Data Transfer Format 7.3 for the National Land and Property Gazetteer

DTF 7.3 Version 3.1

February 2012
Third Edition

A Specification Document

Local Government Information House

Contents Page Number

Document history **5**

Copyright **6**

Revisions **7**

1. Introduction **15**

1.1. Background 15
1.2. Notification of changes to DTF7.3 15
1.3. Definitions used throughout this document and the DEC-NLPG version 3.2 16

2. About the National Land and Property Gazetteer **17**

3. Data Transfer to the NLPG and NSG Custodians **18**

4. Data Format **19**

4.1. Formats of data types 19
4.2. Transfer File Format 20
4.3. Record order 20
4.4. Required Records 21
4.5. File Naming 22
4.6. Exports from the NLPG Custodian 22

5. Record Types **24**

5.1. Header Record 24
5.2. Street Record 25
5.3. Street Descriptor Record 29
5.4. Basic Land and Property Unit Record 31
5.5. Provenance Record 37
5.6. Application Cross Reference Record 39
5.7. Land and Property Identifier Record 42
5.8. BLPU Extent Record 49
5.9. BLPU Extent Polygon Record 50
5.10. BLPU Extent Polygon Vertex Record 52
5.11. LLPG Metadata Record 54
5.12. Key Sequence Record 57
5.13. Trailer record 58

6. Operational Guidelines **59**

6.1. Order within COU files 59
6.2. Re-use of UPRNs 60
6.3. Re-use of LPI and Xref keys 61
6.4. BLPU Transformations and UPRN data integrity 62

Contents

6.5. Monthly Health Check 62

7. Handling of Candidate Records 63

7.1. Background 63
7.2. What is a valid Candidate Record? 63
7.3. Who can submit a Candidate Record to the NLPG? 63
7.4. How are Candidate Records submitted to the NLPG? 63
7.5. How do I know what my Authority Code is? 64
7.6. Who has overall responsibility for deciding the outcome of a submitted Candidate Record? 64
7.7. How are Candidate Submitters notified of the acceptance or rejection of a Candidate Record? 64
7.8. What is the timeframe for resolution of a Candidate Record? 65
7.9. How does a Candidate Submitter that has submitted a Candidate Record receive confirmation on the acceptance of a Candidate Record? 65
7.10. How does the Candidate Record data specification differ from DTF7.3? 65
7.11. What level of validation will the NLPG Custodian undertake prior to sending the Candidate Record to LLPG Custodians? 66
7.12. What happens to incorrect data submitted as Candidate Record? 67
7.13. How can hierarchical relationships be represented in Candidate Record submissions? 67
7.14. What happens to Candidate Records when they are submitted via the NLPG Custodian? 67

8. Candidate Record Specification 69

8.1. Candidate Record Types 69
8.2. Candidate Header Record 69
8.3. Basic Land and Property Unit Record 71
BASIC LAND AND PROPERTY UNIT RECORD (type 21) 71
8.4. Land and Property Identifier Record 74
LAND AND PROPERTY IDENTIFIER RECORD (type 24) 74
8.5. File Naming Conventions 77
8.6. File Content 77

9. Candidate Record Scenarios 78

9.1. Scenario 1 – New property 78
9.2. Scenario 2 – Alternative property descriptor 84
9.3. Scenario 3 – modification to LPI 88
9.4. Scenario 4a – Setting a property Record as historical 92
9.5. Scenario 4b – Deletion of a property 96

Index 101

Document history

Version	Publication Date	Author	Comments
1.0	28.06.06	Intelligent Addressing Ltd	Initial drafting in conjunction with LLPG software vendors
2.0	04.07.06	Intelligent Addressing Ltd	Revision to initial draft following discussion with software vendors
3.0	25.08.06	Intelligent Addressing Ltd	Comments incorporated from CAPS, GDC, GGP and MapInfo
3.1	14.10.06	Intelligent Addressing Ltd	Incorporation of comments from formal consultation during September 2006
1.0	17.11.06	Intelligent Addressing Ltd	Release of Final Version
1.1	27.12.06	Intelligent Addressing Ltd	Version to hold work on revisions (internal to IA)
1.2	03.01.07	Intelligent Addressing Ltd	Released version of update
1.3	11.01.07	Intelligent Addressing Ltd	Revisions as set out on page vi of version 1.3
2.0	23.02.07	Intelligent Addressing Ltd	Revisions as set out on page v of version 2.0
2.1	26.02.07	Intelligent Addressing Ltd	Minor revisions as set out on page iv of version 2.1
2.2	04.02.08	Intelligent Addressing Ltd	Revisions as set out on page iii produced for discussion with software vendors, unpublished
2.2	12.02.08	Intelligent Addressing Ltd	Revisions as set out on page iii
3.0	01.04.10	Intelligent Addressing Ltd / LGIH	Revisions for DTF 7.3 v3.0 consultation documentation
3.1	26.11.10	Intelligent Addressing Ltd / LGIH	Revisions from DEC-NLPG v3.0 consultation documentation resulting in DTF7.3 v3.1 published January 2011
3.1 Second Edition (Withdrawn January 2012)	30.11.11	GeoPlace™LLP	Revisions from DEC-NLPG v3.2 documentation resulting in DTF7.3 v3.1 Second Edition (December 2011)
3.1 Third Edition	01.02.12	GeoPlace™LLP	Revisions to align DFT7.3 v3.1 Third Edition (February 2012 to published DTF7.3 v3.1 (January 2011) and DEC-NLPG v3.2.

Copyright

All Intellectual Property Rights in this document, except those acknowledged to belong to third parties, are held by the Local Government Information House (LGIH) a wholly owned subsidiary of the Local Government Association. It is a public domain document and may be copied, quoted, published and distributed with attribution freely but not re-sold.

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

GeoPlace™LLP
Ivybridge House
1 Adam Street
LONDON WC2N 6DD
Tel: 020 7747 3500
Email: support@geoplace.co.uk
Web: www.geoplace.co.uk

Revisions

The revisions have been classified as “F” changes to export content or format, “X”, explanatory notes, “E” format errors and “T” for typographical errors found in and editorial changes made to previous version.

Revisions from version 3.1 Second Edition (December 2011) to version 3.1 Third Edition (February 2012)			
	Page / Section Number	**Revision**	**Type**
1	Various	Alignment of DTF7.3 v3.1 Third Edition (February 2012 to published DTF7.3 v3.1 (January 2011).	T
2	41 / Table A1	Insertion of missing Candidate source suffix “IA”.	T
3	63 / 7.3.1	Alignment to DEC-NLPG v3.2, text and table removed.	T

Revisions from version 3.1 (January 2011) to version 3.1 Second Edition (December 2011)			
	Page / Section Number	**Revision**	**Type**
1	Various	Reference to DEC-NLPG v3.1 amended to DEC-NLPG v3.2.	T
2	Various	Reference to Creating Authority amended to Contributing Authority.	T
3	Various	Reference to Receiving Authority amended to NLPG Users.	T
4	Various	Reference to Intelligent Addressing amended to GeoPlace™LLP.	T
5	27 / 5.2	STREET CLASSIFICATION type amended to I 2.	E
6	48 / Note 2	Secondary Addressable Object attributes text changed from must to should and each to one.	T
7	66 / 7.5.1	Local Custodian Code and Authority Code amended to Local Custodian Code or Authority Code.	T
8	73 / 8.3	AUTHORITY_CODE value amended to issued by NLPG Custodian.	T

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)			
	Page / Section Number	**Revision**	**Type**
1	Various	RECORD_IDENTIFIER redefined as integer.	F
2	Various	PRO_ORDER redefined as integer.	F

Revisions

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)			
	Page / Section Number	**Revision**	**Type**
3	Various	UPRN redefined as integer.	F
4	Various	USRN redefined as integer	F
5	Various	PARENT_UPRN redefined as integer.	F
6	Various	LOGICAL_STATUS redefined as integer	F
7	Various	SAO_START_NUMBER, SAO_END_NUMBER, PAO_START_NUMBER AND PAO_END_NUMBER redefined as integer	F
8	Various	POLYGON_NUMBER redefined as integer	F
9	Various	VOLUME_NUMBER and TIME_STAMP redefined.	F
10	15 / 1.1.3	Section moved from 19 / 4.4.3.	T
11	15 / 1.1.5	Section added explaining purpose of the document.	X
12	15 / 1.1.6	Section added explaining audience of the document.	X
13	15 / 1.2.1	Mechanism for informing users of changes to the document amended.	X
14	19 / 4.1.2	Definition of integer added and number redefined.	X
15	20 / 4.3	Clarification that Record Order unimportant for other Records in LLPG to NLPG full supply files.	X
16	20 / 4.3.1	Clarification that records processed in order of volume number in Header Record and file name	X
17	21 / 4.4.3	Section moved to 13 / 1.1.3.	T
18	21 / 4.4.1	Column added to table describing required Records in export from NLPG Custodian.	X
19	22 / 4.5.1	File naming rules for COUs from LLPG to NLPG clarified to include Fully Supply files	X
20	22 / 4.6.1	Order of Records in Full Supply files from NLPG specified.	X
21	21 / 4.7.1	Section moved to Section 1.2.1	T
22	24 / 5.1	FILE_TYPE values amended to F, C or X.	F
23	25 / 5.1	File Type for Candidate Records amended to X	F
24	25 / 5.2	RECORD_TYPE, STREET_SURFACE, STREET CLASSIFICATION, VERSION, STREET_TOLERANCE redefined as integer.	F
25	27 / 5.2	Note 3 removed, Notes 4 and 5 renumbered.	F
26	29 / 5.3	Note 1 sentence removed stating NLPG Custodian must record the date the Street Descriptor sent to the NLPG.	X

