Generis	U094	4	L	

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C	R			07	Restaurant / Cafeteria	Mandatory	CR, CR1, CR2	A3	U091	4	P
				08	Shop / Showroom	Mandatory	CS, CS 1-4, CS5, CS7	A1, Sui Generis	U091	4	N
				09	Other Licensed Premise / Vendor	Mandatory	CS2	A1, A2, Sui Generis	U091 U092	4	L
				10	Fast Food Outlets / Takeaways (Hot / Cold)	Mandatory	CS	A5	U091	4	P
				11	Automated Teller Machine (ATM)	Optional	CX	Sui Generis			
	S	Storage Land		01	General Storage Land	Optional	CW1	B8	U103	7(a)	T
				02	Builders' Yard	Optional	CW1	Sui Generis	U103	7(a)	T
	T	Transport		01	Airfield / Airstrip / Airports / Air Transport Infrastructure Facility	Mandatory	MX	Sui Generis	C023 U052	5	P
				02	Bus Shelter	Mandatory		Pmtd 17H	U052	5	

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C		T		03	Car / Coach / Commercial Vehicle / Taxi Parking / Park And Ride Site	Mandatory	CP	Sui Generis	U053	7(b)	P
				04	Goods Freight Handling / Terminal	Mandatory	FD	B8	U055	7(a)	T
				05	Marina	Mandatory	LS3	Sui Generis	U056	5	T
				06	Mooring	Optional	FD, LS3, NT3, NT1	Sui Generis	U056	5	T
				07	Railway Asset	Optional	MX	Sui Generis, Pmtd. 17A, Pmtd, 17H	U051 (C092)	7(a)	T
				08	Station / Interchange / Terminal / Halt	Mandatory	NT	Sui Generis	U052	5	P
				09	Transport Track / Way	Optional		Pmtd 17A	U051	5	T
				10	Vehicle Storage	Mandatory	IX CX	Sui Generis	U054	7(a)	T
				11	Transport Related Infrastructure	Mandatory	NX	Sui Generis, Pmtd 17B, Pmtd 17C	U051	7(a)	T

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C	Utility Applicable to BLPUs relating to energy, water or telecommunications supply and refuse disposal	T		12	Overnight Lorry Park	Mandatory	CG4, CX	Sui Generis	U054	7(b)	P,T
				13	Harbour / Port / Dock / Dockyard / Slipway / Landing Stage Pier / Jetty / Pontoon / Terminal / Berthing / Quay	Mandatory	NX, NT3	Sui Generis	U055 U056	7(a)	P,T
		U		01	Electricity Sub Station	Mandatory	FE	Pmtd17G	U061	6	T
				02	Landfill	Mandatory	IM4, IM5	Sui Generis	U063	7(a)	P,T
				03	Power Station / Energy Production	Mandatory	FE, IM6	Sui Generis	U061	6	T
				04	Pump house / Pumping Station / Water Tower	Mandatory		Pmtd 8, Sui Generis	U062 (C082)	6	T
				06	Telecommunication	Mandatory	MT1, MT2	Pmtd 24, Sui Generis	U065	6	T
				07	Water / Waste Water / Sewage Treatment Works	Mandatory	NW	Sui Generis	U062	6	T
				08	Gas / Oil Storage / Distribution	Mandatory		Sui Generis	U061	6	T
				09	Other Utility Use	Mandatory				7(a)	T
				10	Waste Management	Mandatory		B2	U061	7(a)	T

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
C	U			11	Telephone Box	Optional	MT2	Pmtd 12	U065		P,T
				12	Dam	Mandatory		Sui Generis	U062		P,T
	X	Emergency / Rescue Service		01	Police / Transport Police Station	Mandatory	MP	Sui Generis	U084	3	K,P,T
				02	Fire Station	Mandatory	MS1	Sui Generis	U084	3	K,P,T
				03	Ambulance Station	Mandatory	MS2	Sui Generis	U084	3	K,P,T
				04	Lifeboat Services / Station	Mandatory		Sui Generis	U084	3	K,P,T
				05	Coastguard Rescue / Lookout Station	Mandatory		Sui Generis	U084	3	K,P,T
				06	Mountain Rescue Station	Mandatory		Sui Generis	U084	3	K,P,T
				07	Lighthouse	Mandatory		Pmtd 17I		7(a)	T
				08	Police Box / Kiosk	Mandatory	MP	Sui Generis			
	Z	Information		01	Advertising Hoarding	Mandatory	CA, CA1	Sui Generis	U084		T
				02	Tourist Information Signage	Optional	B1	U084			T
				03	Traffic Information Signage	Optional					T

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
L	Land	A	Agricultural Applicable to land in farm ownership and not run as a separate business enterprise	01	Grazing Land	Optional	Sui Generis	U011, (C022)			
				02	Permanent Crop / Crop Rotation	Optional	Sui Generis, Pmtd 6	U011 (C011, C014)			
		B	Ancillary Building			Mandatory					
		C	Burial Ground	01	Historic / Disused Cemetery / Graveyard	Optional	MC	Sui Generis	U064	5	T
		D	Development	01	Development Site	Mandatory			U111		T
		F	Forestry Managed or unmanaged wooded land not used for other purposes – includes amenity wooded land	02	Forest / Arboretum / Pinetum (Managed / Unmanaged)	Optional	Sui Generis	U020 U022 (C030)		P,T	
				03	Woodland	Optional	Sui Generis	U020, (C030)		P,T	
		L	Allotment			Mandatory	Sui Generis	U046		P,T	
		M	Amenity	01	Landscaped Roundabout	Optional	Sui Generis	(C101)		T	

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
L	M	Open areas not attracting visitors	02	Verge / Central Reservation	Optional			(C101)			
				03	Maintained Amenity Land	Optional	Sui Generis	C041 (C094)			
				04	Maintained Surfaced Area	Optional		U041			
	O	Open Space	01	Heath / Moorland	Optional		Sui Generis	U131 (C041)			
	P	Park	01	Public Park / Garden	Mandatory		D2	U041 (C023)	5	P	
				02	Public Open Space / Nature Reserve	Mandatory	D2	U041 (C023)	5	P	
			03	Playground	Mandatory	LS4, LS5	D2	U041 (C023)	5	P	
			04	Private Park / Garden	Mandatory		Sui Generis	U041 (C023)	5	P	
	U	Unused land	01	Vacant / Derelict Land	Optional			U110, U131			
	W	Water	01	Lake / Reservoir	Mandatory		Sui Generis	U062, (C061)		P,T	
				02	Named Pond	Mandatory	Sui Generis	(C061)		P,T	
			03	Waterway	Optional		Sui Generis	U056, (C062)		P,T	

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
M	Military	A	Army			Mandatory	TD1, TD2	Sui Generis	U121	3	T
		B	Ancillary Building							7(a)	T
		F	Air Force			Mandatory	TD1, TD2	Sui Generis	U121	3	T
		G	Defence Estates			Mandatory	TX	B1	U121	7(a)	T
		N	Navy			Mandatory	TD1, TD2	Sui Generis	U121	3	T
P	Parent Shell	P	Property Shell			Mandatory					
		S	Street Record			Mandatory					
R	Residential	B	Ancillary Building			Mandatory				7(a)	T
		C	Car Park Space	01	Allocated Parking	Optional	CP1	Sui Generis		7(b)	
		D	Dwelling	01	Caravan	Mandatory	CC3	Pmtd 5	U071	1(c)	
				02	Detached	Mandatory	C3	C3	U071	1(b)(c)	
				03	Semi-Detached	Mandatory	C3	C3	U071	1(b)(c)	
				04	Terraced	Mandatory	C3	U071		1(b)(c)	
				06	Self Contained Flat (Includes Maisonette / Apartment)	Mandatory		C3	U071	1(a)	

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
R	D	07	House Boat	Mandatory	Sui Generis	U071	1(c)				
			Sheltered Accommodation	Mandatory	C3, C4	U071	1(b)(c)	C			
			Privately Owned Holiday Caravan / Chalet	Mandatory	CC3	C3	U045	1(b)(c)			
	G	02	Lock-up Garage / Garage Court	Mandatory	CG2	Sui Generis		7(b)			
	H	01	HMO Parent	Mandatory	Sui Generis, C4	U071	1(a)	C			
			HMO Bedsit / Other Non Self Contained Accommodation	Mandatory	Sui Generis, C4	U071	1(a)	C			
			HMO Not Further Divided	Mandatory	MR1	Sui Generis, C4	U071	1(a)	C		
	I	01	Care / Nursing Home	Mandatory	MR1	C2, C2A, C3, C4	U073	2(a)	B		
			Communal Residence	Mandatory		C2, C3, C4	U073	2(a)	E		
			Residential Education	Mandatory		C2	U073	2(a)			
U	Unclassified	C	Awaiting Classification		Mandatory						

## Appendix D – Classification Cross References to Third Parties

Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
U		P	Pending Internal Investigation			Mandatory					
X	Dual Use					Optional	MX				
Z	Objects of Interest	A	Archaeological Dig Site			Mandatory		Sui Generis			
		M	Monument	01	Obelisk / Milestone / Standing Stone	Mandatory		Sui Generis	U041		
				02	Memorial / Market Cross	Mandatory		Sui Generis	U041		
				03	Statue	Mandatory		Sui Generis	U041		
				04	Castle / Historic Ruin	Mandatory		Sui Generis	U041		
				05	Other Structure	Mandatory		Sui Generis	U041		
		S	Stately Home			Mandatory		C3, Sui Generis	U041, U071	1(b)(c)	
		U	Underground Feature	01	Cave	Mandatory					
				04	Pothole / Natural Hole	Mandatory					
		V	Other Underground Feature	01	Cellar	Optional					
				02	Disused Mine	Optional	IM1				

## Appendix D – Classification Cross References to Third Parties

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Primary Code	Description	Secondary Code	Description	Tertiary Code	Tertiary Description	Mandatory/Optional	VOA Code	Planning Use Class	NLUD (NLUC)	Build Regs	FSEC
Z		V		03	Well / Spring	Optional					
		W	Place of Worship			Mandatory		D1	U082	5	P

## Appendix E - Statutory Legislation and Guidance

### Appendix E: - Statutory Legislation and Guidance

Act	Section from Act	Gazetteer relevance
<b>Towns Improvement Clauses Act 1847</b>		
<i>Houses to be numbered and streets named.</i>		
	64. Houses to be numbered and streets named. The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [£25] for every such offence.	NLPG and NSG
<i>Numbers of houses to be renewed by occupiers.</i>		
	65. Numbers of houses to be renewed by occupiers. The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [£20], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.	NLPG
<b>Public Health Acts Amendment Act 1907</b>		
<i>Power to alter names of streets</i>		
	21. The local authority may, with the consent of two-thirds in number of the ratepayers [and persons who are liable to pay an amount in respect of council tax] in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted	NLPG and NSG

## Appendix E - Statutory Legislation and Guidance

	or otherwise marked on a conspicuous part of any building or other erection.	
<b>Public Health Act 1925</b>		
	<i>Notice to urban authority before street is named.</i>	
	17. Notice to urban authority before street is named. (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.	NLPG and NSG
	<i>Alteration of name of street.</i>	
	18. Alteration of name of street. — (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.	NLPG and NSG
	<i>Indication of name of street</i>	
	19. Indication of name of street. — (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.	NLPG and NSG
<b>Electoral Administration Act 2006</b>		
	<i>An Act to make provision in relation to the registration of electors and the keeping of electoral registration information</i>	
	Part 1. 1 CORE schemes: establishment (1) The Secretary of State may by order make provision for the establishment of one or more schemes (CORE schemes) in connection with the keeping and use of specified electoral registration information by a person designated by a scheme (the CORE keeper). (2) The electoral registration officer (ERO) who acts for an area specified in a scheme must provide the CORE keeper with the specified electoral registration information relating to the area. (3) A scheme must require the ERO— (a) to provide the CORE keeper with the information, and (b) to update the information.	NLPG
<b>Electoral Administration Act 2013</b>		

## Appendix E - Statutory Legislation and Guidance

<i>An Act to be used in conjunction with the Electoral Administration Act 2006.</i>		
Chapter 6 Part 1		
<b>Postal Services Act 2000</b>		
<b>Section 116 The Postcode Address File</b>		
	<p>(1) The owner for the time being of the Postcode Address File shall—</p> <ul style="list-style-type: none"> <li>(a) maintain the File, and</li> <li>(b) make the File available to any person who wishes to use it on such terms as are reasonable.</li> </ul> <p>(2) Compliance with subsection (1) shall be enforceable by civil proceedings brought by the Commission for an injunction or for interdict or for any other appropriate relief or remedy.</p> <p>(3) In this section— “the Postcode Address File” means—</p> <ul style="list-style-type: none"> <li>(a) the collection of relevant information which, immediately before the coming into force of this section, was owned by the Post Office, or</li> <li>(b) that collection as it is from time to time revised, and “relevant information” means postcodes in the United Kingdom which may be used to facilitate the identification of delivery points for the purpose of providing postal services.</li> </ul> <p>(4) The terms which may be imposed under subsection (1)(b) include terms as to the payment of such fee (if any) as the owner considers appropriate.</p>	NLPG
<b>Humberside Act 1982</b>		
Part 5, Section 34, pages 37 and 38, Street numbers		
	<p>A district council may allocate to the buildings in a street in their district such numbers as they think fit.</p> <p>Where a number has, or numbers have, been allocated to a building under this section or under section 64 of the Towns Improvement Act 1847, the district council may serve on the owner or occupier of the building a notice requiring him within such period, not being less than three weeks, as may be specified in the notice to mark the building with that number, or those numbers, in such a way as to make the mark legible from the street.</p> <p>The owner or occupier of a building shall:-</p> <ul style="list-style-type: none"> <li>maintain the mark in such a way that it remains legible from the street; and</li> <li>keep the view of the mark from the street unobstructed to such extent as is practicable.</li> </ul>	NLPG

## Appendix E - Statutory Legislation and Guidance

	<p>A district council may alter the number or number allocated to a building, and where they do so subsections (2) and (3) above shall apply to the altered number or numbers.</p> <p>A district council may, instead of requiring a building to be marked with a number or numbers under this section, require it to be marked with such other means of identification as they may, at the request of the owner or occupier, allow; and sub-sections (2) and (3) above shall have effect accordingly.</p> <p>An owner or occupier of a building who without reasonable excuse:-</p> <p>fails to comply with a notice served on him under sub-section (2) above; or</p> <p>contravenes subsection (3) above;</p> <p>shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50.</p> <p>The following provisions of the Towns Improvement Clauses Act 1847 shall cease to have effect:-</p> <p>in the words introducing sections 64 and 65, the words "and numbering the houses";</p> <p>in section 64 the words from "shall from time to time" to "think fit, and" and the words "number or" wherever occurring;</p> <p>section 65.</p>	
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### LONDON BUILDING ACTS (AMENDMENT) ACT, 1939 CH. xcvi. 2&3 GEO.6

#### PART II NAMING AND NUMBERING OF STREETS AND BUILDINGS & c.

Giving of names to streets & c.	<p>5. Subject to the provisions of section 6 (Assigning of names to streets &amp;c.) of this Act a name shall not be given to a street by way place row of houses or block of buildings –</p> <p>(a) unless at least one month's notice of the intended name has been given to the Council;</p> <p>(b) if the Council within one month of the giving of such notice have given notice to the person by whom such first-mentioned notice was given stating that they object to the intended name;</p> <p>And it shall not be lawful to set up any name as the name of any street place row of houses or block of buildings until the expiration of one month after receipt by the Council of the notice referred to in paragraph (a) of this section or to set up any named object to as aforesaid.</p>	NLPG and NSG
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## Appendix E - Statutory Legislation and Guidance

<p>Notification to local authority as to names of streets &amp; c.</p> <p>Setting up of names of streets &amp; c.</p>	<p>6. (1) The Council may by order assign any name which they think fit to any street way place row of houses or block of buildings whether or not in substitution for a name already given or assigned.</p> <p>(2) Before making an order under this section the Council shall give notice of their intention of so doing to the local authority and shall also at their option either cause notice of their intention to be posted in some conspicuous position in the street way or place or adjacent to the row of houses or block of buildings as the case may be or give notice of their intention by circular delivered to every building situate in the street way or place or forming part of the row of houses or block of buildings as the case may be.</p> <p>(3) Every such notice shall state the manner in which and the time (not being less than one month after the date of the notice) within which objections to the intended order may be sent to the Council and the Council shall before making the order consider any objection so sent to them and may think fit having regard to any such objection amend any name which they have proposed to assign.</p> <p>7. The Council shall inform the local authority –</p> <ul style="list-style-type: none"> <li>(a) of the intended name of a street way place row of houses or block of buildings of which they have under section 5 (Giving of names to streets &amp;c.) of this Act received notice if on the expiration of one month they have not given notice under that section of objection of that name; and</li> <li>(b) of any name which they have under section 6 (Assigning of names to streets &amp;c.) of this Act by order assigned to any street way place row of houses or block of buildings.</li> </ul> <p>8. (1) Subject to the provisions of this section the local authority shall cause the name lawfully given or assigned to every street way place row of houses or block of buildings to be set up and kept set up in accordance with any regulations made in pursuance of section 9 (Regulations as to setting up of names of streets &amp;c.) of this Act.</p>	
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## Appendix E - Statutory Legislation and Guidance

	<p>(2) Where a name has been given or an order has been made assigning a name to a block of buildings in pursuance of this Part of this Act the local authority shall give notice to the owner of the block of buildings requiring him to set up in accordance with regulations as aforesaid the name so given or ordered and in the case of an order assigning a name to the block of buildings in substitution for a name already given or assigned to remove within such time as may be specified in the notice any name of the block of buildings which differs from that mentioned in the order.</p> <p>(3) Whenever the marking of a name lawfully given or assigned to a block of buildings is destroyed pulled down defaced obliterated or obscured the owner of the block of buildings shall within the time specified in a notice from the local authority requiring him so to do renew the marking in accordance with regulations aforesaid.</p> <p>(4) If any notice by a local authority in pursuance of this section is not complied with the local authority shall cause the name of the block of buildings to be set up or renewed in accordance with regulations as aforesaid and any name of the block of buildings which differs from that mentioned in the order to be removed.</p> <p>9. The Council shall make regulations with respect to the setting up of the names of streets ways places rows of houses or blocks of buildings and matters in connection therewith and without prejudice to the generality of the foregoing provision such regulations may provide for the name to be placed on part of a building or structure and in such position thereon as may be prescribed by the regulations.</p> <p>10. No person shall -</p> <ul style="list-style-type: none"> <li>(a) set up in or on any street way place row of houses or block of buildings as the case may be any name thereof different from the name lawfully given or assigned thereto;</li> <li>(b) set up in or on any street way place row of houses or block of buildings the name thereof except in accordance with any regulations made in pursuance of</li> </ul>	
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## Appendix E - Statutory Legislation and Guidance

Numbering or naming of buildings.	<p>section 9 (Regulations as to setting up of names of streets &amp;c.) of this Act;</p> <p>(c) place or affix any notice or advertisement within twelve inches of any marking of the name of a street way place row of houses or block of buildings lawfully set up;</p> <p>(d) otherwise than for the purpose of renewing the same destroy pull down deface obliterate or obscure or permit or suffer to be destroyed pulled down defaced obliterated or obscured any marking of the name of a street way place row of houses or block of buildings lawfully set up;</p> <p>Provided that paragraph (d) of this section shall not apply where the marking is destroyed pulled down defaced obliterated or obscured in connection with the demolition alteration or erection of a building or structure or any part thereof if notice of the intention so to do is given to the local authority not less than three days before the marking is destroyed pulled down defaced obliterated or obscured.</p> <p>11. (1) The Council may order that any buildings in any street way place row of houses or block of buildings shall for the purpose of distinguishing them be marked (whether already marked by a number or name or not) with such numbers or names or numbers and names as may be specified in the order or shown upon a plan referred to in the order and that any existing numbers or names which differ from those specified in the order shall be abolished.</p> <p>(2) For the purpose of subsection (1) of this section a number followed by a letter or a fraction shall be deemed to be a number.</p> <p>(3) Where a name has been given otherwise than in pursuance of subsection (1) of this section to be a building and is in the opinion of the Council unsuitable or likely to cause delay or inconvenience in executing any public service they may without prejudice to the exercise from time to time of the powers of the Council under the said subsection (1) by order assign a name to the building in substitution for such first-mentioned name.</p>	
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## Appendix E - Statutory Legislation and Guidance

	<p>(4) (a) Before making an order under this section as respects the substitution of a name of a building for an existing name thereof the Council shall give notice of their intention of so doing to the owner of the building.</p> <p>(b) Every such notice shall state the manner in which and the time (being not less than one month after the date of the notice) within which objections to the intended order may be sent to the Council and the Council shall before making the order consider any objection so sent to them and may if they think fit having regard to any such objection amend any name which they have proposed to assign.</p> <p>(5) Whenever the Council have made an order under this section they shall transmit a copy thereof to the local authority and it shall be the duty of the local authority to perform all necessary acts and to take all requisite proceedings for carrying the order into effect.</p> <p>(6) The local authority shall give notice to the owner or occupier of every building to which an order made by the Council under this section relates requiring him to mark the building or some part of the premises of which the building forms part with the number or name or number and name which the Council have ordered in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act and to remove within such time as may be specified in the notice any number or name marked on the building or on the premises of which the building forms part which differs from the specified order.</p> <p>(7) Whenever the marking of a number or name or number and name of a building assigned by an order of the Council is destroyed pulled down defaced obliterated or obscured the owner or occupier of the building shall within the time specified in a notice from the local authority requiring him so to do renew the marking in accordance with regulations as aforesaid.</p> <p>(8) If any notice by a local authority in pursuance of this section is not complied with the local authority shall cause the number or name or number and name of the building to be marked in accordance with</p>	
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## Appendix E - Statutory Legislation and Guidance

	<p>regulations as aforesaid and any number or name which differs from that specified in the order to be removed.</p> <p>(9) So much of this section as relates to names shall not apply-</p> <ul style="list-style-type: none"> <li>(a) to a theatre cinematograph theatre or music hall; or</li> <li>(b) to premises which are at the date of the passing of this Act licensed for the sale of intoxicating liquor for consumption on the premises or any premises erected in substitution therefore so long as the premises are so licensed.</li> </ul> <p>12. The Council shall make regulations with respect to the marking of the numbers or names or numbers and names of buildings in a street way place row of houses or block of buildings and without prejudice to the generality of the foregoing provision such regulations may provide for the number or name or number and name of any building to be marked in some appropriate position either on the building or on some part of the premises of which the building forms part as may be prescribed by the regulations.</p> <p>13. No person shall-</p> <ul style="list-style-type: none"> <li>(a) mark on any building or on the premises of which the building forms part any number or name thereof- <ul style="list-style-type: none"> <li>(i) different from a number or name lawfully given to thereto or ordered in respect thereof-</li> <li>(ii) except in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act;</li> </ul> </li> <li>(b) otherwise than for the purpose of renewing the same destroy pull down deface obliterate or obscure or permit or suffer to be destroyed pulled down defaced obliterated or obscured the marking of any number or name as the case may be lawfully given to or ordered in respect of any building:</li> </ul> <p>Provided that-</p> <p>where any premises are used for the purposes of any commercial undertaking (including any theatre cinematograph theatre or music hall or any premises which are at the date of the passing of this Act licensed for the sale of intoxicating liquor for consumption on the premises or any premises erected</p>	
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Record of names of streets & c. and numbers or	<p>in substitution thereof for so long as the premises are so licensed) proceedings for an offence under subparagraph (ii) of paragraph (a) of this section shall not be taken to be reason only of the fact that the name lawfully given to the building in addition to being marked thereon or affixed thereto in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act is also marked otherwise than in accordance with such regulations if such additional marking does not obscure or obliterate the name as marked or affixed to the building in accordance with such regulations;</p> <p>paragraph (b) of this section shall not apply where the marking of the number or name or number and name as the case may be of a building is destroyed pulled down defaced obliterated or obscured in connection with the demolition alteration or erection of a building or any part thereof if notice of the intention so to do is given to the local authority not less than three days immediately before the marking of the number or name or number and name as the case may be is destroyed pulled down defaced obliterated or obscured.</p> <p>14. (1) The Council shall keep a record of –  (a) the names lawfully given or assigned to streets ways places rows of houses or blocks of buildings; and  (b) the numbers or names or numbers and names with which they order building s to be marked;  and such record shall be kept in such form as to show –  as respects alterations in the names of streets made by order or resolution since the first day of January eighteen hundred and fifty six the date of the order or resolution by which such alteration was made and as respects names assigned to streets ways places rows of houses or blocks of buildings after the commencement of this Act the date of the order assigning the name and the immediately previous name or names (if any) borne by the street way place row of houses or block of buildings; and the date of the order assigning numbers or names or numbers and names to buildings or assigning a name</p>	
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<p>names of buildings.</p> <p>Proceedings by local authority.</p>	<p>to a building in substitution for another name and the immediately previous numbers and names (if any) of the buildings.</p> <p>2. It shall upon payment of such reasonable fee as the Council may from time to time determine to be lawful-</p> <ul style="list-style-type: none"> <li>(a) for any person at any reasonable hour to inspect such record and to take a copy of any portion thereof; and</li> <li>(b) for the Council to furnish a copy of information as to the contents of any portion of such record to any applicant.</li> </ul> <p>15. (1) Proceedings for the recovery of a fine in respect of any contravention of or failure to comply with the provisions of section 10 (Wrongful setting up of names of streets and &amp;c.) or section 13 (Offences as to numbering or naming of buildings) of this Act may be taken by the local authority.</p> <p>(2) Where a local authority are required or empowered by this Part of this Act in default of any other person to cause the name of a block of buildings or a number or a name or a number and a name of a building to be set up marked renewed or removed they may recover the expenses of so doing from the owner or owners of the block of buildings or part thereof or the owner or occupier of the building as the case may be.</p> <p>(3) All powers rights and remedies given to a local authority by his Part of this Act shall be deemed to be in addition to and not in derogation of any other powers rights or remedies conferred on them by any other Act.</p>	
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## Appendix E - Statutory Legislation and Guidance

A replication of the document:



### **PAF® Code of Practice Changing Postal Addresses and Postcodes May 2010**

#### **Introduction**

This Postcode Address File (PAF) Code of Practice explains why and how postal addresses may change and how the changed addresses will be introduced.

Changes can be made for one of two reasons:

- To maintain or improve the service offered by Royal Mail Limited ("Royal Mail").
- To reflect customer demand.