Revisions

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)			
	Page / Section Number	**Revision**	**Type**
27	30 / 5.3	New notes 4 to 10 moved from Appendix 3.	T
28	31 / 5.4	RPC, LOCAL_CUSTODIAN CODE, CUSTODIAN_ONE, CUSTODIAN_TWO redefined as integer	F
29	31 / 5.4	BLPU End Date requirement changed to conditional	F
30	32 / 5.4	WARD_CODE and PARISH_CODE redefined as T10	F
31	32 / 5.4	Note 2 sentence removed stating Rejected Candidate Records should be kept in the LLPG.	X
32	33 / 5.4	New note 10 describing rules for location of Street BLPUs.	T
33	34 / 5.4	New note 11.	X
34	34 / 5.4	New note 12 moved from Appendix 1.	T
35	35 / 5.4	New note 13 moved from Appendix 1.	T
36	36 / 5.4	New note 14 moved from Appendix 1.	T
37	36 / 5.4	Table B4 reference to note B removed from 4th column.	F
38	39 / 5.6	CROSS_REFERENCE Field content change to T50 to accommodate new bilingual cross references.	F
39	41 / 5.6	Table A1 new source code added BG for bilingual gazetteers.	F
40	44 / 5.7	Note 2 expanded to explain conditional relationship between SAO fields and PAO fields	X
41	45 / 5.7	Note 4 changed to include rules for POSTAL_ADDRESS value A.	T
42	45 / 5.7	New note 3 describing rules for use of two characters permitted in SAO_SUFFIX and PAO_SUFFIX Fields	F
43	46 / 5.7	New notes 16 to 23 moved from Appendix 1.	T
44	46 / 5.7	New note 20 describing addition of Cross Reference rules for LPIs in bilingual gazetteers.	F
45	49 / 5.8.1	Reference to Appendix 5 removed	F
46	49 / 5.8	Confidence level removed from Attribute table	F
47	49 / 5.8	Table BE1 removed	F
48	50 / 5.9	EXTERNAL_POLYGON_IDENTIFIER redefined as integer	F
49	52 / 5.10	VERTEX_ORDER redefined as integer.	F
50	53 / 5.10	New note describing when a new polygon should be created.	X
51	62 / 6.4	New Section added describing rule that UPRNs must endure throughout the life of a BLPU	X

Revisions

Revisions from version 3.0 (draft for consultation) to version 3.1 (specification document)			
	Page / Section Number	**Revision**	**Type**
52	62 / 6.5	Section moved from Section 6.4	X
53	69 / 8.2	FILE_TYPE for Candidate Records set to X	F
54	72 / 8.3	WARD_CODE and PARISH_CODE redefined as T10	F
55	72 / 8.3	CAN_KEY shown as mandatory in BLPU table and highlighted as a difference from main table	F
56	75 and 76 / 8.4	CAN_KEY and CUSTODIAN_TWO shown as mandatory and highlighted as a difference from main table	F
57	Appendix 1	Appendix removed and contents moved to Section 5.4	X
58	Appendix 2	Appendix removed and contents moved to Sections 7, 8 and 9	X
59	Appendix 3	Appendix removed and contents moved to Section 5.3	X
60	Appendix 4	Appendix removed and contents moved to Section 5.4	X
61	Appendix 5	Appendix removed	F

Revisions from version 2.2 (unpublished) **to version 3.0** (draft for consultation)			
	Page / Section Number	**Revision**	**Type**
1	11/ Section 1.1.3	Additions to paragraph to explain consultation	X
2	11 / Section 1.2	Additional section concerning definitions used throughout document and DEC-NLPG v3.0	X
3	12 / Section 1.3	Insertion of consultation questions	X
4	15 / Section 1.4	Insertion of how to respond to consultation section	X
5	16 / Section 2	Insertion of POSTAL_ADDRESS	X
6	16 / Section 2	Insertion of POST_TOWN	X
7	16 / Section 2	Insertion of LPI_KEY	X
8	17 / Section 3	Additional paragraph to re-iterate link between DTF and DEC-NLPG and DEC-NSG documents	X
9	17 / Section 3	Confirmation of differing data formats between NSG and NLPG and reference to monthly checks between the NLPG and the NSG	X
10	18 / Section 4.3	Clarification of Record order rules	X
11	18 / Section 4.4	Addition of column on explanatory table for Candidate Records and removal of notes on NSG and NSG related Records.	X

Revisions

Revisions from version 2.2 (unpublished) **to version 3.0** (draft for consultation)			
	Page / Section Number	**Revision**	**Type**
		Change of Record type 23 to Conditional Additional paragraph dealing with Application Cross References	F X
12	20 / Section 4.6	New section detailing variations to DTF7.3 for exports from the NLPG Custodian	X
13	20 / Section 4.7	New section committing to supplying six monthly notification of DTF changes	X
14	20 / Section 4.7	Clarification on DTF7.3 updates and registration process	X
15	21 / Section 5.1, Note 1	Missing note on file types added	X
16	22 / Section 5.2	Street Type 11 – removal of 1990-01-01 within STATE_DATE	F
17	24 / Section 5.2	New note 4 for STREET Record	X
18	24 / Section 5.2	New note 5 for STREET Record	X
19	24 / Section 5.2, Table S3	Street State alignment to the NSG	F
20	24 / Section 5.2, Table S5	Street Classification alignment to the NSG	F
21	17 / Section 5.3	New note 1 for STREET_DESCRIPTOR updates	X
22	26 / Section 5.3	New note 2 for STREET_DESCRIPTOR Records	X
23	26 / Section 5.3	New note 3 for STREET_DESCRIPTOR Records	X
24	29 / Section 5.4	Note 1 amended on BLPU Record	X
25	29 / Section 5.4	Note 2 amended on BLPU Record	X
26	30 / Section 5.4	Note 3 amended on BLPU Record	X
27	30 / Section 5.4	Note 4 removal of validation of ward and parish code Fields	X
28	30 / Section 5.4	New Notes 7, 8, 9 and 10 on BLPU Record	X
29	31 / Section 5.4	Table B4 changed to allow any state codes to be used with Candidate Records	X
30	31 / Section 5.4	Table B4 removal of BLPU state code 7 from permitted values for historical logical status BLPU Records	X
31	32 / Section 5.4	Table B5 changed definitions	X
32	33 / Section 5.5	Note 2 and Table P1 added	F
33	36 / Section 5.6	Changes to notes in Application Cross Reference Records and standardisation of source dataset id coding scheme	X
34	36 / Section 5.6	Table A1 added Status of Application Cross Reference	F

Revisions

Revisions from version 2.2 (unpublished) **to version 3.0** (draft for consultation)			
	Page / Section Number	**Revision**	**Type**
		Records made Mandatory / Optional on the SOURCE type	
35	40 / Section 5.7	Note 3 provides further explanation of use of POSTAL_ADDRESS flag	X
36	41 / Section 5.7	Amendment to note 4, 6 and 8	X
37	41 / Section 5.7	Addition of note 11 to remove Mandatory status of LPI_KEY for Candidate Records	X
38	41 / Section 5.7	New notes 12, 13 and 14 on LPI Record	X
39	42 / Section 5.7	Changes to Tables L1, L2, L3 and L4	F
40	44 / Section 5.8	Insertion paragraph 5.8.1 to reference Appendix 5 for the two new Fields – CONFIDENCE_LEVEL and POLY_VERSION_NUMBER	X
41	44 / Section 5.8	Insertion of two new Fields – CONFIDENCE_LEVEL and POLY_VERSION_NUMBER	F
42	45 / Section 5.8	Change to SOURCE_DESCRIPTION status to Optional and insertion of Table BE1	F
43	50 / Section 5.11	Note 3 and Table M2 added for language code BIL	F
44	53 / Section 6.1	Further example of processing order in COU files	X
45	55 / Section 6.5	Addition of a BLPU hierarchy example	X
46	56 / Appendix 1	Revised BLPU Classification coding scheme at Appendix 1. New primary and secondary BLPU Classifications for emergency services moved to new table	X
47	58 / Appendix 2	New Appendix 2	F
48	90 / Appendix 3	Amendments to Appendix 3	X
49	92 / Appendix 4	Amendments to Appendix 4 and addition of note on need for close date	X
50	94 / Appendix 5	New Appendix 5	X
51		Street Cross Reference Type 12 Record removed from specification as DEC-NLPG only has requirement for the capture of a level 1 Street gazetteer	F
52		Change of field name POSTALLY_ADDRESSABLE to POSTAL_ADDRESS	F

Revisions

Revisions from version 2.1 to version 2.2 (unpublished)			
	Page / Section Number	**Revision**	**Type**
1	Various	Sections detailing changes from DTF 6.3 have been removed	T
2	Various	Change to restrict update date to no later than present day	F
3	5 / 4.1	UHF format should be UTF Files produced using Unix file encoding are invalid Exclusion of double quotes and commas from text strings	T F X
4	6 / 4.3	Inclusion of Provenance Records in exports is Conditional on LLPG holding BLPU polygons	X
5	7 / 4.4	Addition of section on File Naming	X
6	14	BLPU co-ordinate ranges to start from 1 rather than 0	F
7	15 / Table B1	Addition of Change type “C” for Candidates	F
8	15 / Note 3	Addition of BLPU_STATE _DATE as Mandatory value for Provisional LPIs	F
9	16 / Table B4	Revision of permitted alternatives	X
10	18 / Notes	Xref notes renumbered from 1 to 3	T
11	18 / Note 1	Revision of renumbered note 1 to enforce XREF_KEY naming conventions	X
12	18 / Note 2	Revision of renumbered note 2 to enforce SOURCE naming convention	X
13	18 / Note 3	Revision of renumbered note 3 to take into account use of cross references to inform NLPG advance of new and changed addresses	X
14	20	Addition of Change type “C” for Candidates	F
15	21 / Note 1	Revision of note to enforce LPI_KEY naming conventions	X
16	22 / Note 3	Revision of note to clarify use of POSTALLY_ADDRESSABLE flag	X
17	22 / Note 5	Revision of note on use of logical status 5	X
18	Section 6	Section on implementation timetable removed	T
19	30 / Section 6	New Section – Operational guidelines added Order within COU files Re-use of UPRNs Re-use of LPI and XREF keys Monthly health checks BLPU hierarchy	X
20	Section 7	Section on accreditation removed	T

Revisions

Revisions from version 2.1 to version 2.2 (unpublished)			
	Page / Section Number	**Revision**	**Type**
21	Appendix A	Addition of emergency services primary and secondary BLPU classes. Further secondary BLPU classes under the “Parent” primary class. Revision to explanatory note	F F X
22	Appendix B	Contents removed to separate document	X
23	Appendix C	Contents removed to separate document	X
24	Appendix D	Street naming and numbering to be dealt with within a separate document entitled “NLPG advance”	X
24	Appendix D	Explanatory notes on use of cross references added	X
25	Appendix E	Revision of description of language rules for Welsh LPIs	X
26	Appendix F	Addition of appendix F on Street Only BLPUs	X

1. Introduction

1.1. Background

1.1.1. This document details the latest version of the Data Transfer Format specification for operation with the NLPG Custodian following the publication of BS 7666:2006.

1.1.2. This version of the Data Transfer Format is DTF7.3 v3.1.

1.1.3. DTF7.3 v3.1 is designed to specify all of the elements required to export data from an LLPG to the NLPG Custodian and for the NLPG Custodian to export NLPG data in this format. Some LLPG software is also used to hold and export LSG data for the NSG Custodian.

1.1.4. This document, (DTF7.3 v3.1), must be read in conjunction with the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer (DEC-NLPG) version 3.2 December 2011 documentation and the Data Entry Conventions and Best Practice for the National Street Gazetteer (DEC-NSG) version 3.5 December 2009 issued by LGIH.

1.1.5. The purpose of this document is to provide the technical specification for software designed to manage land and property data in compliance with the DEC-NLPG version 3.2 implementation of B7666-2:2006.

1.1.6. This document is primarily for the use of software developers who provide Gazetteer Management Systems for:

- LLPG Custodians in Contributing Authorities.
- NLPG Users.
- Candidate Submitters who are NLPG Users.

1.2. Notification of changes to DTF7.3

1.2.1. Any planned changes to this document will be published on the NLPG website (www.nlpg.org.uk) with an indication of timescales for implementation. For detailed information about NLPG validation and healthcheck codes, see the resources area of the NLPG website.

© LGIH
A Specification Document

1.3. Definitions used throughout this document and the DEC-NLPG version 3.2

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

- For a glossary of defined terms, see Appendix A of the DEC-NLPG version 3.2. Terms which appear in the glossary of defined terms are identified within the document by a capital first letter.
- References to Sections are shown in bold.
- Field names used in the attribute tables are shown by the use of all capitals, for example, STREET_NAME.

2. About the National Land and Property Gazetteer

2.1.1. The integrity between an LLPG and the NLPG is maintained by the use of a number of Fields which are additional to core BS 7666 requirements. The NLPG implementation of BS 7666:2006 also includes a number of supplementary items to support the service delivery requirements and use of address information. The main supplementary items are summarised below:

Data Item	Record Type	Comments
PARENT_UPRN	21	Permits the explicit statement of hierarchical relationships between BLPUs, in particular Parent and Child relationships and in some instances grandparent and grandchild relationships in complex commercial and communal residential buildings.
ORGANISATION	21	Provision to capture the commercial occupier name of a business related BLPU.
POSTAL_ADDRESS	24	Indicator as to whether Object receives mail.
POST_TOWN	24	Posttown allocated by Royal Mail to assist delivery.
Application Cross Reference Record	23	Inclusion of Application Cross Reference type Record rather than use of EXTERNAL_CROSS_REFERENCE Field on BLPU.
PROV_KEY	22	Unique identifier used in the recording of BLPU provenance Records.
XREF_KEY	23	Unique identifier used in the recording of BLPU Application Cross Reference Records.
LPI_KEY	24	Unique identifier used in the recording of LPI Records.
WARD	21	Textual identifier for the associated WARD the BLPU resides in.
PARISH	21	Textual identifier for the associated PARISH the BLPU resides in.
CHANGE_TYPE	All	Indicator used to determine how a gazetteer Record must be modified within a composite or alternative gazetteer/application.
PRO_ORDER	All	Integer value that specifies the order in which the Records in the transfer file should be processed.

3. Data Transfer to the NLPG and NSG Custodians

3.1.1. Although Street related Records are exchanged between an LLPG and an LSG Custodian, in some instances they currently contain different Field content. Therefore, the Records in the NLPG and NSG are compared on a monthly basis to ensure that a consistent set of USRNs is put into the public domain. Common data content will be adopted in future.

4. Data Format

4.1. Formats of data types

4.1.1. In each of the Records all data items (Fields) listed in this specification must be included in the order that they occur in the relevant Record definition. Each Field must be separated from the previous one by a comma.

4.1.2. All Fields in each of the Records are defined using one of the following data types:

Data Type	Format	Comments
Date	BS ISO 8601	All dates shall be recorded consistently in the extended format CCYY-MM-DD.
Time	HHMMSS	The 24 hour clock format is used where HH=hour, MM=minute and SS=seconds.
Integer (I)	Contains any whole positive number value.	Fields do not need any leading zeros. Leading zeros will be ignored if present. Fields must not have thousands separators.
Number (N)	Contains any positive numeric value and mantissa if required.	Fields do not need any leading zeros. Leading zeros will be ignored if present. Fields must not have thousands separators.
Text (T)	All text Fields must be enclosed in double quotes (“)	The double quotes must be ignored as part of the text.

4.1.3. All Fields specified as Mandatory must contain data. The inclusion of data in other Fields is either Optional or Conditional.

4.1.4. If a Field has no value in a Record, two commas must be placed together in the Record (one for the end of the previous Field and one for the end of the null Field). If the null Field is a text Field include double quotes between the two commas, for example: ,””,

4.2. Transfer File Format

4.2.1. NLPG data must be transferred using a Unicode character set (UTF-8) including ISO-8859-14 (Welsh characters) as a Comma Separated Value (CSV) transfer set. If there are fewer than 1 million Records, this transfer set must be a single file. If there are more than 1 million Records, this transfer set can be split into multiple files using volume numbers.

4.2.2. The transfer set should contain a number of different Record types, one for each of the different LLPG/NLPG Records. These Records are described in detail in this document.

4.2.3. The first Field in each of these Records must be a Record identifier, which determines the content and format of the remainder of the physical Record.

4.2.4. There must be one Record per line in each file. A comma must not be placed at the end of each row in the file.

4.2.5. The file must not be prepared using Unix text file encoding.

4.2.6. Double quotes and commas must not be used within Fields specified as text.

4.3. Record order

4.3.1. The following rules apply to the order of the Records in a data file:

- All files must contain Header Records and Trailer Records as the first and last Records in the file.
- All LLPG to NLPG Full Supply and COU files must contain the KEY SEQUENCE as the penultimate Record.
- All LLPG to NLPG COU files must have a running sequential number (processing order number) added to all Records other than the HEADER, LLPG METADATA, KEY SEQUENCE and TRAILER within a volume to show the order of Record processing. This number can have a maximum of 16 digits.
- The order of all other Records within each LLPG to NLPG Full Supply file is unimportant.
- If the NLPG Custodian receives multiple volumes within a single update, the volumes will be processed in order according to the volume number in the HEADER Record and in the file name.

- If the NLPG Custodian receives two or more single volume update files from a Contributing Authority, the files will be processed in date and time order.

4.4. Required Records

4.4.1. The table below shows the Mandatory, Conditional and Optional Record types that are submitted to and from the NLPG with all COU or Full Supply file volumes.

Record Type	Record Description	Full Supply LLPG file sent to the NLPG Custodian	COU sent to the NLPG Custodian	Full Supply files sent from the NLPG to external user	COU files sent from the NLPG to external user
10	Header	Mandatory	Mandatory	Included	Included
11	Street Record	Mandatory	Conditional	Included	Conditional
12	Street Cross Reference	n/a	n/a	Excluded	Excluded
13	Elementary Street Unit	n/a	n/a	Excluded	Excluded
14	ESU Co-ordinate	n/a	n/a	Excluded	Excluded
15	Street Descriptor	Mandatory	Conditional	Included	Conditional
21	Basic Land and Property Unit	Mandatory	Conditional	Included	Conditional
22	Provenance	Conditional	Conditional	Excluded	Excluded
23	Application Cross Reference	Conditional	Conditional	Conditional	Conditional
24	Land and Property Identifier	Mandatory	Conditional	Included	Conditional
25	BLPU Extent	Optional	Optional	Excluded	Excluded
26	BLPU Extent Polygon	Optional	Optional	Excluded	Excluded
27	BLPU Extent Polygon Vertex	Optional	Optional	Excluded	Excluded
29	LLPG Metadata	Mandatory	Optional	Excluded	Excluded
98	Key Sequence	Mandatory	Mandatory	Excluded	Excluded
99	Trailer	Mandatory	Mandatory	Included	Included

4.4.2. The inclusion of Provenance Records in any export from an LLPG is Conditional on that LLPG holding BLPU polygon information.

4.4.3. The following rules apply to Application Cross Reference Records:

- Application Cross Reference Records are usually absent in files generated and distributed from the NLPG.

- Application Cross Reference Records must be present in files from the LLPG if data is linked to the external local authority application datasets as specified in Table A1, **Section 5.6**.

- Application Cross Reference Records must be present in files from the LLPG in connection with Records forming part of the Candidate process.

- NLPG data exports to specific end users contain those Application Cross Reference Records that confirm the acceptance or rejection of submitted Candidate Records from that end user.

4.5. File Naming

4.5.1. All COU and Full Supply files sent from the LLPG to the NLPG Custodian must be named as follows:

- nnnn_ccyymmdd_vv.csv where:
  - nnnn is the Local Custodian Code as recorded in the HEADER Record within the file.
  - ccyymmdd is the date the file was created
  - vv is the volume number of the file (corresponding to the VOLUME_NUMBER Field in the HEADER Record for the file.) This must be numeric, with leading zeroes where necessary.
  - csv is a constant and shows that the file contains comma separated values.

4.5.2. The full file name must be unique. The NLPG Custodian can only accept one instance of any given filename as a COU file.

4.5.3. COU files should be submitted to the NLPG in chronological order.

4.5.4. A separate file naming convention exists for the submission of Candidate Record files. For more information about Candidate Records, see **Section 7** and **Section 8.**

4.6. Exports from the NLPG Custodian

4.6.1. If the NLPG Custodian receives a request for an export (Full Supply or COU file) the following variations to the rules defined in this version of DTF apply:

- The LOCAL_CUSTODIAN_CODE in the Header Record (type 10, **Section 5.1**) will be set to 9999 to show that each file has been generated by GeoPlace™LLP as NLPG Custodian.

- The CUSTODIAN_NAME in the Header Record (type 10, **Section 5.1**) will be set to “GEOPLACE LLP”.
- An LLPG Metadata Record (type 29, **Section 5.11**) will not be included in the file.
- A Key Sequence Record (type 98, **Section 5.12)** will not be included in the file.
- Records within Full Supply NLPG data files will be supplied in the following Record Type order: 10, 11, 15 (grouped by USRN), 21, 24 (grouped by UPRN), 99.
- Type 23 Records will only be included in Full Supply or COU NLPG data files if they relate to Candidate Records or if they relate to linked LPIs in a Bilingual Gazetteer.

4.6.2. An export from the NLPG Custodian contains data for one of the following, depending on the requirements of the recipient:

- A single file containing data for a single Contributing Authority administrative area.
- A single file containing data for more than one Contributing Authority administrative area.
- A collection of files covering more than one Contributing Authority administrative area.