In each case, specific criteria will need to be met before a change is made. By way of background Section One of this leaflet explains what Postal Addresses are and why it may be necessary to change them to maintain or improve service. Section Two details the criteria that must be met before a change will be made in response to customer demand and Section Three explains how the changes will be introduced in each case. Additional information on where you can obtain help with the Code, how we involve users of PAF data and the contact details of our Regulator can be found in Sections 4-6 towards the rear of this document.

#### **Section One - Changing for a better service**

Every house and business in the UK falling under Royal Mail's Universal Service Obligation has been given a postal address by Royal Mail. Its use enables Royal Mail to deliver items quickly and accurately. The postal address is a sorting and routing instruction to Royal Mail's staff and not always a geographically accurate description of where a property is located. As mail is circulated via Post towns it may, for example, include the name of that town which could be several miles away as that is where your mail is processed.

The table below identifies the elements that can make up an address and states whether each is required for the delivery of mail:

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DATA	POSTALLY REQUIRED	EXAMPLE
Name of addressee (title, initials, surname)	Not if building name or number present	Mr A Smith
Company/Organisation	Not if building name or number present	Acme Plc
Building name	Not if building number present	Acme House
Number of building & name of street or road	Yes	3 High Street
Additional Locality/Townland* Information	Where similar road names exist within a Post Town area or there is another operational requirement	Hedle End
Post Town (capital letters)	Yes	SOUTHAMPTON
County	No	Hampshire
Postcode (capital letters)	Yes	SO31 4NG

\*A Townland is a small geographical area of land used in Ireland

We try not to change addresses and Postcodes whenever possible. Changes are, however, sometimes necessary to ensure that mail is delivered as quickly and efficiently as possible.

For example, occasionally we need to change the way we route mail to provide a better service if a new delivery office is built and sometimes we run out of Postcodes to allocate to new homes and businesses in a developing area. It is also possible for a local council to prompt a change by re-numbering buildings or re-naming roads.

In any of the above circumstances, we may need to change existing Postcodes or addresses to ensure that mail is handled efficiently and delivered without delay. If we have to recode as a result of running out of Postcodes for a particular area, Royal Mail will NOTIFY addressees of any change following the process set out in Section Three. This process will also be followed when changes are made for other Royal Mail operational or efficiency purposes.

All changes, once implemented, will be posted on the Royal Mail website [www.royalmail.com](http://www.royalmail.com).

### Section Two - When will we change an address in response to customer demand?

Our first priority is to ensure that we can deliver mail efficiently to our customers. We will consider making changes which do not materially impact on the efficiency of our operation. However, we will not make any changes to postal addresses which could lead to deterioration in the service we provide.

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With this overriding proviso, we have detailed below the changes that may be made to a postal address subject to the stated criteria being met. We will be pleased to provide an explanation for our decision on request. Any request to amend an address must come from an individual or individuals living in the area affected by the change either directly or via the relevant Local Authority or Parish Council. Where the proposed change affects more than one address it must be accompanied by clear information about the boundary of the area affected and by evidence to demonstrate that the change would be supported, as set out below.

### **Name of Addressee**

The name of an addressee only forms part of a postal address if there is no other way of identifying the correct delivery point. If the name of the addressee changes we will amend the postal address to reflect this. This will not require consultation.

### **Company / Organisation**

We will amend our records to reflect the name of the company or organisation occupying the premises. This will not require consultation.

### **Building Name and / or Number**

The naming and numbering of thoroughfares is the responsibility of local authorities and not Royal Mail. The postal address reflects the details provided by the local authority.

Where a house is numbered by the local authority and has also been given a name by the occupant, Royal Mail will include only the number in the postal address. This is because the use of the number rather than a name enables the property to be located easily.

If a building is not numbered and the occupant wishes to change its name, they should first advise their local authority of their intentions. The postal address will be amended to reflect the change provided the new name will not lead to confusion or cause offence. This will not require consultation.

### **Name of Street or Road**

Local authorities have the responsibility for the naming of roads. The postal address reflects the details provided by the local authority. Where a change is made by a Local Authority, Royal Mail is obliged to alter the address held on PAF. In these circumstances it will do so without the need to consult but will write to affected addresses advising them of the changes made.

In certain circumstances, the name of both the road in which a property is located and the one leading to it are present in a postal address.

If the road on which the property is located appears on street plans of the area, then the name of the road leading to it may be removed from the postal address. This is subject to:

- The provision of written evidence that all addresses affected are either in favour of the change or do not oppose it; and

## Appendix E - Statutory Legislation and Guidance

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- The change being supported by the customer representatives identified in section three.

This information must be provided by the person requesting the change.

### **Additional Locality Information**

Royal Mail will not make changes to locality information if the quality of service we provide or the efficiency of our operation would be compromised. Locality information may otherwise be added to, or deleted from, a postal address subject to the following:

- The change being supported by the customer representatives identified in section three, with this information provided by the person(s) requesting the change; and
- The availability of an acceptable and clearly defined set of geographical boundary data, with this information provided by the person(s) requesting the change; and
- There being no significant objection raised by those affected by the proposed change of address. This will be established by Royal Mail writing to all those addresses affected by the change to advise them of the proposed inclusion or deletion of locality information, thereby giving them the opportunity to register any objection. Should 20% or more of those affected by the change indicate that they do object to the proposed change Royal Mail will instigate the following:
  - A poll of all addresses affected by the change, with not less than 50% of those polled responding and a simple majority of addresses voting being in favour of the change; Royal Mail will aim to conclude such a poll and implement any address changes within two month of the ballot being initiated and advise customers of any changes to these timescales. Royal Mail will advise Postcomm of the feedback obtained on the occasions that a ballot is required.

### **Post town**

Royal Mail circulates mail by way of a Post town (usually the main town in an area) and recognizes that changes to Post towns affect a large number of addresses and therefore have implications for many householders and businesses. Such changes can also have a significant impact on Royal Mail's distribution network.

For these reasons changes will only be made for postal operational and efficiency reasons and will follow the process set out in Section Three.

### **County**

The county does not form part of any postal address and changes to it are not therefore covered by this code.

### **Postcode Changes**

The Postcode forms the basis of Royal Mail's distribution network. Changes to Postcodes could therefore compromise the service we provide. We will, however, make changes to the last two characters of an individual Postcode in exceptional circumstances. To do this, we will require evidence that all those affected by the change are in favour of the change and it is for the person requesting the change to provide this information.

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Additionally, and as mentioned above, it is sometimes necessary for Royal Mail to recode an area for operational reasons or where it has run out of Postcodes. In these circumstances the process set out in Section Three will be followed.

For customers wishing to introduce or remove additional locality information, the support of those bodies/individuals set out in paragraphs 1.1 and 1.2, as appropriate, in Section Three must be obtained. The process for changes to a Postcode are covered separately above.

### **Section Three - How will the changes be introduced?**

#### **1. Consultation Process**

Royal Mail will adhere to the following when it is introducing postal address changes for operational or efficiency reasons i.e the introduction of a new Post town or new postcodes.

1.1 For a small change (by which we mean changes affecting more than one Postcode but less than two hundred addresses), we consult the following customer representatives:

- The principal local authority and the parish / district councils where they exist.
- The local Chamber of Commerce where appropriate.

We will write to all companies at addresses affected by the change inviting their views. Whilst we will consider the responses we receive it will not be possible to enter into correspondence. We will include in this letter the approximate date of implementation of the proposed change and inform all affected addresses that there will be a transitional period of 12 months from that date during which their old postal address will continue to be valid alongside their new postal address.

We will write in a similar manner to all other postal addresses affected by the change.

One full month is allowed for consultation and comment.

We will write again to affected addresses once the changes have been introduced providing details of their new address and also a summary of the feedback we received and our reasons for implementing the change.

We will place notice of the decided change in post offices within the affected area if requested by one of the customer representatives detailed above.

- For a large change (by which we mean changes affecting two hundred addresses or more), we consult with the following in addition to those identified above:
  - The Member(s) of Parliament concerned (and member of the Scottish Parliament, National Assembly Member for Wales or Northern Ireland where applicable).

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We will also write to all addresses affected by the change and invite them to let us know their views, as detailed above. Whilst we will consider the responses we receive it will not be possible to enter into correspondence with individuals.

In these circumstances, we allow a minimum of three months for consultation and comment at the end of which we decide whether or not to proceed with our proposals.

We will place notice of the decided change in local newspapers and Post Offices for display in the affected area.

We will write again to affected addresses once the changes have been introduced providing details of their new address and also a summary of the feedback we received and our reasons for implementing the change. We will also write to all those consulted to advise them of our decision. All domestic customers are provided with a number of complimentary address labels.

### **2. Implementation of the changes**

Where an address change has been made we would like this to be used straight away but realize that this may not always be possible. We therefore ensure that mail bearing either the outgoing or revised postal address details receives the same quality of service for at least 12 months after the changes have been introduced. This changeover period has been designed to allow our business customers to implement the address changes across their company. It provides time to update vehicle livery, signage and websites, for example, and to use up stocks of both pre-printed stationery and promotional material. It also enables our social customers to pass on details of their new address through the normal course of correspondence.

We will make every effort to deliver mail bearing the superseded address details once the changeover period has expired.

We would strongly encourage all users of address data to regularly update and maintain their address records to ensure accurate information is being used.

### **3. Compensation**

We have designed this process carefully, to make sure that all our customers have at least 12 months to get used to their new postal address, without any unnecessary inconvenience, expenditure or deterioration in the quality of their postal service.

However, if we don't give the requisite notice to customers of an address change, you may be able to claim compensation up to a limit of 2000 times the cost of a basic First class stamp. To claim compensation, you must be able to prove you have suffered a financial loss as a direct result of our failure to give customers in the area the requisite notice of the change. In these circumstances, Royal Mail will give consideration to claims for the following costs:

- Reprinting stationery and printed matter
- Reprinting address labels

## Appendix E - Statutory Legislation and Guidance

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- Notifying correspondents
- Any other costs incurred which result directly from our failure to give customers 12 months in which to start using their new address. This would be on a pro-rata basis depending upon the length of the shortfall in providing 12 months notice.

Please note that we cannot take responsibility for any costs incurred as a result of the uses made of the Postcode by other companies or individuals.

### 4. Further Help

We have designed this process carefully to minimise inconvenience for our customers. If you have any queries relating to changing postal addresses, or require further information about postal address changes, please contact Royal Mail's Address Maintenance team on 08456 01 11 10.

Please also call our Customer Service Centre if you are experiencing problems relating to a change to your address. We will be happy to help.

### Section Four - Consultation with “users of the File”

This section of the PAF Code relates to the users of PAF data and the products based on it.

#### PAF Advisory Board

Royal Mail actively participates in and supports the PAF Advisory Board ([www.pafboard.org.uk](http://www.pafboard.org.uk)) an independent body made up of a wide cross section of PAF users that represents the interests of all PAF customers.

Royal Mail will ensure that we inform the Advisory Board of any planned developments to the File which may have an impact on their use of it. These will include changes to the structure of the File, data content and supply.

We will consider and reasonably respond to the needs and views expressed at these forums. We will provide reasonable advance notification of the implementation of any changes.

#### Regular Communication

Royal Mail will write with details of any planned developments and changes affecting PAF to all those to whom it provides PAF data products. This communication will accompany their data supply.

We will consider and reasonably respond to the needs and views expressed by them.

#### Solution Providers

Solution Providers take PAF data and incorporate this into software solutions that they sell and market independently of Royal Mail. They are represented at the Advisory Board and receive the regular communications detailed above. In addition to this, Royal Mail participates in forums periodically to enable the Solution Provider community to meet and discuss their needs and those of their customers. We also provide account management support to this channel.

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### Section Five – Next Review

This next review of this Code will start on 1 September 2014.

### Section Six – Postcomm

Postcomm is the independent Regulator for Postal Services and can be contacted at the following address should you be unhappy with any aspects of this Code or the processes undertaken.

Postcomm  
Hercules House  
6 Hercules Road  
London, SE1 7DB  
Tel: + 44 (0)20 7593 2100  
Fax: + 44 (0)20 7593 2142  
**Email:** [info@psc.gov.uk](mailto:info@psc.gov.uk)

## Appendix E - Statutory Legislation and Guidance

A replication of the document:

**THE DEPARTMENT  
OF TRANSPORT**

The Chief Executive  
County Councils )  
Borough Councils ) in England  
District Councils )  
London Borough Councils  
The Town Clerk, City of London

ROOM C14/18  
2 MARSHAM STREET LONDON  
SW1P 3EB  
FAX 071-276 0818  
TELEX 22221 DOEMAR-G  
DIRECT LINE 071-276 5349  
SWITCHBOARD 071-276-3000  
GTN 276

My Ref: GT 17/27/03

Your reference

**CIRCULAR ROADS 3/93**

15 December 1993

Dear Sir/Madam

**STREET NAME PLATES AND THE NUMBERING OF PREMISES**

1. This Circular supersedes Circular Roads 35/77 (which now lapses) but does not place any new burdens on local authorities. It updates the advice given in that Circular on design and installation of street name plates and reminds authorities of the need to maintain regular contact with the Royal Mail on new or revised naming and numbering proposals.

2. Councils are asked to ensure that consultation takes place with the appropriate Royal Mail Postcode Centre at an early stage when considering new street naming and building numbering schemes. This is to allow the Postal Services adequate time to comment before agreement is given to a scheme and enables the Council to make changes to proposals in light of any representations received.

3. It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same locality. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed.