5. Record Types

5.1. Header Record

HEADER RECORD (type 10)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a Header Record.	I 2	10	Mandatory
CUSTODIAN_NAME	Name of data provider organisation, the Contributing Authority or NLPG Custodian.	T 40		Mandatory
LOCAL _CUSTODIAN_CODE	Unique identifier for the data provider code – issued by the NLPG Custodian.	I 4		Mandatory
PROCESS_DATE	The date when the gazetteer transfer set was created.	Date		Mandatory
VOLUME_NUMBER	The sequential number of the volume in the transfer set.	I 2	1-99	Mandatory
ENTRY_DATE	Date of data entry for this volume.	Date		Mandatory
TIME_STAMP	Time of file creation in HHMMSS format.	Time	HHMMSS	Mandatory
DTF_VERSION	Version number of the DTF specification used.	T 7	7.3.3.1	Mandatory
FILE_TYPE	Details of file content.	T 1	F, C or X See Notes 1, 2 and 3 below.	Mandatory

Record Example:

10,"CORNWALL",840,2006-07-04,1,2006-07-04,153742,”7.3.3.1”,”F”

Notes:

1. If the file is a Full Supply export from the NLPG or a LLPG, the FILE_TYPE flag will be set to “F”.

2. If the file is a COU the FILE_TYPE flag must be set to “C”.

3. If the file is a file containing Candidate Records the FILE_TYPE flag must be set to “X”.

5.2. Street Record

STREET RECORD (type 11)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a Street Record.	I 2	11 See Note 5 below.	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1 below.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
USRN	Unique Street Reference Number.	I 8		Mandatory
RECORD_TYPE	Street type.	I 1	See Table S2 below. See Note 4 below.	Mandatory
SWA_ORG_REF_NAMING	The code of the SNN Authority, or the Local Highway Authority if a Street type 3 numbered Street.	I 4		Mandatory
STATE	A code identifying the current state of the Street.	I 1	See Table S3 below. See Note 2 below.	Optional
STATE_DATE	Date at which the Street achieved its current state in the real-world.	Date	Present day or earlier.	Optional
STREET_SURFACE	A Code to show the surface finish of the Street.	I 1	See Table S4 below. See Note 3 below.	Optional
STREET_CLASSIFICATION	A code for the primary Street classification.	I 2	See Table S5 below. See Note 3 below.	Optional

5 Record Types

STREET RECORD (type 11)				
Field	**Description**	**Type**	**Value**	**Status**
VERSION	Version number of the Street Record.	I 3	0 See Note 1 below.	Mandatory
RECORD_ENTRY_DATE	The date that the Record was entered into the LSG.	Date	Present day or earlier.	Mandatory
LAST_UPDATE_DATE	The date on which any attribute of the Record was changed.	Date	No earlier than entry date or later than present day.	Mandatory
STREET_START_DATE	The date on which the Street started to exist in the real world.	Date	Present day or earlier.	Mandatory
STREET_END_DATE	The date on which the Street ceased to exist in the real world (that is Street state code set to 4 - permanently closed. See Table S3 below.	Date	Greater than or equal to STREET_ START_DATE.	Conditional
STREET_START_X	The X (easting) co-ordinate of the start point of the Street.	N 7.2	80000.00-656100.00	Mandatory
STREET_START_Y	The Y (northing) co-ordinate of the start point of the Street.	N 7.2	5000.00-657700.00	Mandatory
STREET_END_X	The X (easting) co-ordinate of the end point of the Street.	N 7.2	80000.00-656100.00	Mandatory
STREET_END_Y	The Y (northing) co-ordinate of the end point of the Street.	N 7.2	5000.00-657700.00	Mandatory
STREET_TOLERANCE	The tolerance of the start and end co-ordinates (in metres).	I 3	0-999	Mandatory

Record Example:

11,”I”,1,31401554,1,840,2,2003-04-01,1,8,0,2006-01-10,2006-06-01,2003-04-01,,194325.00,53673.00,194462.00,53910.00,10

5 Record Types

Notes:

1. Version number is set to zero for all NLPG applications. If the version number is used in the LLPG, only the latest (highest version number) must be exported to the NLPG.

2. If the latest (highest version number) of a Street is closed, all BLPUs and LPIs associated with that Street must also have an End Date and a Logical Status of 8, (see Table B2, **Section 5.4**).

3. The use of Street type 9 must be limited to rivers, railways, canals or waterways only. The STREET_DESCRIPTOR Field (type 15 Record, see **Section 5.3**) must contain one of these words as part of the description of the feature.

4. For additional information about the use of the Street and Street Descriptor Records in the National Street Gazetteer (NSG), see the DEC-NSG at www.thensg.org.uk

Table S1 Change types	
Type	**CHANGE_TYPE**
I	Insert
U	Update
D	Delete

Table S2 Street types	
Type	**RECORD_TYPE**
1	Official Designated Street Name
2	Street Description
3	Numbered Street
4	Unofficial Street Description
9	Description used for LLPG access

5 Record Types

Table S3 Street state codes	
Code	**STATE**
1	Under construction
2	Open
4	Permanently closed (STREET_END_DATE must be entered)

Table S4 Street surface codes	
Code	**STREET_SURFACE**
1	Metalled
2	Unmetalled
3	Mixed

Table S5 Street classification codes	
Code	**STREET_CLASSIFICATION**
4	Pedestrian way or footpath
6	Cycletrack or cycleway
8	All vehicles
9	Restricted byway
10	Bridleway

5.3. Street Descriptor Record

STREET DESCRIPTOR RECORD (type 15)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a Street Descriptor Record.	I 2	15	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1, **Section 5.2.**	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
USRN	Unique Street Reference Number.	I 8		Mandatory
STREET_DESCRIPTOR	Name, description or Street number.	T 100	See Note 1 below.	Mandatory
LOCALITY_NAME	Locality name.	T 35		Conditional
TOWN_NAME	Town name.	T 30	See Note 2 below.	Conditional
ADMINSTRATIVE_AREA	Local Highway Authority name.	T 30	See Note 3 below.	Mandatory
LANGUAGE	A code identifying the language in use for the descriptive identifier.	T 3	See Table SD1 below. See Notes 4 to 10 below.	Mandatory

Example:

15,”I”,3,31401554,"GREAT CHARLES CLOSE","","ST STEPHEN","CORNWALL",”ENG”

Notes:

1. If the Street Descriptor (type 15) Record is the only Record that is changed, there is no need to alter the LAST_UPDATE_DATE for the corresponding Street (type 11, see **Section 5.2**) Record at the same time.
2. TOWN_NAME is Mandatory for Streets of type 1 and 2. It is Optional for Street type 3, 4 and 9.

3. ADMINISTRATIVE_AREA names are provided in Appendix B of the DEC-NLPG v3.2 documentation. For Districts this name must be the name of the County Local Highway Authority and must exclude the phrase 'County Council' (see Appendix B of the DEC-NLPG v3.2). For all types of Unitary the name must be the name of the Local Highway Authority and exclude the word council, borough or metropolitan etc. (See Appendix B of the DEC-NLPG v3.2).

LANGUAGE Rules

4. Each Street Descriptor (Record type 15) in an LLPG created by any of the 326 English Contributing Authorities must carry a value of "ENG" in the LANGUAGE Field, because the only valid language is English.
5. The name of a Street must be flagged as English, even if a Street is named in honour of a foreign national or to reflect historical ties between English towns and foreign counterparts.
6. In the 22 Welsh Contributing Authorities there is a legal obligation to respect the wishes of the citizen to communicate with the authority in English or Welsh and therefore to make any address information held by the authority available to the citizen in their chosen language.
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.
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.
9. 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.
10. Detailed guidelines on the requirements of public bodies to allow for the bilingual approach to language adopted in Wales are available from:

Bilingual Software Guidelines and Standards — Canllawiau A Safonau Meddalwedd

Welsh Language Board — Dwyieithogg Bwrdd Iaith Gymraeg

ISBN 095353342 5 — RSLR 095353342 5

Table SD1 Language codes	
Code	**LANGUAGE**
ENG	English
CYM	Welsh

5.4. Basic Land and Property Unit Record

BASIC LAND AND PROPERTY UNIT RECORD (type 21)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a BLPU.	I 2	21	Mandatory
CHANGE_TYPE	Type of Record change.	T 1	See Table B1 below.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
LOGICAL_STATUS	Logical Status of the BLPU.	I 1	See Table B2 below. See Notes 1 and 2 below.	Mandatory
BLPU_STATE	A code identifying the current state of a BLPU.	I 1	See Table B3 below. See Note 3 below.	Conditional
BLPU_STATE_DATE	Date at which the BLPU achieved its current state in the real-world.	Date	See Note 3 below.	Conditional
BLPU_CLASS	Classification code for the BLPU.	T 4	See Notes 12, 13 and 14 below.	Mandatory
PARENT_UPRN	UPRN of Parent Record.	I 12		Conditional
X_COORDINATE	A value on the X axis of the National Grid of Great Britain.	N 7.2	80000.00-656100.00	Mandatory
Y_COORDINATE	A value on the Y axis of the National Grid of Great Britain.	N 7.2	5000.00-657700.00	Mandatory
RPC	Representative Point Code.	I 1	See Table B5 below. See Notes 8, 9 and 10 below.	Mandatory
LOCAL_CUSTODIAN_CODE	Unique identifier of the local custodian.	I 4		Mandatory
START_DATE	Date on which this BLPU was defined.	Date	Up to current day.	Mandatory

5 Record Types

BASIC LAND AND PROPERTY UNIT RECORD (type 21)				
Field	**Description**	**Type**	**Value**	**Status**
END_DATE	Date on which this BLPU ceased to exist or became a rejected Candidate.	Date	Not earlier than Start Date See Note 6 below. See **Section 7.7.5**.	Conditional
LAST_UPDATE_DATE	Date this Record was last updated. (Note 9)	Date	No earlier than entry date or later than present day.	Mandatory
ENTRY_DATE	Date of data entry.	Date		Mandatory
ORGANISATION	Name of current occupier on the fascia of the BLPU.	T 100		Optional
WARD_CODE	The ONS code of the electoral ward (ENG) or electoral division (CYM) name in which the BLPU is situated.	T 10	See Note 4 below.	Optional
PARISH_CODE	The ONS code of the Parish, Town or Community Council in which the BLPU is situated.	T 10	See Note 4 below.	Optional
CUSTODIAN_ONE	Reserved Field.	I 2		
CUSTODIAN_TWO	Reserved Field.	I 2	See **Section 8.3.**	
CAN_KEY	Candidate key.	T 14	See **Section 7.**	

Record Example

21,”I”,4,100040141620,1,,,”RD01”,,195012.00,57462.00,1,840,2001-04-04,,2001-04-10,2001-04-06,””,”00AAFJ”,”00BX006”,,,”“

Notes:

1. BLPU Logical Status 5 (see Table B2) must be used only when BLPUs are transferred as Candidates through the NLPG Custodian to the LLPG Custodian for review. Candidate BLPUs must not form part of LLPG COU, LLPG Full Supply files or NLPG data exports to NLPG Users. For more information on how to capture and transmit Candidate Records, see **Sections 7, 8 and 9**.
2. BLPU Logical Status 7 (see Table B2) must be used only when the LLPG Custodian rejects a Candidate Record supplied via the NLPG Custodian.

3. If a BLPU has a Logical Status of 6 Provisional (see Table B2), the BLPU states of 1, 5, 6 or 7 (see Table B3) and BLPU_STATE_DATE are Mandatory. These fields are Optional for BLPUs with any other Logical Status (see Table B4).
4. The NLPG Custodian no longer validates the contents of the WARD_CODE Field or the PARISH_CODE Field for the following reasons:
   - Ward and parish boundaries change frequently.
   - The addition, removal or change of the codes allocated to ward and parish boundaries by ONS takes much time.
   - Time lags are possible between the changes, the release of the details of these changes by the ONS and the updating of the validation routines at the NLPG Custodian or in software systems used to maintain LLPGs.

   LLPG Custodians and software vendors should use the latest lists available from the ONS currently available from http://www.statistics.gov.uk
5. Only certain combinations of BLPU and LPI Logical Status are allowed, see Table B4.
6. BLPUs with End Dates must have a Logical Status of 7 (Rejected Candidate), 8 (Historical) or 9 (Rejected Internal) (see Table B2).
7. BLPU Logical Status 9 (see Table B2) must be used only when data from an internal source within the Contributing Authority is wrong. These Records should be deleted or archived from the LLPG to prevent further use or confusion.

Street BLPU Rules

8. RPC value of 4 should be assigned only to Street BLPU Records together with a BLPU Classification code of PS.
9. The exception to this is if, when entering a Record, the LLPG Custodian is unable to establish accurate enough co-ordinates to use an RPC value of 1 or 2 then a value of 4 may be used temporarily.
10. The inclusion of Street BLPUs facilitates the linking of other data to incidents at that Street such as community safety incidents, noise complaints and environmental health cases. Street BLPU Records must be created for each USRN of Street type 1 and 2 and can be created for Street types 3, 4 and 9 recorded in the ASG within the NLPG. The following rules must be applied when a Street BLPU Record is created:
    - Street BLPUs shall not be submitted to the NLPG Custodian for any out of area streets held in an LLPG.
    - For each Street (open or closed) a BLPU and LPI pair must be created.
    - If the Street is open, the LOGICAL_STATUS of the BLPU and the LPI Records must be 1.

- If the Street is closed, the LOGICAL_STATUS of the BLPU and the LPI Records must be 8 and an end date must be entered. If the closure is permanent the BLPU state Field must be set to 4 and an appropriate date must be entered into the BLPU state date Field.
- The PAO for a Street BLPU must be a textual description of “STREET RECORD”.
- The following preferred rules should be applied when a Street BLPU Record is created:
  - Assign the co-ordinates from the Easting and Northing co-ordinates associated with the start of the referenced Street, as defined in DEC-NLPG v3.2 Section 5.3.
  - Set an RPC value of 4.
  - Use a Classification code of PS.
- However, if a Street is longer than 750m the following rules may be applied:
  - Assign the co-ordinates from the Easting and Northing co-ordinates associated with the mid point of the level 3 Street carriageway between the start and end points, as defined in DEC-NLPG v3.2 Section 5.3.
  - Set an RPC value of 1.
  - Use a Classification code of PS.

11. Child BLPUs are unlikely to be recorded against individual Street BLPUs because the events recorded against a Street BLPU are “operational”, possibly temporary and of a non BLPU nature. However, discussions are on-going with the emergency services about the inclusion of BLPUs for individual Elementary Street Units (ESUs) and / or Street junctions. If these are added to an emergency services based derivative of the NLPG these must be shown as children of the appropriate Street BLPU. There is no requirement for an LLPG Custodian to create or hold these ESU and / or junction BLPUs.

Classification Rules

12. For details of BLPU classification codes, see Appendix C of the DEC-NLPG v3.2 which contains the following:
    - **Appendix C, Section 1** – A table that shows the Classification of BLPU Objects that form the NLPG.
    - **Appendix C, Section 2 –** An alphabetical list of Objects and their Classification codes.
    - **Appendix C, Section 3** – A list of inserted BLPU Classification codes for the DEC-NLPG v3.2.
    - **Appendix C, Section 4** – A list of retired BLPU Classification codes.

- **Appendix C, Section 5** – A list of items which must not be submitted as Objects to the NLPG.

13. BLPU Records must be populated with the Mandatory primary Classification, should have a recommended secondary Classification and can have an optional tertiary Classification if a secondary Classification is populated. Classifications must follow the BLPU Classification codes, in Appendix C of the DEC-NLPG v3.2.

    For example, the BLPU Classification for an animal sanctuary is as follows:

    Primary code C

    Secondary code N

    Tertiary code 05

    The full BLPU Classification is therefore represented by “CN05”.

    The exceptions to these guidelines are:

    - Street BLPUs and Parent BLPUs both of which must be recorded at the appropriate secondary level (PS and PP).
    - BLPUs representing Objects for which no tertiary classification code exists.

14. BLPU Classifications should not be hard coded into any LLPG management systems because the BLPU Classification codes in use will be extended either as coverage of the NLPG extends to currently under represented classes of an Object or as the users of the NLPG require a finer level of granularity.

Table B1 Change types			
Type	**CHANGE_TYPE**	**Type**	**CHANGE_TYPE**
I	Insert	D	Delete
U	Update	C	Candidate

Table B2 BLPU Logical Status codes			
Code	**LOGICAL_STATUS**	**Code**	**LOGICAL_STATUS**
1	Approved	7	Rejected External
5	Candidate	8	Historical
6	Provisional	9	Rejected Internal (see Note 7 above)

5 Record Types

Table B3 BLPU state codes			
Code	**STATE**	**Code**	**STATE**
1	Under construction	5[c]	Planning application received
2	In use	6	Planning permission granted
3	Unoccupied	7[c]	Planning permission refused
4	No longer existing	Null	

Table B4 Permitted BLPU / LPI Logical Status and BLPU Logical Status / state combinations for submissions to the NLPG			
BLPU Logical Status	**Mandatory single LPI Logical Status Record**	**Other Permitted multiple LPI Logical Status value**	**Permitted BLPU state codes**
1	1	1[a], 3, 5[b], 6, 7, 8, 9	Null, 1, 2, 3
6	6	6, 7, 8, 9	1, 6
7	7	7, 9	Any
8	8	7, 8, 9	Null, 4
9	9	9	Any

BLPU Logical Status	**Mandatory single LPI Logical Status Record**	**Other Permitted multiple LPI Logical Status value**	**Permitted BLPU State codes**
5[b]	5	5	1, 2, 3, 4

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.

Note c – Records with a BLPU_STATE of 5 or 7 must not be submitted to the NLPG Custodian.

Table B5 BLPU RPC			
Code	**RPC**	**Code**	**RPC**
1	Visual centre (see **Section 6.3.11.2** of DEC-NLPG v3.2).	4	Start of referenced Street
2	General internal point (see **Section 6.3.11.3** of DEC-NLPG v3.2).	5	General point based on postcode unit
3	SW corner of referenced 100m grid square	9	Centre of Contributing Authority area

5.5. Provenance Record

PROVENANCE RECORD (type 22)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a Provenance Record.	I 2	22	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1, **Section 5.2**.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
PROV_KEY	Unique key for the BLPU Provenance.	T14	See Note 1 below.	Mandatory
PROVENANCE_CODE	Identifies the BLPU Provenance Extent derivation.	T 1	T L F R P O U See Table P1 below.	Mandatory
ANNOTATION	Supplementary information to support the PROVENANCE_CODE.	T 30		Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
START_DATE	Date of start of this Provenance Record.	Date	Not later than current date.	Mandatory
END _DATE	Date of end of this Provenance Record.	Date		Optional
LAST_UPDATE_DATE	Date of last update.	Date	No earlier than entry date or later than present day.	Mandatory

Record Example:

22,”I”,5,100040141620,“0840P000000001”,"P","",2001-04-06,2001-04-04,,2001-04-10

Notes:

1. The PROV_KEY must be identified according to the following convention:
   - nnnnPsssssssss, where:

- nnnn is the Local Custodian Code as defined in the appropriate BLPU Record for the UPRN recorded in the Provenance Record.
- P is the identifier for the Provenance Record type.
- sssssssss is the sequence number associated with the Provenance Record, padded with leading zeros as required.

The sequence number must be incremented with the addition or creation of each Provenance Record in the LLPG.

If a Provenance Record is deleted from an LLPG the sequence number must not be reused.

Similarly any 'gaps' in sequence number must not be filled.

The last sequence number used must be in the LAST_PROV_KEY Field required in the KEY SEQUENCE RECORD type 98, see **Section 5.12,** associated with each COU or Full Supply submission.

2. The Provenance Record must be in the file when type 25, see **Section 5.8,** type 26, see **Section 5.9** and type 27, see **Section 5.10** Records are submitted to the NLPG Custodian.

Table P1 Provenance Record

Provenance Code	BS7666 Definition	Referenced Data Source	Source Examples
P	Inferred from physical features.	Map or co-ordinate 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.

5.6. Application Cross Reference Record

APPLICATION CROSS REFERENCE RECORD (type 23)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as an Application Cross Reference Record.	I 2	23	Mandatory
CHANGE_TYPE	Change identifier.	T 1	See Table S1, **Section 5.2**	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12	Not required for rejected Candidate Records. See Note 3 below.	Mandatory
XREF_KEY	Key value to uniquely identify the Application Cross Reference Record.	T 14	See Note 1 below.	Mandatory
START_DATE	Date this change originated.	Date	Not later than current date.	Mandatory
LAST_UPDATE_DATE	Date of last update.	Date	No earlier than entry date or later than present day.	Mandatory
ENTRY_DATE	Date of data entry.	Date		Mandatory
END _DATE	The date on which the external cross reference ceased to exist.	Date		Optional
CROSS_REFERENCE	Primary key of corresponding Record in an external data-set.	T 50	See Note 16, **Section 5.7**.	Mandatory
SOURCE	External data-set identity.	T 6	See Table A1 below. See Note 2 below.	Mandatory

Record Example:

23,”I”,6,100040141620,”0840X000000001”,2001-04-04,2001-04-10,2006-01-09,
,"1857530000","0840CT"

Notes:

1. The XREF_KEY must be identified according to the following convention:

   - nnnnXsssssssss where:

     - nnnn — is the Local Custodian Code as defined in the appropriate BLPU Record for the UPRN recorded in the Application Cross Reference.
     - X — is the identifier for the Application Cross Reference Record type.
     - sssssssss — is the sequence number associated with the Application Cross Reference Record, padded with leading zeros as required.

   The sequence number must be incremented with the addition or creation of each Application Cross Reference Record in the LLPG.

   If an Application Cross Reference Record is deleted from an LLPG, the sequence number must not be reused.

   Similarly any ‘gaps’ in sequence number must not be filled.