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4. All authorities are reminded of the continuing need to maintain a good standard of street name plates and property numbering schemes and to improve existing standards where necessary. Both are essential for the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public. It should be remembered that street names need to be legible by night as well as by day. Adherence to the standards set out in the attached Appendices can help to achieve the maximum advantage from expenditure undertaken.

5. The illustration of particular designs in [Appendix C](#) is not intended to preclude the use of others which might be more suitable for a particular locality, but the authorities are strongly recommended to adopt approximately the same ratio of legend to background and to avoid unduly thin lettering in order to ensure legibility. Good colour contrast is also important and combinations which are likely to be a particular problem for those who are colour blind should be avoided. It is not suggested that existing plates of character and distinction should not be replaced. The aim should be to promote a good standard of design. This can be achieved by following the criteria set out in [Appendix B](#).

6. Authorities are requested to keep the street name plates and building numbering schemes in their area under review and to ensure they are of a good standard. Street name plates at junctions with main traffic routes should be given the first priority.

7. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Sections 17-19 of the Public Health Act 1925, and for London Boroughs Part II of the London Building Act (Amendments) Act 1939, as superseded by Section 43 of the London Government Act 1963 and paragraph 14 to Schedule 8 for the Local Government Act 1985.

8. Could you please bring this Circular to the attention of the Chief Surveyor or Engineer and the Chief Financial Officer to your authority.

Yours faithfully

R M Kimber  
Assistant Secretary

*Telephone enquiries about the content of this Circular should be made to Network Management & Driver Information (NMDI) Division on (071 - 276 5349). Enquiries about distribution should be made to NGAM Division (071 – 276 2730)*

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### APPENDIX A

#### RECOMMENDATIONS FOR THE INSTALLATION OF STREET NAME PLATES

1. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 meters.
2. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.
4. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
6. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.

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9. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in para 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
10. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
12. Duplication of street names or nearly similar street names should be avoided within one postal area.

## APPENDIX B

### RECOMMENDATIONS FOR THE DESIGN OF STREET NAME PLATES

1. Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
2. Capital lettering should be used to avoid confusion with traffic signs, which generally employ lowercase lettering.
3. Figures ( i ) – ( vi ) illustrate suggested alphabets and designs. It should be noted that the many serif alphabets do not perform well when used on reflectorised backgrounds. Authorities are recommended to employ "sans serif" lettering on reflectorised name plates. Figures ( iii ) and ( iv ) employ a "sans serif" Gill letter. Figure ( v ) – ( vi ) use the pre 1965 Revised Standard Transport Alphabet. Figure ( vii ) shows the Transport Heavy Alphabet which is in current use for black legends on traffic signs. The relationship of the stroke thickness to letter height is shown in brackets. (It should not be more than 1 : 7 and not less than 1 : 4, to ensure adequate legibility). Figure ( v ) illustrates a street name plate with a "No Through Road" sign (diagram 816.1) in Traffic Signs Regulations General Directions 1981 (same number in the 1994 TSRGD). This sign may be used with any street name plate to indicate a no through road to vehicular traffic.

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4. A 100mm actual capital letter height of lettering is the recommended standard for both the Standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design shown in Figure ( vi ) with either the Standard Transport or Transport Heavy Alphabets at 75mm capital letter height is preferable to using a 100mm alphabet with compressed letters and spacing. A 150mm letter height may be more appropriate on fast main roads.
5. Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7 : 1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium street lighting. The white background should be reflectorised wherever plates are likely to be viewed from vehicle headlamps.
6. Only well known abbreviations should be used e.g. Ave., Cres., St., etc.
7. When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
8. Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provide post care should be taken to ensure that the appearance of the post and the back of the plate are as pleasing and as unobtrusive as possible. Aircraft grey No. 693 to BS 381c has been found an unobtrusive colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.
9. Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 7 : 1) is necessary if this is to be effective.
10. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E, etc are those which need to be furthest apart; curves in B, C, D, G, etc permit a slight decrease in spacing; right angled letters E, F, L, etc and sloping ones, A, K, V, etc can be closer still; some combinations such as LT, LY and VA can almost overlap.

## Appendix E - Statutory Legislation and Guidance

11. The minimum spacing between words should be some 40% - 50% of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50% of the letter height, and spacing between the lines not less than 40% of the letter height.
12. If district names are included on the name plate they should be shown in a smaller or reduced height of lettering. Figure ( iv ) gives an example.

## APPENDIX C

### RECOMMENDATIONS FOR THE DESIGN OF STREET NAME PLATES

1. Unlike street name-plates there is no legal requirement for the numbers of premises when displayed to be conspicuous except where authorities have taken special powers in local Acts. Nevertheless, every effort should be made to persuade owners and tenants to ensure that properties are clearly numbered and to adopt the recommendations in paragraph 5 below.
2. Main roads should be numbered so that when travelling away from the centre of town the odd numbers are on the left hand side and even numbers on the right. Succeeding numbers should be approximately opposite one another, even though this may mean the omission of certain numbers where frontages vary (Suffix letters may be used in such cases as an alternative). Side roads should be numbered ascending from the main road.
3. The postal authorities (ie the local Royal Mail Postcode Centre) should be consulted on numbering pedestrian type layouts and other complex urban developments.
4. In small groups of low rise flats, dwellings should be numbered within the ordinary street numbering system, but in tall blocks of flats each flat should be numbered so that the number indicates the floor level. The numbers of the flats contained in each block should also appear at the entrance to the block in a position clearly readable from the roadside.
5. All houses, offices, business establishments and other premises should be numbered, preferably with a minimum size of numerals of 62.5mm, and their numbers should be displayed so as to be in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors or walls as appropriate, but ensuring that there is a good colour contrast between the numerals and the background to which they are fixed.



FIG. I KINDERSLEY — 90



FIG. II KINDERSLEY — 90

FIG. III GILL ( $\frac{1}{7}$ ) — 90 & 50FIG. IV GILL ( $\frac{1}{7}$ ) — 90 & 50

## Appendix F – Example Corporate Policy

### Appendix F: - Example Corporate Policy

#### Policy Document

##### Introduction

An immediate benefit of setting up a corporately recognised reference address database, the LLPG, is that anyone within the organisation can gain value from using it. Integrating the master address database with other internal systems avoids duplication of data and maintenance. Establishing a single corporate address gazetteer reduces the ‘cost of ownership’ of multiple gazetteers, while merging gazetteers can bring financial and other benefits by discovering properties known by one department but completely unknown to another.

The master address list will span all local authority services from for example, trading standards, environmental health to planning and land charges. Staff in service and support departments right across the authority will be able to use standard address based information as they go about their work. The gazetteer supports joined-up government by facilitating easier and more-accurate exchange of information between departments, authorities and agencies.

The purpose of this document is to set down the Policy for the allocation, management and use of all addresses used by the Authority and in particular, for new developments and conversions, including the allocation of Street Names, changes to property names and the addition of new names.

All Local Authorities are required to develop a Local Land and Property Gazetteer (LLPG) which is a definitive master list of all land and property addresses within the Authority. This forms part of the National Land and Property Gazetteer (NLPG). The LLPG will be the definitive master address list for all services to use and will have live links to all other major systems, namely Council Tax (e.g. *software name*), Electoral Registration (e.g. *software name*), Finance (e.g. *software name*), Planning, Environmental Health and neighbourhood Services (e.g. *software name*).

It is important to recognise that there is one definitive address that is used by all services when contacting residents and businesses, and for customer use via the web site. A definitive and single address system will enable all information about a property or piece of land to be retrieved from all the Council’s back office systems (as above) and enable a joined up response to customer enquiries. All requests for addresses will therefore be directed to the Authority Address Custodian, at [enter name of authority] who will liaise, as appropriate, with the SNN Officer.

#### National, Regional and Local Policy Context

There are a number of local and national drivers that make it necessary for the Council to define a Policy for address management:

##### 1.1 National/Regional

The Town Improvement Clauses Act 1874 (Sections 64 & 65) and the Public Health Act 1925 (Section 18) (or equivalent) places a statutory obligation on the Council to supply and maintain correct addressing for every property within the Authority.

Under this legislation the Authority is obliged to inform the “the requestor” (i.e. of all address changes) that take place within the Authority area.

## Appendix F – Example Corporate Policy

### Policy Document

All address changes are required to be sent to the NLPG Hub at least once a month to be incorporated within the National Land and Property Gazetteer for onward use by adjoining and partner Authorities such as County, Police, Fire, Parks, Passenger Transport, etc.

To produce a gazetteer that adheres to the NLPG data entry conventions.

#### 1.2 Local

The provision of correct address information is of critical importance to local emergency services. The creation of the LLPG is a key building block in the Authorities' Customer Service Improvement Programme and is a prerequisite of a number of the process re-engineering projects included in the Value for Money and efficiency saving programmes. By utilising a single address database, Customer Services will be able to accurately record actions against streets and properties which are then input directly into back end systems such as *software name*.

The National Land and Property Gazetteer (NLPG) and Local Land and Property Gazetteer (LLPG) The Council will create and maintain its own LLPG for transfer to the national hub for inclusion into the NLPG.

The Council will be responsible for its own set of UPRNs and USRNs for creation of new addresses and streets within the LLPG.

#### The National Street Gazetteer (NSG)

The County Council (or Unitary function) is responsible for maintaining a list of all streets within the Authority area. As part of the Street Naming and Numbering process the Authority creates and makes changes to streets within its area.

The Authority will inform the County Council (or Unitary function) of all resulting changes to street information, including the creation of new streets, changes to spelling, closed street records, adjustment to start and end co-ordinates on a monthly basis.

### Property Naming

Changing a House Name or Adding a Name to a Property.

The Authority will check the existing gazetteer and consult on every request to add or change an existing property name. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence.

Property in a Numbered Street.

If a property has been numbered, then both the name and number must be displayed in a prominent position, visible from the road. A name cannot be regarded as an alternative to a number.

### Street Naming and Numbering

Numbering

## Appendix F – Example Corporate Policy

Policy Document
<p>The developer must provide the Authority with a written request to number the site, including relevant site plans, preferably before work commences on site.</p> <p>Allocation of addresses will be carried out as early in the development process as possible in order to provide address information.</p> <p>If the development forms an entirely new road then numbering will be allocated with even numbers on one side of the road (normally the right when entering from the principal road) and odd numbers on the other. Where a cul-de-sac is developed, the numbering shall be consecutive and in a clockwise direction.</p> <p>If it forms part of an existing street, a new development will be numbered sequentially into an existing numbering system. If the development is an infill site and there are no spare numbers within the sequence, then letters will be used as part of the address (i.e. 10A, 10B etc.). In a street where existing properties are not numbered, the properties must have names attached to them. It is up to the developers or new occupiers to suggest names for consideration.</p> <p>All numbers, including the number 13, must be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.</p>
<h3>Naming</h3> <p>Where a new development creates a new street, consultation must take place in order to allocate a new street.</p> <p>The developer will be expected to provide name suggestions for consideration. Preference will be given to street names that refer to the history and heritage of the local area. If the developer fails to provide a name, the Authority will research the site and provide suitable suggestions. For large developments a list of road names will be approved, to be allocated as the development progresses.</p> <p>The proposed names will be checked against existing NLPG entries. (To ensure that the name is not duplicated within the area, in the Authority or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.)</p> <p>The relevant Ward Councillors will then be consulted and asked for their comments on the name suggestion. If Councillors' have their own suggestions or an objection to the name provided, then another name will be chosen and the consultation process repeated.</p> <p>Once a name has been agreed upon, the developer will be informed in writing.</p>

## Appendix F – Example Corporate Policy

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### Naming Protocols

The following suffixes are acceptable for any type of new street within the Authority:

All new street names will end with a terminal word such as:

Road	Lane
Street	Place
Avenue	Gardens
Drive	Way

The following names will be used only as indicated:

Crescent	- for a crescent shaped road only
Close	- for a cul-de-sac only
Square	- for a square only
Hill	- for a hill only
Terrace	- for a terrace of houses but not a <b>subsidiary name</b> within another road
Mews	- officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments

All new pedestrian ways will be named as follows. Either:

- Walk
- Path
- Way

### Flats/Apartments

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a house name request.