   The last sequence number used must be in the LAST_XREF_KEY Field required in the KEY SEQUENCE RECORD type 98, see **Section 5.12**, associated with each COU or Full Supply submission.

   If a Local Custodian Code is only three characters, that is, less than 1000, the code must be “left padded” with a single zero, thus for example, an Xref Key for Local Custodian Code 2114 is 2114X000000001 but an Xref Key for a Local Custodian Code 630 is 0630X000000001.

2. The Data Source must be a concatenation of the Local Custodian Code followed by a two character dataset identifier code for the Data Source. For details of the Data Source identifier codes see Table A1 below.

   If a Local Custodian Code is only three characters, that is, less than 1000, the code must be left padded with a single zero, thus for example, the council tax Application Cross Reference for Local Custodian Code 2114 is 2114CT but the one for Local Custodian Code 630 is 0630CT.

5 Record Types

The NLPG Custodian does not accept any Application Cross Reference Records supplied with Data Source Records in the four character DTF6.3 format or any Application Cross References without a valid, appropriate and correctly formatted Local Custodian Code in the first four characters.

Table A1 Data Source identifier codes

Dataset ID	Data Source	Capture within LLPG	Part of COU or Full Supply submissions to NLPG
BC	Building Control	Optional	N
BG	Linked LPI (Bilingual Gazetteers Only – see LPI Record Note 20)	Conditional	Y
CM	CRM	Optional	N
CT	Council Tax	Mandatory	Y
EH	Environmental Health	Optional	N
EM	Estates Management	Optional	N
ER	Electoral Registration	Mandatory	Y
FI	Finance	Optional	N
HO	Housing	Optional	N
IA	Candidate Record received from GeoPlace	Conditional	Y
LB	Listed Buildings	Optional	N
LC	Land Charges	Optional	N
ND	Non Domestic Rates	Mandatory	Y
PL	Planning	Optional	N
RC	Refuse Collection	Optional	N
S1	SNN Conversion	Mandatory	Y
S2	SNN Demolition	Mandatory	Y
S3	SNN New Build	Mandatory	Y
S4	SNN Rename / Renumber	Mandatory	Y
S5	SNN Retrospective	Mandatory	Y

5 Record Types

5.7. Land and Property Identifier Record

LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a Land and Property Identifier.	I 2	24	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table B1, **Section 5.4**	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
LPI_KEY	Unique key for the LPI.	T 14	See Note 12 below.	Mandatory
LANGUAGE	A code identifying the language used for the descriptive identifier.	T 3	See Notes 9 and 16 to 23 below. See Table SD1, **Section 5.3**.	Mandatory
LOGICAL_STATUS	Logical status of this Record.	I 1	See Notes 6, 7, 8 and 9 below. See Table L1 below.	Mandatory
START_DATE	Date this Record was created.	Date	Not later than current date.	Mandatory
END_DATE	Date this Record ceased to exist.	Date	Not earlier than start date.	Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
LAST_UPDATE_DATE	Date this Record was last changed.	Date	No earlier than entry date or later than present day.	Mandatory
SAO_START_NUMBER		I 4		Conditional

5 Record Types

LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	**Description**	**Type**	**Value**	**Status**
SAO_START_SUFFIX		T 2		Conditional
SAO_END_NUMBER		I 4		Conditional
SAO_END_SUFFIX		T 2		Conditional
SAO_TEXT	Secondary Addressable Object description.	T 90		Conditional
PAO_START_NUMBER		I 4		See Note 2
PAO_START_SUFFIX		T 2		See Note 2
PAO_END_NUMBER		I 4		See Note 2
PAO_END_SUFFIX		T 2		See Note 2
PAO_TEXT	Primary Addressable Object description.	T 90		See Note 2
USRN	Unique Street reference number.	I 8		Mandatory
LEVEL	Memorandum of the vertical position of the BLPU.	T 30		Optional
POSTAL_ADDRESS	Flag to show that BLPU receives a delivery from the Royal Mail or other postal delivery service.	T 1	A, P, Y, N or L. See Note 4 below. See Table L2 and L4 below.	Mandatory
POSTCODE	Allocated by the Royal Mail to assist in delivery of mail.	T 8	See Note 10 below.	Conditional
POST_TOWN	Allocated by the Royal Mail to assist in delivery of mail.	T 30	See Note 10 below.	Conditional
OFFICIAL_FLAG	Status of address.	T 1	Y, N, R, C or blank. See Note 11 below. See Table L3 below.	Optional
CUSTODIAN_ONE	Reserved Field	I 2		
CUSTODIAN_TWO	Reserved Field	I 2	See **Section 8.**	
CAN_KEY	Candidate key.	T 14	See **Section 7.**	

Record Example:

24,”I”,7,100040141620,”0840L000000001”,”ENG”,1,2001-04-04,,2006-01-09,2006-06-06,,””,,””,””,10,””,,””,” HOLLY HOUSE",31401062,””,”Y”,"PL26 8EH","ST AUSTELL", "",,,”
“

Notes:

1. The LPI_KEY must be identified according to the following convention:
   - nnnnLsssssssss where:
     - o nnnn — is the Local Custodian Code as defined in the appropriate BLPU Record for the UPRN recorded in the LPI.
     - o L — is the identifier for the LPI Record type.
     - o ssssssssss — is the sequence number associated with the LPI Record, padded with leading zeros as required.

   The sequence number must be incremented with the addition of each LPI Record.

   If an LPI Record is deleted, the sequence number must not be reused.

   Similarly any ‘gaps’ in sequence number must not be filled.

   The last sequence number used must be in the LAST_LPI_KEY Field required in the SEQUENCE RECORD type 98 (see **Section 5.12**) in each Full Supply or COU submission.

   If a Local Custodian Code is only three characters, that is, less than 1000, the code must be “left padded” with a single zero, thus for example, the LPI_KEY for Local Custodian Code 2114 is 2114L000000001 while those for Local Custodian Code 630 is 0630L000000001.

2. At least one of the following Primary Addressable Object attributes must be present in each LPI Record.
   - PAO_START_NUMBER
   - PAO_TEXT

   Both can exist if they form part of the address for the BLPU.

   If there is an entry in the PARENT_UPRN Field at least one of the following Secondary Addressable Object attributes should be present in one LPI Record.
   - SAO_START_NUMBER
   - SAO_TEXT

   Both can exist if they form part of the address for the BLPU.

3. If an LLPG is flagged as a bilingual gazetteer in the Type 29 Metadata Record (see **Section 5.11**), then two characters are permitted in the PAO_SUFFIX and SAO_SUFFIX Fields. Otherwise, only a single character is permitted in these Fields.

4. For details of permitted POSTAL_ADDRESS values, see Table L2. The following rules must also be applied to the POSTAL_ADDRESS values:
   - If the POSTAL_ADDRESS flag is set to "Y" POSTCODE and POSTTOWN must be completed. For permitted LPI Logical Status and POSTAL_ADDRESS flag combinations, see Table L4.
   - If the POSTAL_ADDRESS flag is set to "A" a correctly formatted postcode and the correct posttown must be entered. For postcode format rules, see note 9 below.
   - If the POSTAL_ADDRESS flag is set to "N" no postcode or posttown must be entered, unless the LPI has a LOGICAL_STATUS of 6.
   - If the POSTAL_ADDRESS flag is set to "P" a postcode may be entered but no posttown must be entered. For postcode format rules, see Note 9 below.
   - If large-user postcodes are recorded in the LPI Record, the flag must be set to "L" and a full, correctly formatted postcode and the correct posttown must be entered. For postcode format rules, see Note 9 below.
5. If an LPI Record is associated with a USRN which is not within the administrative area of the Contributing Authority, the Street Record must not be included in any full export or COU file sent to the NLPG Custodian.
6. LPI Logical Status 5 must be used only if a BLPU or LPI is sent as a Candidate Record via the NLPG Custodian to the LLPG Custodian for review, see Table L1.
7. LPI Logical Status 7 must be used only if the LLPG Custodian rejects a Candidate Record sent via the NLPG Custodian or other external service linked to the LLPG, (see Table L1).
8. Only certain combinations of BLPU and LPI Logical Status are allowed. For further details see Table B3, **Section 5.4**.
9. There must be only one LPI with a Logical Status of 1 (Approved Preferred LPI) for each BLPU with a Logical Status of 1 unless a second LPI has been created with a different language flag. Only English (ENG) or Welsh (CYM) Records must be created, (see Table SD1, **Section 5.3** and Appendix 4).
10. All postcode values must conform to the format rules laid down by the Royal Mail, see:

    http://www.royalmail.com/portal/rm/content1?mediaId=9200078&catId=400120
11. The "R" and "C" values on the Official Address flag have the following meanings:
    - 'R'. A postcode was requested from the Royal Mail AMU by an LLPG Custodian.
    - 'C'. An address was confirmed by the LLPG Custodian / SNN Officer. The address is ready for notification to a specified list of third parties, (see Table L3 below).

12. The LPI_KEY is not Mandatory for Candidate Records, (see **Section 8**).
13. If a BLPU is associated with a Street type 9, an Alternative LPI, see Table L1), must be created linking the BLPU to the most appropriate Street type 1 or 2. The exception is if a Street BLPU is created for a Street type 9. In that case the Approved Preferred LPI must reference the Street type 9 and an Alternative LPI should not be created.
14. If a BLPU is associated with a Street type 3 or 4, this must be only as an Alternative LPI. No Approved Preferred LPIs, (see Table L1), must be associated to a Street type 3 or 4. The BLPU must also be associated with a Street type 1 or 2 by its Approved Preferred LPI.
15. The exception is if a Street BLPU is created for a Street type 4. In that case, the Approved Preferred LPI must reference the Street type 4 and an Alternative LPI should not be created.

LANGUAGE Rules

16. In the 22 Welsh Contributing Authorities there is a legal obligation to respect the wishes of the citizen to communicate with the authority in English or Welsh and therefore to make any address information held by the authority available to the citizens in their chosen language.
17. If an address is provided in an LLPG which is 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, (see Table M2 **Section 5.11**.)
18. Thus, 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. Sometimes, there is no difference between these values, for example property numbers, as no literal translation is either applicable or appropriate.
19. 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.
20. The LPI keys of each ENG and CYM LPI which relate to each other must be concatenated and entered into the cross reference table with a source code of BG. Thus, the CROSS_REFERENCE for an ENG LPI with an LPI key of 6820L000000001 which has a 1:1 relationship with a CYM LPI with an LPI key of 6820L000000002 is 6820L0000000016820L000000002. If a BLPU has multiple LPI pairings more than one Application Cross Reference Record must exist. This applies to Records with any LOGICAL_STATUS.

21. 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 LLPG Custodian must ensure that both language versions of the LPI Records are recorded consistently.
22. Each LPI Record must be identified according to which language is in use. This language information must be recorded against each LPI.
23. Detailed guidelines on the requirements of public bodies to allow for the bilingual approach to language adopted in Wales are available from:

Bilingual Software Guidelines and Standards — Canllawiau A Safonau Meddalwedd
Welsh Language Board — Dwyieithogg Bwrdd Iaith Gymraeg
ISBN 095353342 5 — RSLR 095353342 5

Table L1 LPI Logical Status codes			
Code	**LOGICAL_STATUS**	**Code**	**LOGICAL_STATUS**
1	Approved Preferred	7	Rejected (External)
3	Alternative	8	Historical
5	Candidate (see Note 6 above)	9	Rejected (Internal)
6	Provisional		

Table L2 Postal Address codes			
Value	**Description**	**Posttown 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 posttown and postcode for the Object if it is associated with an existing Postal Address, that is, an Object which can receive mail but the posttown and postcode has not been officially allocated by the Royal Mail. For example bedsits within a house.	Mandatory	Mandatory
P	A Pseudo postcode for the Object if it is associated with a postcode in the vicinity of the Object to be described. 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 posttown used as a large user Postal Address.	Mandatory	Mandatory

5 Record Types

Table L3 Official Address codes	
Value	**Description**
Y	Official Address
N	Unofficial Address
R	Postcode and posttown requested from the Royal Mail
C	Postal Address confirmed and ready for notification
Blank	Not defined

Table L4 LPI Logical Status and Postal Address code permitted combinations	
LPI Logical Status code	**Postal Address code**
1	Y, N, A, P, L
3 (if the Approved Preferred has Postal Address of 'Y')	Y, N, A
3 (if the Approved Preferred has Postal Address of 'A')	N, A
3 (if the Approved Preferred has Postal Address of 'P')	N, P
3 (if the Approved Preferred has Postal Address of 'N')	Y, N, A, P, L
3 (if the Approved Preferred has Postal Address of 'L')	Y, N, A, L
5	Y, N, A, P, L
6	N, P
7	N
8	Y, N, A, P, L
9	N

5.8. BLPU Extent Record

BLPU EXTENT RECORD (type 25)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a BLPU extent.	I 2	25	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table S1, **Section 5.2**.	Mandatory
PRO_ORDER	Processing order serial number.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
PROVENANCE_CODE	Provenance of the BLPU.	T 1		Mandatory
START_DATE	Date this Record was created.	Date	Not later than current date.	Mandatory
END_DATE	Date this Record ceased to exist.	Date	Not earlier than start date.	Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
LAST_UPDATE_DATE	Date this Record was last changed.	Date		Mandatory
SOURCE_DATE	Date of the source of the BLPU extent data.	Date		Mandatory
SOURCE_DESCRIPTION	Source and / or relevance of the data representing the BLPU.	T 30		Optional

Record Example:

25,”I”,8,100040141620,”T”,1,2006-02-05,,2006-02-05,2006-06-01,2006-01-01,”Asset Register”

5.9. BLPU Extent Polygon Record

BLPU EXTENT POLYGON RECORD (type 26)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a BLPU Extent Polygon Record.	I 2	26	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table S1, **Section 5.2**.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
START_DATE	Date this Record or version was created.	Date	Not later than current date.	Mandatory
END_DATE	Date this Record ceased to exist.	Date	Not earlier than start date.	Optional
ENTRY_DATE	Date of data entry.	Date		Mandatory
PROVENANCE_CODE	Provenance of the BLPU.	T 1	T L F R P O U, see Table P1, **Section 5.5.**	Mandatory
POLYGON_NUMBER	Number that uniquely identifies the polygon within those representing the BLPU extent.	I 2	1-99	Mandatory
POLYGON_TYPE	Whether the polygon is included or excluded from the BLPU extent.	T 1	H or blank	Mandatory
EXTERNAL_POLYGON_IDENTIFIER	Unique identifier of the discrete real world topographic feature held within a GIS.	I 20		Optional
VERTEX_COUNT	Number of vertices described by ordered co-ordinate pairs – including coincident start and finish	I 16		Optional

BLPU EXTENT POLYGON RECORD (type 26)				
Field	**Description**	**Type**	**Value**	**Status**
	vertices.			
LAST_UPDATE_DATE	Date this Record was last changed.	Date		Mandatory

Record Example:

26,”I”,9,100040141620,2006-01-01,,2006-06-06,”T”,1,”H”,,4,2006-06-06

5.10. BLPU Extent Polygon Vertex Record

BLPU EXTENT POLYGON VERTEX RECORD (type 27)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a BLPU Polygon Extent Vertex Record.	I 2	27	Mandatory
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	See Table S1, **Section 5.2**.	Mandatory
PRO_ORDER	Integer value that specifies the order in which the Records in the transfer file should be processed.	I 16		Mandatory
UPRN	Unique Property Reference Number.	I 12		Mandatory
PROVENANCE_CODE	Provenance of the BLPU extent.	T 1	T L F R P O U, see Table P1, **Section 5.5**.	Mandatory
POLYGON_NUMBER	Number that uniquely identifies the polygon within those representing the BLPU extent.	I 2	1-99	Mandatory
VERTEX_ORDER	Sequential counter which shows the order of the vertices forming the BLPU polygon.	I 16		Mandatory
POLY_X_COORD	The easting co-ordinate of the vertex.	N 11		Mandatory
POLY_Y_COORD	The northing co-ordinate of the vertex.	N 11		Mandatory

Record Example:

27,”I”,10,100040141620,”T”,1,1, 195012.0000,57462.00000

Notes:

1. A new polygon must be created only if a new UPRN is required as a result of real world change, as described in the DEC-NLPG v3.2, which causes the BLPU extent to change, for example, if a property is demolished or a split or merger occurs.

   An existing polygon should be corrected if it is subject to change for one of the following reasons:

   - Improvement in source data.
   - Change to mapping.
   - Change due to extension/acquisition of new land.
   - Change due to reduction in land in real terms.

5.11. LLPG Metadata Record

LLPG METADATA RECORD (type 29)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as LLPG metadata.	I 2	29	Mandatory
GAZ_NAME	Name of the gazetteer. For example, LLPG for Camden.	T 60		Mandatory
GAZ_SCOPE	Description of the content of the gazetteer For example, all basic property units with some land parcels.	T 60		Mandatory
TER_OF_USE	Geographic domain of the gazetteer.	T 60		Mandatory
LINKED_DATA	List of application dataset used to update the LLPG.	T 100		Optional
GAZ_OWNER	The organisation with overall responsibility for the gazetteer. This is the Contributing Authority for LLPG, LGIH for NLPG.	T 60		Mandatory
NGAZ_FREQ	Frequency with which LLPG is maintained and sent to the NLPG Custodian.	T 1	D, W, F, M. See Note 1 below. See Table M1 below.	Mandatory
CUSTODIAN_NAME	Organisation or department responsible for the compilation and maintenance of the data in the gazetteer, that is the Contributing Authority.	T 40		Mandatory
CUSTODIAN_UPRN	UPRN of LLPG Custodian location.	I 12		Mandatory
LOCAL_CUSTODIAN_CODE	Issued by NLPG Custodian.	I 4		Mandatory
CO_ORD_SYSTEM	Co-ordinate reference	T 40	British National	Mandatory

5 Record Types

LLPG METADATA RECORD (type 29)				
Field	**Description**	**Type**	**Value**	**Status**
	system used in the gazetteer to describe position, that is the National Grid of Great Britain.		Grid	
CO_ORD_UNIT	Measure of coordinates used within the gazetteer	T 10	Metres	Mandatory
META_DATE	Date metadata was last updated.	Date		Mandatory
CLASS_SCHEME	Classification scheme used for all multiple value specified Fields for example DEC-NLPG v3.2.	T 40		Mandatory
GAZ_DATE	Date at which the gazetteer can be considered to be current.	Date		Mandatory
LANGUAGE	Language(s) used for descriptors within the gazetteer.	T 3	See Table M2 below.	Mandatory
CHARACTER_SET		T 30		Mandatory

Record Example:

29,”Cornwall Council LLPG”,”All residential and commercial premises within Unitary area”,”Cornwall Council”,”DC/BC/CTAX/EREG/PLAN/SNN”,”Cornwall Council”,”W”,”Planning”100041031005, 840,”British National Grid”,“metres”,2007-01-02,”DEC-NLPG v3.2”,2006-07-01,”ENG”,”English”

Notes:

1. The update frequency Field NGAZ_FREQ shows the update frequency agreed between the NLPG Custodian and the LLPG Custodian. In the case of an agreed daily update frequency, a “blank” update file is required on days when no changes have been made. That is, a file which only contains a Header, Key Sequence and Footer Record.

2. The LLPG Metadata Record must be sent to the NLPG Custodian with an LLPG Full Supply and subsequently whenever the LLPG Custodian makes a change to the LLPG Metadata Fields.

3. The language code of BIL must be used in the LLPG Metadata Record only to show that both English and Welsh are fully represented on equal terms in the gazetteer.

Table M1 LLPG Update Frequency			
Code	**NGAZ_FREQ**	**Code**	**NGAZ_FREQ**
D	Daily	F	Fortnightly
W	Weekly	M	Monthly

Table M2 Metadata Language codes	
Code	**LANGUAGE**
ENG	English
CYM	Welsh
BIL	Bilingual using English and Welsh languages

5.12. Key Sequence Record

KEY SEQUENCE RECORD (type 98)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a key sequence Record.	I 2	98	Mandatory
LAST_LPI_KEY	Highest value LPI_KEY used in LLPG.	T 14		Mandatory
LAST_PROV_KEY	Highest value PROV_KEY used in LLPG.	T 14		Conditional
LAST_XREF_KEY	Highest value XREF_KEY used in LLPG.	T 14		Conditional
LAST_UPDATE_DATE	Date on which the key sequence Record was last updated.	Date		Mandatory
TIME_STAMP	Time on which the key sequence Record was last updated.	Time	HHMMSS	Mandatory

Record Example:

98,”0840L000000001”,”0840P000000004”,”0840X000000009”,2006-07-04,153742

Notes:

1. LAST_PROV_KEY is Mandatory if polygons are held in the LLPG.

5.13. Trailer record

TRAILER RECORD (type 99)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	Identifies this Record as a Trailer Record.	I 2	99	Mandatory
NEXT_VOLUME_NUMBER	The sequential number of the next volume in the transfer set. If this is the last volume, this must be set to zero (0).	I 2	0-99	Mandatory
RECORD_COUNT	Count of the number of Records in the volume (excluding the Header Record, LLPG metadata, key sequence and Trailer Records).	I 12		Mandatory
ENTRY_DATE	Date of data entry.	Date		Mandatory
TIME_STAMP	Time of file creation in HHMMSS format.	Time	HHMMSS	Mandatory