All named blocks should end with one of the following:

Court	- for flats and other residential buildings
Mansions	- other residential buildings
House	- residential blocks or offices
Point	- high residential blocks only
Tower	- high residential or office blocks

### Policy for Address Management

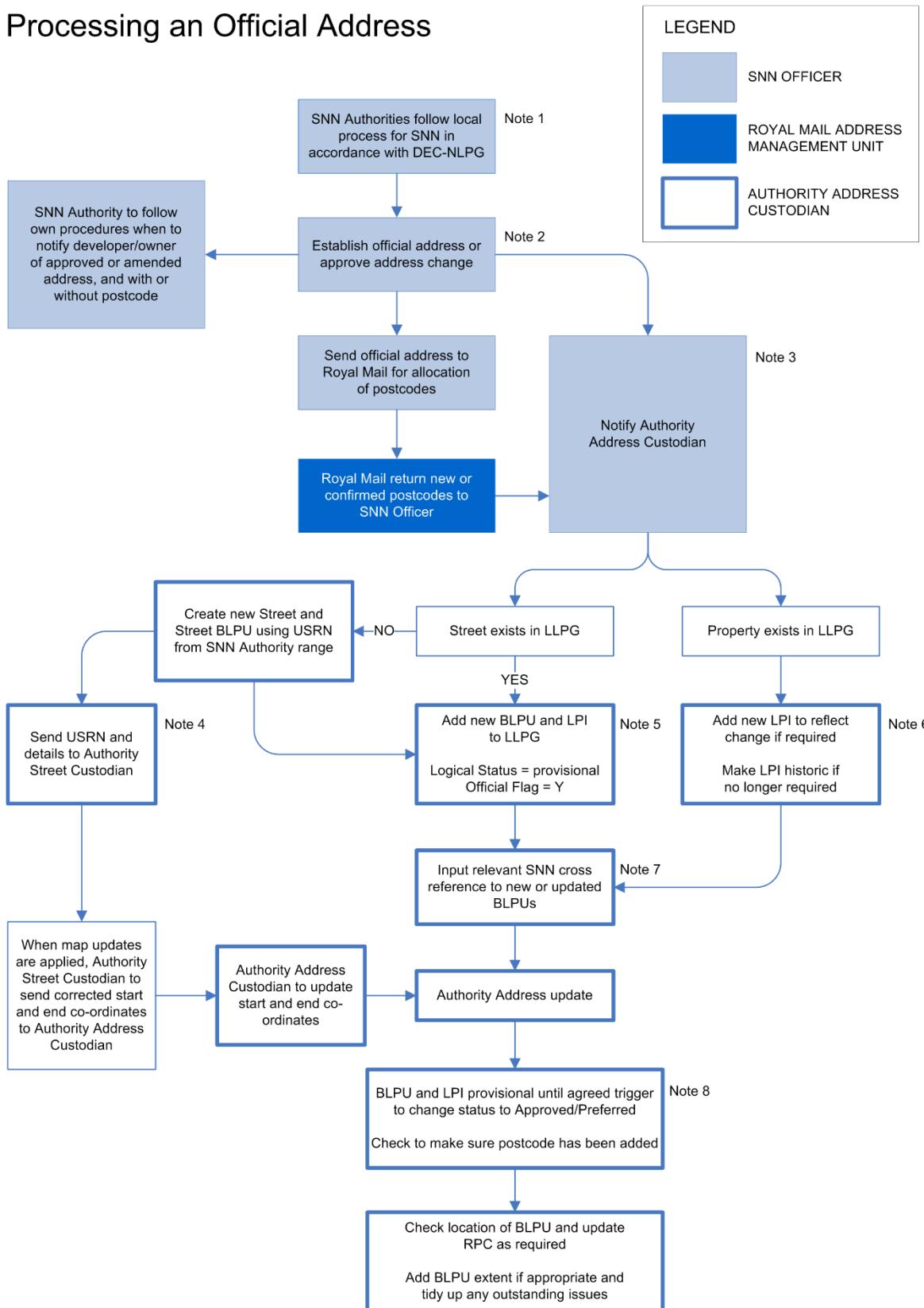
1. All address changes, and newly created addresses will be combined together into the single master LLPG for the Authority.
2. All external requests for same will be directed to the SNN Officer which will be signed off under delegated powers (Scheme of Delegation paragraph X page X) and then passed to the Authority Address Custodian for inclusion in the LLPG.
3. All internal requests for same will be directed to the Authority Address Custodian for inclusion in the LLPG.
4. Under no circumstances will any address change or newly created addresses be entered into any Authority system without prior approval of the Authority Address Custodian.

Another example of a Street Naming and Numbering Policy Document can be found in the Street Naming and Numbering section on the Colchester Borough Council website at: <http://www.colchester.gov.uk>

## Appendix G – Data Flows

### Appendix G – Data Flows

#### Processing an Official Address



## Appendix G – Data Flows

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### Notes – Processing an Official Address

**Note 1** - For best practice guidance for SNN processes, see [Section 4](#) and [Section 5](#).

**Note 2** - It is important that there is good liaison between the SNN Officer and the Authority Address Custodian, especially if new developments require numbering into existing numbering schemes (infill) or if a new street is required. This is to ensure the duplication of numbers or Street Names does not occur.

**Note 3** - Authority Address Custodian to manage addition of postcode if not supplied at the same time as the new official address information.

**Note 4** - For best practice guidance for Street processes, see [Section 5](#).

**Note 5** - For new properties, it is useful to add plot numbers as well as the Official Address at this stage if the information is available. This helps with searching in other systems, for example Land Charges.

- **BLPU:**
  - BLPU Logical Status = 6 – Provisional BLPU.
  - BLPU State = 1 – Under construction/named or numbered by SNN
  - RPC can be either;
    - 1 – Visual Centre
    - 2 – General Internal Point
- **LPI**
  - LPI Logical Status = 6 (Provisional LPI).
  - Postal Address = N (Non Postal Address).
  - Official Address Field = Y (Official Address) – this is only for S1, S3, S4 and S5 (not S2 Demolitions).
  - If relevant input the floor level in the level Field.

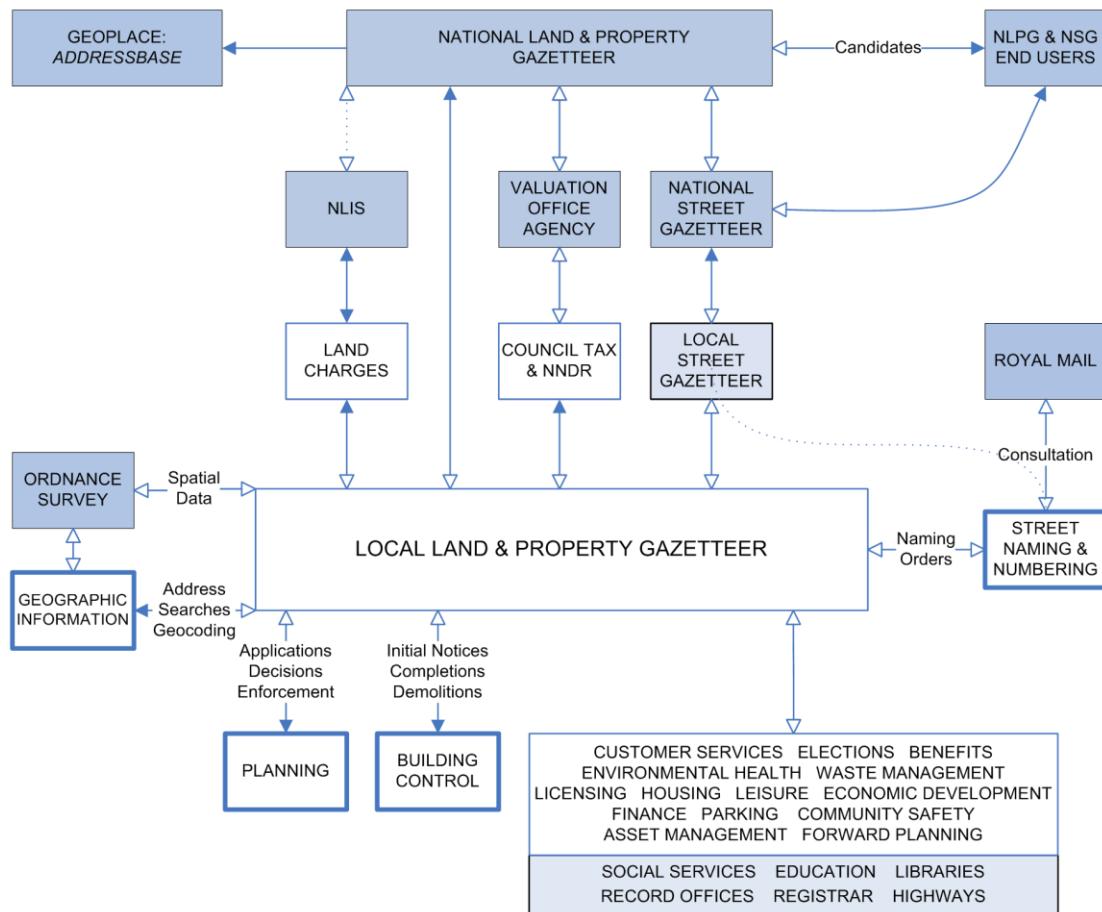
**Note 6** - Make original LPI Historic and new LPI Approved/Preferred. For guidance for recording demolished properties, see [Section 11.7](#). For guidance for recording splits and mergers, see [Section 11.8](#).

**Note 7** -.SNN Cross References must be unique per SNN case not per property.

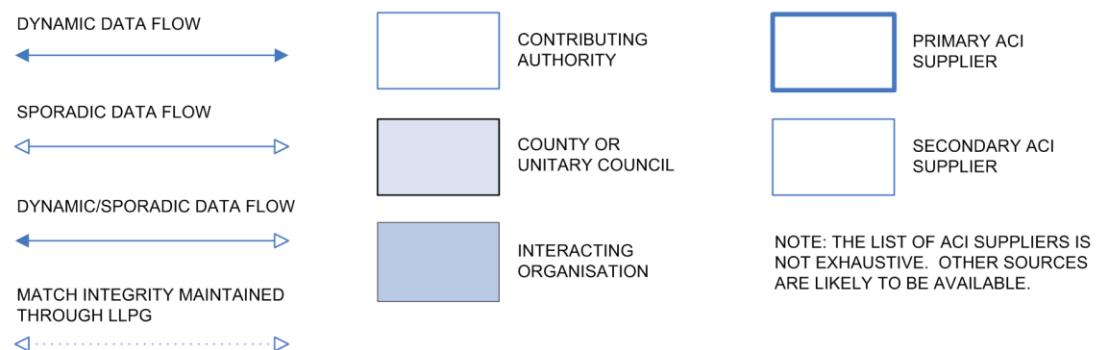
**Note 8** - There are various triggers that could be applied to the BLPU and the LPI to change the Logical Status from Provisional to Approved/Official. For example, this could be the council tax reference, information from Electoral Registration or building completion notice. Each SNN Authority should determine a source or sources of information to complete this task.

## Appendix G – Data Flows

### Example of LLPG Address Change Intelligence Flows

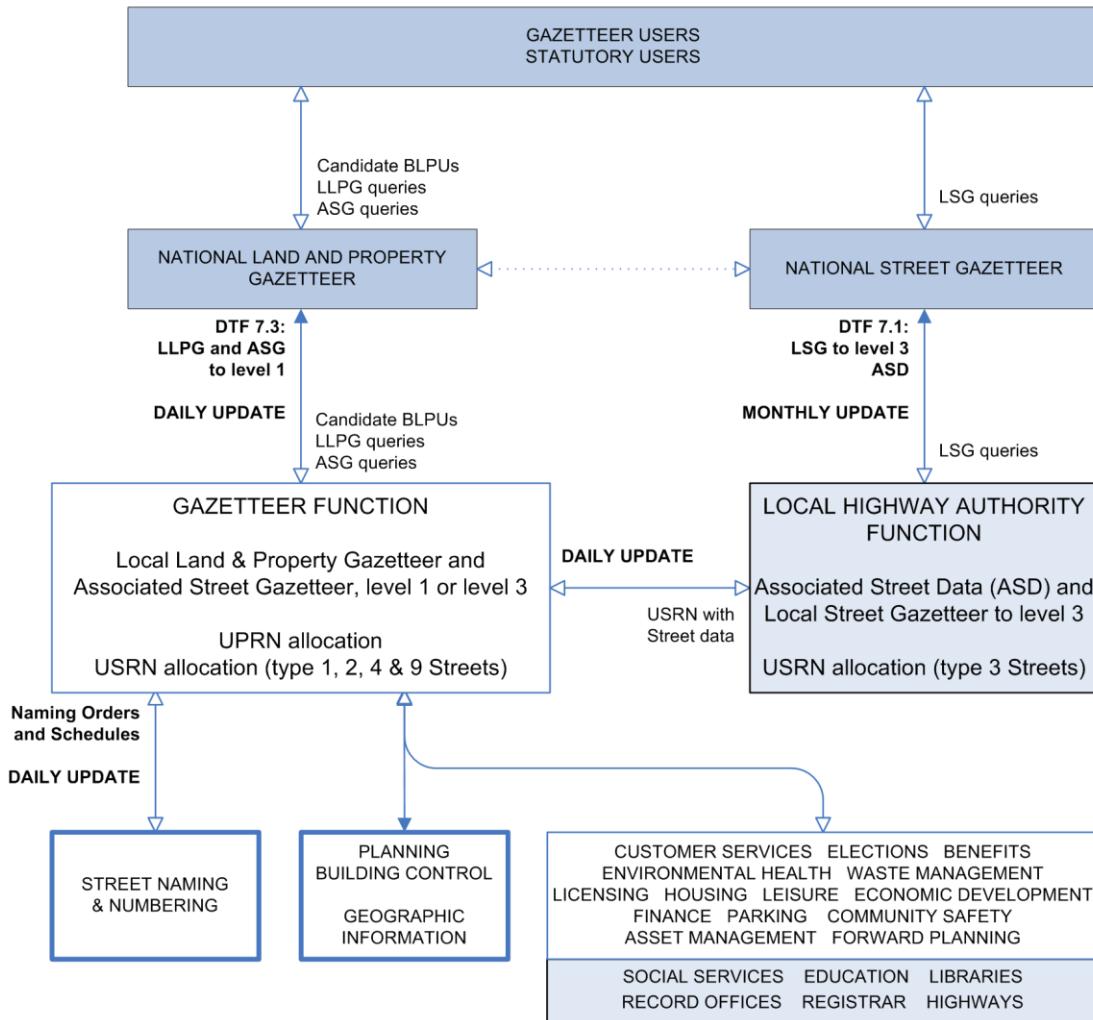


#### LEGEND

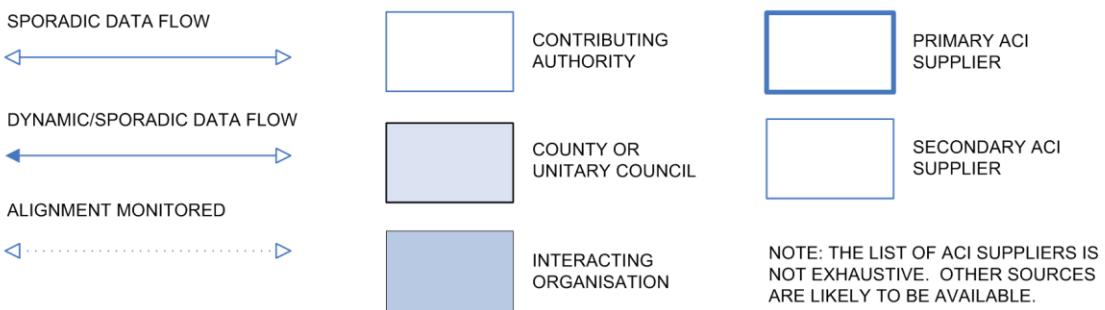


## Appendix G – Data Flows

### USRN and UPRN Allocation

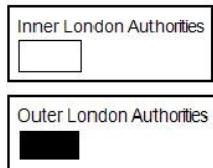


#### LEGEND



## Appendix H – Inner and Outer London Boroughs

### Appendix H: - Inner and Outer London Authorities<sup>1</sup>



## Appendix H – Inner and Outer London Boroughs

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<sup>1</sup> Based upon ONS data - <http://www.ons.gov.uk/ons/guide-method/geography/beginner-s-guide/maps/greater-london-and-the-london-boroughs-as-at-december-2002.pdf> page accessed November 2011

## Appendix I – Improving Quality

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### Appendix I: - Improving the Quality of Land and Property Records

Table 4 - On-going maintenance checks

Type	Check for:	Notes	LLPG DTF or Health Check (E)rror or (W)arning
<b>BLPUs</b>			
	Status not an accepted value.		E - (VB-10)
	RPC not an accepted value.		E - (VB-11)
	Approved BLPU status but state not In Use or Vacant.	Local Rules	
	Provisional with no SNN Xref.	Local rules	
	No secondary and / or tertiary class for new BLPUs.	Local rules	
	Classification set to Unclassified on open Record.	Local rules	
	Shell Records not set to class PP.	Local rules	
	Parent UPRN is same as UPRN.		E - (VB-8H)
	Parent Record set to class PP but has no related Child Records.	Local rules	
	Street BLPU not set to class PS or RPC not 4.		E - (LPI-V2C)
	Start date is greater than today.		E - (VB-4D)
<b>LPIs</b>			
	Logical Status not an accepted value.		E - (LPI-V5b)
	Closed but has an open status.		E - (LPI-V6)
	PAO or SAO starts with a space.		W - (LPI-V6B)
	PAO or SAO or post town contains multiple spaces.		W - (WVB-17)
	PAO or SAO begins with a number.		W - (LPI-V12C) and (LPI-v12D)
	SAO is 'Flat' or 'Apartment' and SAO Start Number is not blank.		W - (WVB-18)
	PAO End Number, SAO Start or End Number set to zero.		E - (LPI-V11)
	Not Approved Preferred LPI status but set to Official Address.	Local rules	
	Approved Preferred LPI status but not set to Official Address.	Local rules	
	Official Address set but non Postal Address is 'Request postcode'.	Local rules	
	Non Postal Address set but has postcode.	Local rules	
	Provisional status and Requested postcode / Confirmed Address but set to Postal Address.	Local rules	
	Shell Record not non Postal Address.	Local rules	
	No postcode but has open CTAX Xref.	Local rules	

## Appendix I – Improving Quality

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Type	Check for:	Notes	LLPG DTF or Health Check (E)rror or (W)arning
	Postcode value or value range for example, in Nottingham does not start with 'NG'.	Local rules	
	Duplicated building plot number on the same development site.	Local rules	
	Plot LPI is not non Postal Address.	Local rules	
	Street BLPU PAO not Street Record.		E - (LPI-V2B)
	BLPU Class is PS but PAO not Street Record.		E - (LPI-V2B)
	Multiple LPIs on Street Record.		W - (LPI-V2D)
	Spelling / format checks for specific words such as Accommodation, Sub-Station.	Local rules	
	Approved Preferred LPI on type 3 or 4 Street.		W - (WSI-4)
	Start date is greater than 'today'.		E - (VB-8A)
<b>Xrefs</b>			
	Invalid source or source suffix.		W - (VX-2C)
	Invalid Xref length depending on source.	Local rules	
	Source not Local Custodian Code or 7666IA.		W - (VX-2B)
	Missing source suffix.		W - (VX-2C)
	Duplicate CTAX / NNDR / EREG Xref on different BLPU's.	Local rules	
	Multiple CTAX / NNDR / EREG Xref on same BLPU.	Local rules	
	Lower case letters exist in Xref.	Local rules	
<b>Streets</b>			
	Street BLPU not set up.		E - (S-19) and (S-19A)
	Multiple spaces in Street Name.	Local rules	
	No start / end points.		E - (S-16)
	State set to 1-- Provisional.	Local rules	
	State, Surface and Class Fields are completed.	Local rules	
<b>Provenances</b>			
	Value not O, P or U.	Local rules	
<b>Miscellaneous</b>			
	Missing ONS ward code / Local ward code / Local parish code.	Local rules	

## Appendix I – Improving Quality

Table 5 - checks on existing data

Type	Check for:	Notes	LLPG DTF or Health Check (E)rror or (W)arning
<b>BLPUs</b>			
	Approved BLPU with no Approved Preferred LPI.		E - (BS7666-1C) and (BS7666-1A)
	BLPU Logical Status incompatible with LPI Logical Status.		E - (BS7666_1B)
	Logical Status is 7, 8 or 9 but no end date.		E - (VB-6B)
	Logical Status is not 7, 8 or 9 but has end date.		E - (VB-6C)
	Logical Status is 1 but BLPU state is invalid.		E - (VB-8)
	Logical Status is 6 but BLPU state is invalid or empty.		E - (VB-8C)
	Parent UPRN is same as UPRN.		E - (VB 8H)
	Street BLPU not set to class PS.		E - (LPI-V2C)
	Primary Class is R but no open CTAX Xref.	Local rules	
	Primary Class is not R or X but has open CTAX Xref.	Local rules	
	Classification set to Unclassified and open Record.	Local rules	
	Open BLPU on closed Street.		E - (WLPI-VI13)
	Polygon centroid is not within its extent.	Local rules	
<b>LPIs</b>			
	Official address Record is Null.	Local rules	
	No Approved Preferred LPI exists. (Approved BLPUs only).		E - (BS7666-1C) and (BS7666-1A)
	Multiple Approved Preferred LPIs on same BLPU.		E - (LPI-VI5)
	Not Approved Preferred LPI status but set to Official Address.	Local rules	
	Approved Preferred LPI status but not set to Official Address.	Local rules	
	Logical Status is 7, 8 or 9 but no End Date.		E - (LPI-V6B)
	Logical Status is not 7, 8 or 9 but has End Date.		E - (LPI-V6)
	Not Provisional and has open CTAX / EREG / NNDR Xref.	Local rules	
	Non Postal Address set but has post town.		E - (LPI-V13C)

## Appendix I – Improving Quality

Type	Check for:	Notes	LLPG DTF or Health Check (E)rror or (W)arning
	Postal Address but no postcode or post town.		E - (LPI-V13B)
	No postcode but has open CTAX Xref.	Local rules	
	Same postcode on LPIs linked to different Streets.	Local rules	
	Postal Address LPIs with no CTAX or NNDR Xref.	Local rules	
	Open LPI on closed BLPU.		E - (WSI-4)
	Open LPI on closed Street.		E - (WLPI-VI3)
	Approved Preferred LPI on type 3 or 4 Street.		E - (WSI-5)
	SAO Records supplied but no Parent UPRN declared in BLPU.		E - (BS7666-5)
	PAO or SAO end number but no start number.		E - (LPI-V12 and LPI-V12B)
	PAO text or SAO text begins with a number.		W - (LPI-V12C and LPI-V12D)
	PAO text or SAO text starts with a space.	Local rules	
	PAO end number, SAO Start or SAO end number set to zero.		E - (LPI-V11)
	PAO is same as a Street Name.		W - (LPI-V19)
	Street BLPU PAO not 'Street Record'.		W - (LPI-V2)
	BLPU Class is PS but PAO not 'Street Record'.		E - (LPI-V2B)
	Multiple LPIs on Street BLPU.		W - (LPI-V2D)
<b>Streets</b>			
	Multiple Street BLPUs on same Street.		E - (S-18)
	Street has no Street BLPU set up.		E - (S-19)
	Duplicate Streets – combination of Street_Descriptor, Locality_Name and Town_Name.		E
	Street coordinates are missing or zero.		E - (S-16)
	Multiple spaces in Street Name.	Local rules	
	Street Names with abbreviations.	Local rules	
	Type 3 Street not starting with Street number.	Local rules	
	Street has End Date but state is not 4.		E - (S-15B)
	Street has no End Date but state is 4.		E - (S-9B)
<b>Xrefs</b>			
	Invalid Xref length depending on source.	Local rules	
	New Record source not Local Custodian Code.		W - (VX-2B)

## Appendix I – Improving Quality

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Type	Check for:	Notes	LLPG DTF or Health Check (E)rror or (W)arning
	Missing source suffix.		W - (VX-2)
	Duplicate CTAX / NNDR / EREG Xref on different BLPUs.	Local rules	
	Multiple open CTAX / NNDR / EREG Xref on same BLPU.	Local rules	
	Open CTAX / EREG and NNDR Xrefs on same BLPU.	Local rules	
	Open CTAX Xref but no EREG Xref – It is possible that some are valid, for example properties where voters do not live.	Local rules	
	Open BLPUs without any Xrefs – only relevant ones likely to attract Xrefs.	Local rules	
<b>Provenances</b>			
	Value not O, P or U.	Local rules	

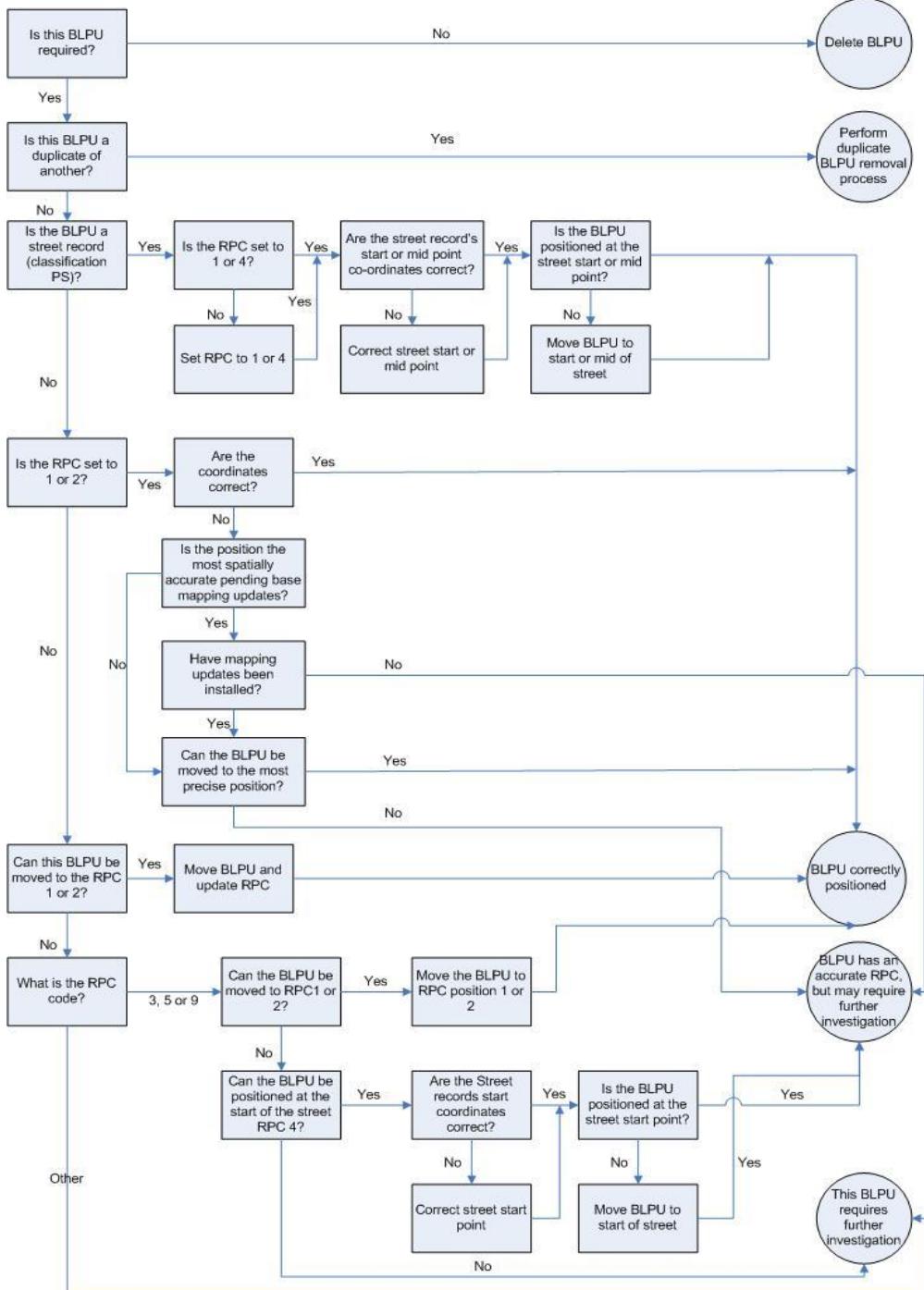
## Appendix I – Improving Quality

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## Appendix I – Improving Quality

### Improving RPC Values



## Appendix I – Improving Quality

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## Appendix J - Definition of a House in Multiple Occupation

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### Appendix J: - Definition of a House in Multiple Occupation

1. Definition of a House in Multiple Occupation.

1.1 This is defined as:

1.1.1 An entire house or flat, which is let to three or more tenants who meet both of the following conditions:

- They form two or more households.
- They share a kitchen, bathroom or toilet.

1.1.2 If the landlord is resident the property becomes a House in Multiple Occupation if it is let to more than two tenants.

1.1.3 A house which has been converted entirely into bedsits or other non self-contained accommodation which is let to three or more tenants who meet both of the following criteria:

- They form two or more households
- They share a kitchen, bathroom or toilet.

1.1.4 A converted house, containing one or more flats, which are not wholly self-contained (that is, the flats do not contain within them a kitchen, bathroom or toilet) and which is let to three or more tenants who form two or more households.

1.1.5 A building which is converted entirely into self-contained flats, but the conversion did not meet the standards of the 1991 Building Regulations, and more than one third of the flats are let on short-term tenancies.

1.2 In all cases:

1.2.1 Occupation of the living accommodation must be the only use of that accommodation.

1.2.2 Rents are payable or other considerations are provided.

1.2.3 A building of three or more floors which has the type of accommodation and occupation, as defined above. This also should be licensed for occupation by the Environmental Health function.

1.3 Licensing of HMOs:

1.3.1 Part 2 of the Housing Act 2004 controls the licensing of HMOs.

1.3.2 Mandatory licensing applies across the UK to every 3 or more storey HMO with 5 or more occupiers.

1.3.3 A council also has the power to extend licensing to other classes of HMO using Sections 56-60 of the Act. These powers can be used to introduce a requirement to licence the following HMOs:

- Every 3 or more storey HMO with 3 or 4 occupiers and every 2 storey HMO with 5 or more occupiers

## Appendix J - Definition of a House in Multiple Occupation

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- Every other HMO apart from certain poorly converted flats defined under section 257 of the Act that are mainly owner occupied.
2. Definition of a Room.
- 2.1 A room may be added to the gazetteer if there is a separate unit of residential occupation of that room, that is the occupants of that room have sole rights of occupancy of it as a bedroom but share other common parts of the overall residential unit such as a kitchen and/or lounge.
- 2.2 These rooms do not need to be added as a matter of course to an LLPG but may be added if there is a business need, for example, for:
- Benefit claims.
  - Electoral registration.
  - Housing records.
- 2.3 Examples of such rooms include individual rooms in;
- Care homes.
  - Halls of residence.
  - Student cluster flats
  - Hostels
  - Long stay Bed and Breakfast Accommodation.
- 2.4 If required in an LLPG, the rooms must be added as a Child Record. The Parent Record holds the main classification of the property, for example:
- Care home RI01.
  - Hall of residence RI03.
  - Student cluster flat RD06.
  - Long Stay Bed and Breakfast Accommodation CH01.
- 2.5 The room itself must be classified as RH02. Usually the rooms are assigned a Postal Address flag of "N" or "P", with the Parent having a Postal Address flag of "Y" or "A" as appropriate.

## Appendix K – Interacting with the NLPG Custodian

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### Appendix K: - Interacting with the NLPG Custodian

#### 1. Interacting with the NLPG Custodian.

##### 1.1 Background

1.1.1 Under the terms of the NLPG licence each Contributing Authority has an obligation to interact with the NLPG Custodian on agreed regular basis. Users of the NLPG can communicate Address Change Intelligence (ACI) to the Authority Address Custodian through the NLPG Custodian. For details of how ACI is submitted, see [Section 10](#). The sections below detail the processes of communication between the NLPG Custodian and Authority Address Custodians. For more background and a guide for users of the NLPG see the support section on the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk).

##### 1.2 Communication between a Contributing Authority and the NLPG Custodian

###### 1.2.1 NLPG Custodian contact details are:

- Helpdesk email: [support@geoplace.co.uk](mailto:support@geoplace.co.uk)
- Helpdesk telephone: 0207 630 4602
- COU file email: [nlpgupdate@nlpg.org.uk](mailto:nlpgupdate@nlpg.org.uk)
- NLPG website: [www.nlpg.org.uk](http://www.nlpg.org.uk)

###### 1.2.2 All Contributing Authorities should create two contact e-mail addresses for communication between the NLPG Custodian and the Contributing Authority. They should follow the format below.

- XXXXSN&N@domain name of Contributing Authority
- XXXXLLPG @ domain name of Contributing Authority where:
  - XXXX represents the Local Custodian Code,
  - domain name of Contributing Authority is relevant to the Contributing Authority e-mail address.

##### 1.3 Sending COU and Full Supply files to the NLPG

###### 1.3.1 Full Supply and COU files must be submitted electronically in the following standard formats:

- 1.3.1.1 FTP or via email:
  - Current Data Transfer Format

###### 1.3.2 For specifications of the above transfer formats see the support section on the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk) or contact the NLPG Custodian via the help desk.

- 1.3.1.2 All COU and Full Supply files must be named as follows:
  - nnnn\_ccyymmdd\_vv where:

## Appendix K – Interacting with the NLPG Custodian

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- o nnnn represents the Local Custodian Code
- o ccyyymmdd is the date the file was generated
- o vv is the volume number of the file.
- ccyy – year, mm – month, dd – date.
- If more than one file is generated on the same date, the volume number should increase incrementally.

### 1.4 Change Only Update (COU)

#### 1.4.1 Process for submission of COU files:

- Either upload COU file to the folder “IN” on the Authority Address Custodian’s authority area on the FTP site, or email the file to [llpgupdate@nlpg.org.uk](mailto:llpgupdate@nlpg.org.uk) as defined in **Section 1.3**.
- Authority Address Custodian will receive an email informing them the file has been received and is awaiting processing.
- Authority Address Custodian will receive further email indicating if the file has been automatically processed or requires manual processing.
- If the file requires manual processing no further COU files will be processed until the file has been processed. This will create a backlog of COU files held on the NLPG Custodian’s files.
- When manual processing is complete the Authority Address Custodian will receive an email notification.
- If there are any issues with the manual processing of the file, error and warning files will be returned to the Authority Address Custodian via email. The Records that were rejected from the file should then be corrected and returned in the next COU file supplied.
- If a file is rejected by the NLPG Custodian, the file must be amended and then resubmitted using a different file name from the original file.

#### 1.4.2 Authority Address Custodians must not send their COU files to both the FTP site and also via email.

#### 1.4.3 Authority Address Custodians should contact the NLPG Custodian helpdesk on 0207 630 4602 or via email [support@geoplace.co.uk](mailto:support@geoplace.co.uk) to obtain the appropriate registration details for access to the secure LLPG FTP site.

#### 1.4.4 The NLPG Custodian validation checks all COUs and Full Supply received and reports to the Contributing Authority inconsistencies in any Record which does not conform to the rules in this document or the current DTF. For a full description see the support section on the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk)

## Appendix K – Interacting with the NLPG Custodian

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### 1.5 Receiving Candidates via the NLPG Custodian into an LLPG

#### 1.5.1 Upon receipt of one or more Candidate requests, a Contributing Authority must process them as follows:

- Investigate the validity of each request.
- Generate the appropriate response by marking the Candidate Record as accepted or rejected.
- Return the Candidate Record to the NLPG Custodian.
- If the Record is rejected, no further action is required.
- If the change is accepted:
  - Make the change within the Contributing Authority LLPG.
  - Update the NLPG via the existing COU process.

### 1.6 Contributing Authority LLPG resynchronisation with the NLPG

#### 1.6.1 If a Contributing Authority experiences technical problems which prevent successful processing of COU files it is possible that the LLPG is no longer synchronised with the NLPG.

#### 1.6.2 When this happens it may be necessary to carry out a resynchronisation with the NLPG. This means the Contributing Authority must extract a Full Supply of their LLPG and submit it to the NLPG Custodian to ensure compliance with the currently published version of the DTF. The second stage of the validation compares the file submitted with existing NLPG data.

#### 1.6.3 If this process identifies any Records that do not comply with DTF rules and those in the current version of the DEC-NLPG, the Authority Address Custodian must correct any errors flagged in the report and submit another Full Supply of their LLPG.

#### 1.6.4 Before starting resynchronisation the Authority Address Custodian must submit a signed a gazetteer services order form to the NLPG Custodian. To download the latest version of this form, see the support section of the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk)

#### 1.6.5 Each Contributing Authority is entitled to one free resynchronisation with the NLPG for each April to March period in each year. After using this one resynchronisation a Contributing Authority may do another resynchronisation within the same period, however this will be subject to an additional service charge as set out in the DCA.

#### 1.6.6 The Authority Address Custodian may send multiple Full Supply files to the NLPG Custodian for validation. The resynchronisation is deemed to be complete once the Full Supply has passed the validation process and has been resynchronised with the NLPG.

## Appendix K – Interacting with the NLPG Custodian

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1.6.7 The submitted Full Supply files should follow the same naming convention as COU files but be identified as a Full Supply by the correct FILE\_TYPE entry in the Header Record. Full Supply files should be submitted via FTP if possible or by email to [nlpgupdate@nlpg.org.uk](mailto:nlpgupdate@nlpg.org.uk). All Full Supply files should be zipped due to their file size.

### 1.7 Health Checks

1.7.1 Each month the NLPG Custodian sends a Health Check to each Contributing Authority concerning the quality of data held within the NLPG. These are provided in the middle of each month via FTP and consist of both a full Health Check report and a summary report. Each Authority Address Custodian receives an email notifying them when these reports are put on the FTP site for downloading. If a Contributing Authority does not have access to FTP they can request a copy of the reports by contacting the NLPG Custodian via [support@geoplace.co.uk](mailto:support@geoplace.co.uk).

1.7.2 Health Check files use the following naming convention:

- LAID-YYYYMMDD-Summary.txt
- LAID-YYYYMMDD-Report.txt where:
  - LAID is the Local Custodian Code ID (usually a 4-digit code) e.g. 1234.
  - YYYY(year), MM (Month), and DD(Day) constitute the date of creation.
  - The text “Summary” or “Report” identifies the type of file that together make up the NLPG Health Check.

1.7.3 The full Health Check reports and the summary reports begin with a section of Record statistics – a list of Record counts, followed by a list of Classification counts, with an overall count of Classification percentage, RPC and BLPU State counts.

1.7.4 The Summary report only contains a count of the Records for which an error or warning has been flagged.

1.7.5 The full Health Check report contains all of the checks that are carried out. It also contains each individual Record flagged by that check as well as a count.

1.7.6 Both reports are broken down into separate sections depending on the Record type, within each section the checks are then broken down into errors and warnings, the errors being the checks with the higher priority which must be remedied by the Authority Address Custodian.

## Appendix K – Interacting with the NLPG Custodian

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### 1.8 Health Check exceptions

- 1.8.1 Some of the warnings in the Health Check flag Records which cannot be entered in any other way. It is now possible for the Authority Address Custodian to notify the NLPG Custodian of the exemption of these Record(s) so that they are not reported back each month.
- 1.8.2 For further details of this process see the support section on the NLPG website [www.nlpg.org.uk](http://www.nlpg.org.uk).

## Appendix K – Interacting with the NLPG Custodian

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## Appendix L – Data Linking to other Datasets

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### Appendix L: - Data Linking to other Datasets

1. Each calendar month GeoPlace links data from the Valuation Office Agency (VOA) and the Royal Mail Postcode Address File (PAF) to the data in the NLPG. The data is linked by:
  - Using matching algorithms to identify exact matches and possible matches, and rejecting any doubtful matches during a manual review.
  - Reviewing all cross references supplied by the Contributing Authority and checking whether all addresses match with those held in the VOA or PAF data.

Note – DEC-NLPG v3.3 introduces a new cross reference source code of PA linked to Postcode Address File Record.
2. Three files containing the remaining unlinked records are then made available to the Authority Address Custodian. These are:
  - New PAF/VOA records for that calendar month.
  - Legacy PAF records
  - Legacy VOA records.
3. The date that the files are generated and the deadline for their return are published each year. These dates are also included in the calendar monthly email sent to all Authority Address Custodians which advises them that the files are on the GeoPlace FTP site.
4. When the Authority Address Custodian checks the unlinked records, the following are some sources of information to use:
  - Occupier contact.
  - Site visits by a member of the Contributing Authority's staff, for example Revenues inspectors often visit properties.
  - VOA plans.
  - Planning and Building Control applications.
  - A supply of address change data from the council tax and non-domestic rates functions so the links between the two sources are maintained.
  - Notifications from the Housing function of properties becoming vacant.
5. Each record should be allocated either a UPRN to link it to the NLPG, or an outcome key. For details of the outcome keys, see **Table 1**. With the exception of outcome key V, all outcome keys will result in that record being removed from the statistics used to calculate link rates. Files can be returned to GeoPlace at any point before the deadline for that calendar month. A file can be returned more than once if additional work is carried out following the original submission. When GeoPlace receives a file from an Authority Address Custodian, that file is run through a series of validation checks and the generated report is sent to the Authority Address Custodian. For details of the validation checks, see Table 2.

## Appendix L – Data Linking to other Datasets

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6. Linking the LLPG to PAF and VOA data is not designed to question the decisions the Authority Address Custodian has made on the correct format or content of addresses within the LLPG. However, one of the benefits is to identify possible errors or omissions in the data the Authority Address Custodian maintains within the LLPG.
7. If a PAF or VOA address record contains an error but the Authority Address Custodian is able to provide a link between that record and a BLPUs in the LLPG via the correct UPRN, GeoPlace accepts this as a linked record. However, for commercial reasons, GeoPlace is currently unable to inform either the VOA or Royal Mail of errors in their data.
8. Similarly, GeoPlace are currently unable to provide delete information to either the VOA or Royal Mail. Any records marked with a 'Q' outcome key detailed below are flagged accordingly in GeoPlace systems and removed from the Contributing Authority unlinked records but are not deleted from GeoPlace systems or the original dataset.
9. Any records that are not returned to GeoPlace within that calendar month with a UPRN or outcome key are included in the files in the following calendar month's until the record is resolved. This excludes records which the Authority Address Custodian marks with an outcome key of V.
10. If an Object has already been sub-divided within an LLPG into units/rooms/suites with appropriate child BLPUs and VOA data have been linked to these BLPUs; and appropriate PAF data exist, these PAF records must be linked to the same BLPUs.
11. If an Object currently has no sub-divisions in an LLPG but the Authority Address Custodian considers that the sub-divisions recorded in the VOA or PAF data are appropriate, create these in the LLPG and record the allocated UPRNs against the individual VOA or PAF records.
12. If it is only possible to link specific PAF data to parent shell BLPUs, for example five flats behind a single front door are represented within an LLPG by a parent shell and five child BLPUs but appear in PAF as a single record representing the common front door, add the UPRN from the appropriate parent shell BLPU.
13. For details of outcome keys to use to inform GeoPlace that it is not possible to link a UPRN to a record in another dataset, see Table 1.

**Table 1 - Valid outcome keys**

Outcome key	Use
K	Insufficient information provided
O	Out of area
Q	Record no longer live in VOA/PAF systems
S	Split Objects
U	Object sub-divisions cannot be linked
V	Site visit required
X	Object does not exist
Z	Large user and non-geographic postcode records

**Table 1 - Outcome keys**

## Appendix L – Data Linking to other Datasets

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### **K – Insufficient information provided (PAF only)**

Use this outcome key if no surveyed coordinates are provided for a PAF record and if the Authority Address Custodian is unable to locate the Object described. This record is removed from the statistics used to calculate linked rates until such time as coordinates for that property are allocated by Ordnance Survey.

### **O – Out of area**

Use this outcome key if a record is assigned the incorrect LAID by GeoPlace. Do not link UPRNs to these records when returning the file. Any records assigned an outcome key of O will be investigated by GeoPlace and forwarded to the appropriate Contributing Authority.

### **Q – Record no longer live in the VOA or PAF systems**

Use this outcome key if a record is no longer “live” in the VOA or PAF data. These records will be suppressed in the next calendar month’s export and removed from the statistics used to calculate linked rates. GeoPlace now receive calendar monthly update files from both the VOA and Royal Mail and any records flagged with an outcome key of “Q” will be checked periodically. If they still exist in the original source data after a six calendar month period they will be re-included in the next release of data to be linked. These will be identified in the unlinked file, grouped together above the record with an outcome key of V.

### **S – Split Objects**

Use this outcome key if it is possible to link more than one UPRN to one PAF/VOA record, that is, the sub divisions shown in the LLPG are correct and the merged VOA/PAF record is incorrect. Do not link UPRNs to these records.

### **U – Object sub-divisions cannot be linked**

Use this outcome key in the following scenarios. GeoPlace will collect and collate all of the records marked with a “U”, together with those marked with “Q” or “X”, GeoPlace will analyse the results and determine the common themes and then discuss these themes and possibly individual cases with the Authority Address Custodian. Any record marked with “U” will be removed from the statistics used to calculate linked rates.

If an Object is not sub-divided in the LLPG, that is, the creation of sub-divisions is considered inappropriate by the Authority Address Custodian working in accordance with the current DEC-NLPG and if the VOA or PAF data indicates a number of sub-divisions within the Object identified. For example by different organisation names.

- If an Object is sub-divided in the LLPG based on physical structure or VOA derived intelligence and a number of PAF records related to the Object exist and there is no clear relationship between the PAF and LLPG sub-divisions. For example, five flats behind a single front door are represented in the LLPG by a parent shell and five child BLPUs, “Flat 1”, “Flat 2”....“Flat 5” but are shown in PAF as two records, based on the existence of two letterboxes, representing “Flats 1-3” and “Flats 4 and 5”.

## Appendix L – Data Linking to other Datasets

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### V – Site visit required

Use this outcome key if a record needs more work before a decision can be made. If PAF/VOA records are flagged with an outcome key of "V" GeoPlace will record the fact that they are being investigated by the Authority Address Custodian. The records will continue to be included in the unlinked file in subsequent calendar months, grouped together at the top of the file.

### X – Object does not exist

Use this outcome key only against a record for a real world Object that does not physically exist. Do not use this outcome key in the following cases:

- If the organisation is no longer occupying the Object.
- If the Authority Address Custodian is unable to link the record to a BLPU this calendar month.
- If the Object is under construction.

### Z – Large user and non-geographic postcode records

Use this outcome key in the following scenarios and do not enter them into the LLPG. It is unlikely that these postcode specific records will be sent out, having been identified and excluded by GeoPlace. Do not use this outcome key for subdivisions of buildings, for example flats/rooms/suites/offices/units.

- Large User Postcodes: organisations who receive large volumes of mail can be allocated a number of unique postcodes to ensure that mail to an individual address is correctly segregated, for example a local authority may request that Royal Mail set up records for all of the Wards within their area referenced to the Town Hall.
- Non Geographic Postcodes: in some areas demand for postcodes has outstripped the availability of postcode combinations. Therefore non-geographic postcodes are allocated to the few large organisations which receive such high volumes of mail that they need to be extracted at the outward sorting stage, bagged and sent separately. For example, Girobank's headquarters in Bootle uses the non-geographic postcode GIR 0AA. Other prominent users include DWP and HM Revenue and Customs.

**Table 2 - Validation check**

Validation check	Description	Notes
A	Records with the unique key removed.	The VOA UARN(unique address reference number) or PAF UDPRN (unique delivery point reference number) is used as the primary key.
B	Records that have been assigned an outcome key that is not permitted.	See Table 6 for the list of valid outcome keys.
C	Records that have been linked to a UPRN that	The files are checked against a copy of the NLPG that is generated

## Appendix L – Data Linking to other Datasets

<b>Validation check</b>	<b>Description</b>	<b>Notes</b>
	cannot be found in the NLPG.	overnight – these records are automatically re-checked at the end of every calendar month.
D	Records that have been linked to a BLPU where the classification has been flagged as a possible clash.	For example, a Council Tax record linked to a UPRN that has a commercial classification.
E	Records returned with an outcome key of V and a UPRN.	Records may have an outcome key or a UPRN, but not both.
F	Records returned with an outcome key of U and a UPRN.	As above.
G	Records returned with an outcome key of Z and a UPRN.	As above.
H	Records returned with an outcome key of Q and a UPRN.	As above.
J	Records returned with an outcome key of X and a UPRN.	As above.
K	Records returned with an outcome key of S and a UPRN.	As above.
L	Records returned with an outcome key of O and a UPRN.	Records may have an outcome key or a UPRN, but not both
M	UPRNs used more than once in the file.	
N	Records returned with an outcome key of K and a UPRN.	Records may have an outcome key or a UPRN, but not both.
P	Use of outcome key K where the record has “Surveyed, Final” coordinates.	Outcome key K may only be used where the coordinates in the file have not been surveyed.
Q	Use of outcome key K for a VOA record	Outcome key K may only be used for PAF records.

Table 2 - Validation Checks

## Appendix L – Data Linking to other Datasets

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## Appendix M - Linking to Electoral Register Data

### Appendix M: - Linking to Electoral Register Data

1. The Guidance on Electoral Registration Data Standards Directive England and Wales, supplemented by Additional Information to assist implementation of Electoral Registration Data Standards states that addresses within the Electoral Management System (EMS) shall be linked to the NLPG so that address information contained in the EMS complies with BS 7666-2:2006. For further details, see **Appendix E**.
2. The requirement of EROs to maintain data in accordance with these principles remains.
3. Following the linking of addresses, the UPRN shall be attached to the property Record within the EMS. The EMS property references should be entered into the LLPG as a type 23 DTF Record. The CROSS\_REFERENCE Record should be populated with the unique key which relates to the property in the Electoral Registration system.
4. Some Electoral Registration software uses a referencing system which changes when the register is updated. In such cases, if a consistent unique cross reference is not available, it is acceptable for the UPRN to be used to populate the CROSS\_REFERENCE Record. This Record, together with a SOURCE\_CODE of ER, is sufficient to register within the NLPG that there is a match of the Record between the two systems.
5. Whilst the person responsible for completion of this work in each Contributing Authority is the Electoral Registration officer, the Authority Address Custodian should provide support to deal with matching anomalies and to help establish processes to manage additions and updates on an on-going basis.
6. The following work must be scheduled for completion by the Electoral Registration officer and the Authority Address Custodian:
  - Any Records that are identified and confirmed as correct on an Electoral Register that do not currently appear within an LLPG shall be added to the LLPG.
  - If the Electoral Register identifies a new sub-division of an existing LLPG Record, this shall be added as a Child BLPU and allocated UPRN.
  - Mooring points and caravan plots shall be added to the NLPG and correctly described and identified in accordance with the latest DEC-NLPG.
  - Each Electoral Registration officer and the Authority Address Custodian should work towards linking the addresses on the Electoral Register with those held on the LLPG. This process will take time because the data supports service delivery and any change in either dataset must be assessed and verified fully in order to minimise any disruption to that service delivery.

## Appendix M - Linking to Electoral Register Data

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7. In addition:

- The LLPG may hold a “descriptive” Street Name that does not appear on the Electoral Register. It is possible that the locality and town information on the Electoral Register is different from that in the LLPG but the requirement and assumption is that the Electoral Register reflects the LLPG and there is no requirement to change any of the Street, Locality, Town or Post town information in the LLPG if there are differences, provided the LLPG is correct (in particular that the correct post town is shown for the stated postcode).
  - The postcode held on the Electoral Register and in the LLPG must be the same.
  - The address on the Register can reflect an Alternative LPI in the LLPG rather than the Approved/Preferred LPI although this is not the preferred option.
  - If an Electoral Registration officer wishes to hold a different property address data from that in the LLPG, for example a “vanity” house name or SAO description, this must be in addition to the LLPG information and there is no requirement for the LLPG to hold this unofficial address data.
8. After 1st December 2009, every Electoral Register entry must have a UPRN and therefore no new entries can be made to an Electoral Register without a UPRN. This obligation therefore requires on-going dialogue in some form between the Electoral Registration officer and the Authority Address Custodian.
9. The Guidance on Electoral Registration Data Standards Directive England and Wales document details elements of the address and these are shown matched to each element of the data transfer format:

<b>Guidance on Electoral Registration Data Standards Directive England and Wales</b>	<b>NLPG Data Transfer (DTF 7.3)</b>
SAO Number, name and / or description of the Secondary Addressable Object	SAO_START_NUMBER SAO_START_SUFFIX SAO_END_NUMBER SAO_END_SUFFIX SAO_TEXT
PAO Number, name and / or description of the Primary Addressable Object	PAO_START_NUMBER PAO_START_SUFFIX PAO_END_NUMBER PAO_END_SUFFIX PAO_TEXT
Street Number, name or description of Street	STREET_DESCRIPTOR
Locality	LOCALITY_NAME
Town	TOWN_NAME
Admin Area	ADMINISTRATIVE_AREA
Post Town – assigned by the Royal Mail	POST_TOWN
Postcode	POSTCODE

## Appendix N - References

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### Appendix N: - References

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## Appendix O- List of Contributors

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### Appendix O: - List of Contributors

#### DEC-NLPG TWG Members

Cathy Coelho	Oxford City Council
David Lloyd	Huntingdonshire District Council
Fiona Cross	London Borough of Wandsworth
Marilyn George	East Riding of Yorkshire Council
John Robson	City and County of Swansea Council
Neil Silley	GeoPlace™ LLP
Pauline Clifford	Reigate and Banstead Borough Council
Ruth Hamilton	Leicester City Council
Sarah Welham	Colchester Borough Council

#### Advisory Panel:

Karina Bradley	Chair London RCG
Andrew Young	Durham Council, Chair North East RCG, group Chair
David Burdge	Chair South West RCG
Gemma Farnsworth	Chair Yorkshire and Humberside RCG
Kristen O'Gorman	Chair East Midlands RCG
Martin Laker	Bath and North East Somerset Council
Moira Livesey	Chair North West RCG
Richard Eaton	Chair West Midlands RCG
Sarah Welham	Chair East of England RCG
Shaun Powell	Chair Wales RGC
Roy Morgan	GeoPlace™ LLP