Record Example:

99,0,239223,2006-07-04,153742

6. Operational Guidelines

6.1. Order within COU files

6.1.1. The processing order number of each Record shows how the Record appears in the file. The following rules must be applied to help ensure Full Supply and COU files are processed correctly:

- If new Records are inserted, (CHANGE_TYPE “I” see Table S1, **Section 5.2**) the Records must appear in the COU file in the following order:
  - Street (type 11).
  - Street Descriptor (type 15).
  - BLPU (type 21).
  - LPI (type 24).
  - XREF (type 23).
- If Records are deleted (CHANGE_TYPE “D” see Table S1, **Section 5.2**) the Records must appear in the COU following order:
  - XREF (type 23).
  - LPI (type 24).
  - BLPU (type 21).
  - Street Descriptor (type 15).
  - Street (type 11).
- If an existing Approved Preferred LPI (Logical Status 1 see Table L1, **Section 5.7**) is changed to an Alternative LPI (Logical Status 3) or Historical LPI (Logical Status 8), the update Record (CHANGE_TYPE “U” see Table S1, **Section 5.2**) must precede the insertion of the new LPI (CHANGE_TYPE “I” see Table S1, **Section 5.2**) in the COU file.
- If an existing Approved Preferred LPI is deleted and a new Approved Preferred LPI is added, the delete Record (CHANGE_TYPE “D” see Table S1, **Section 5.2**) for the existing LPI must precede the insertion of the new LPI (CHANGE_TYPE “I” see Table S1, **Section 5.2**) in the COU file.

- If the Parent UPRN Field in the BLPU Record is used to identify a hierarchy as described in **Section 6.5** , the members of the hierarchy must be inserted in order of seniority, that is, grandparents before Parents, Parents before children and children before grandchildren.

- If members of a hierarchy are deleted, all members of the lowest level must be removed before deleting the member from the next level up.

- A BLPU must not have two Approved Preferred LPIs at any time. Therefore if a BLPU has more than one LPI and the Logical Statuses are changed, this must be done in the order shown in the example below:

    - A BLPU has two LPIs, one with a Logical Status of 1 (Approved Preferred LPI see Table L1, **Section 5.7**) and the other with a Logical Status of 3 (Alternative LPI see Table L1, **Section 5.7**):

        - Change the current Approved Preferred LPI (Logical Status 1) to an Alternative LPI (Logical Status 3).

        - Upgrade the existing Alternative LPI Record (Logical Status 3) to Approved Preferred LPI (Logical Status 1).

6.2. Re-use of UPRNs

6.2.1. A UPRN can be removed from general circulation in the following ways. The NLPG Custodian will permanently remove the Record from the NLPG.

- If all associated BLPUs and LPIs are flagged as Rejected Internal (Logical Status 9 see Table B2, **Section 5.4** and see Table L1, **Section 5.7**) with the appropriate End Date added and this status is included in the COU file.

- If the Record is deleted by the LLPG Custodian and this deletion is included in the COU file.

- If the BLPUs and LPIs associated with a UPRN do not appear in a Full Supply file when a resynchronisation takes place.

6.2.2. As soon as any of the above requests are received and processed by the NLPG Custodian the UPRNs involved are effectively out of the public domain. Also all users of the NLPG data are advised to remove the UPRNs and associated Records from their systems.

6.2.3. To preserve data integrity the NLPG Custodian will keep details of any "removed" UPRNs and will prevent their re-use.

6.2.4. The following operational guideline is issued to formalise the rules applied by the NLPG Custodian and should be adopted by all parties involved in LLPG maintenance:

- If a BLPU exists but there are valid LPIs that are no longer required, these LPIs should be set as Historical LPIs (Logical Status 8 see Table L1, **Section 5.7**).
- If a BLPU (and its associated LPIs) is demolished or changed into a new BLPU, this BLPU should be set as a Historical BLPU and kept in the LLPG.
- If a mistake is made and an LLPG Custodian wishes to re-activate an LPI or a BLPU, the NLPG Custodian will only allow such a change if a change to an existing historical Logical Status Record is submitted through an appropriate COU file.
- Any errors that are identified in the LLPG, for example LPIs spelt incorrectly, spurious Alternative LPIs, duplicate BLPUs or duplicate LPIs should be deleted from the LLPG.
- The NLPG Custodian, on receipt of a COU file containing a Rejected Record will remove that Record from the NLPG and, if a BLPU and all associated LPIs are marked as Rejected, add the UPRN to the NLPG Custodian archive file. All UPRNs added to the NLPG Custodian archive are frozen, which means they cannot be re-used, even if the rejection of the BLPU and LPI in question is made in error.
- If a full LLPG to NLPG re-synchronisation is requested, the NLPG Custodian will assume that the file supplied is a Full Supply export from the LLPG and will place any UPRNs held in the NLPG that do not appear in the Full Supply export into the NLPG Custodian archive. Any UPRNs placed in the NLPG Custodian archive cannot be re-used.

6.3. Re-use of LPI and Xref keys

6.3.1. If an LPI or Application Cross Reference Record is moved to the NLPG Custodian archive because it is rejected or deleted as described above, the LPI or XREF key used for that Record will be archived too and no longer available for use or re-use.

6.3.2. If an Application Cross Reference Record or an LPI Record is attached to an incorrect BLPU and therefore has an incorrect UPRN, the Record cannot be simply moved to the new UPRN via an update Record sent to the NLPG Custodian. The LLPG Custodian must do the following things and these changes must be shown in the COU:

- Set the incorrect Application Cross Reference or LPI Record to historical or rejected or delete the incorrect Record.
- Create a new Application Cross Reference or LPI Record with a new Application Cross Reference or LPI key associated with the correct UPRN.

6.4. BLPU Transformations and UPRN data integrity

6.4.1. LLPG Custodians must not reallocate or create a new BLPU if there has not been any real world Object physical change. UPRNs must endure for the lifetime of a BLPU as set out in the Property Lifecycle section (DEC-NLPG v3.2, Sections 11.2 – 11.5) so that NLPG data users can rely on the UPRN for internal data linking.

6.5. Monthly Health Check

6.5.1. The NLPG Custodian sends all LLPG Custodians a Health Check report each month. This report identifies any Records held in the NLPG for that Contributing Authority that contravene any of the Health Checks defined in the NLPG Health Check document that is current at the time of generation. For details of the latest Health Checks see the NLPG website.

7. Handling of Candidate Records

7.1. Background

7.1.1. This section outlines the specification for the submission of Candidate Records to the NLPG Custodian from any Candidate Submitter.

7.1.2. At the simplest level, a Candidate Record is provided by a Candidate Submitter to the NLPG Custodian. The NLPG Custodian validates this Record for compliance before forwarding to the relevant LLPG Custodian. The LLPG Custodian verifies whether the request is valid, updates the LLPG and sends confirmation of acceptance or rejection to the NLPG Custodian. The NLPG Custodian forwards this statement, along with the updated NLPG to the Candidate Submitter.

7.1.3. Much of the content is based on the detail outlined in NLPG DTF7.3 v3.1. However this section provides a more detailed definition of the data flows based on scenarios and should be read in conjunction with Section 10 and Appendices B and C of the DEC-NLPG v3.2.

7.2. What is a valid Candidate Record?

7.2.1. A Candidate Record is a proposed gazetteer entry that is provided by a Candidate Submitter and requires official determination in terms of its suitability by a Contributing Authority.

7.2.2. Candidate Records must take one of forms detailed in Section 10.2 of the DEC-NLPG v3.2.

Note: It is not possible to submit a Candidate Street Record.

7.3. Who can submit a Candidate Record to the NLPG?

7.3.1. Candidate Records can be submitted to the NLPG from any user holding a suitable NLPG licence as a Candidate Submitter.

7.3.2. The Candidate process must not be used by an LLPG user within a Contributing Authority to request a change to the LLPG for their administrative area.

7.4. How are Candidate Records submitted to the NLPG?

7.4.1. Candidate Records must be submitted to the NLPG Custodian as a Candidate Record in DTF7.3 v3.1 format. Please note that DTFv6.3 is not supported. Candidate Records can be submitted in either of the following ways:

- The myNLPG portal on the NLPG website can be used.

- A DTF7.3 v3.1 file can be posted into the 'in' directory of the Candidate Submitter's NLPG FTP account.

7.5. How do I know what my Authority Code is?

7.5.1. Each Candidate Submitter is allocated a Local Custodian Code as defined in Section 1 or an Authority Code as allocated by the NLPG Custodian. This code must be used in the Header Record for the Candidate Records submitted to the NLPG Custodian. The Authority Code must also be included in the BLPU Authority Code, regardless of Local Custodian Code and Authority Type, for any new BLPU Candidate Records being submitted.

7.6. Who has overall responsibility for deciding the outcome of a submitted Candidate Record?

7.6.1. The NLPG Custodian will validate each of the Candidate Records submitted for compliance to DTF7.3 v3.1 and the DEC-NLPG v3.2, before forwarding on all valid data to the appropriate Contributing Authority for verification.

7.6.2. Each LLPG Custodian is then responsible for either approving or rejecting the Candidate Record into their LLPG according to the information provided and other sources of intelligence available to them. These changes are then reflected in the next COU to the NLPG.

7.7. How are Candidate Submitters notified of the acceptance or rejection of a Candidate Record?

7.7.1. If an LLPG Custodian marks a Candidate Record using the BLPU Logical Status code of 1, 6 or 8, (see Table B2, **Section 5.4**) or LPI Logical Status 1, 3, 6 or 8, (see Table L1, **Section 5.7**), it shows that some or all of the changes are accepted into the LLPG (and therefore subsequently into the NLPG).

7.7.2. Application Cross Reference Records associated with an accepted Candidate Record must appear in a COU grouped with BLPU or LPI Record changes made as a result of reviewing the Candidate. .

7.7.3. Sometimes a Candidate Record is approved but not all of the Candidate data supplied by the Receiving Authority is applicable or correct for inclusion into the LLPG. The onus is on the Candidate Submitting authority to review the accepted version of the record against the requested Candidate and decide whether any further action is required.

7.7.4. If a Candidate Submitter has queries after receiving accepted data via the NLPG, then these queries should be dealt with directly through a

dialogue between the Candidate Submitter and the LLPG Custodian, rather than by way of a resubmission of the Candidate Record back to the NLPG.

7.7.5. If an LLPG Custodian marks a Candidate Record as rejected using the BLPU Logical Status code of 7, (see Table B2, **Section 5.4**) or LPI Logical Status 7, (See Table L1, **Section 5.7**), it shows that none of the Candidate data contained within the submitted Records is appropriate for inclusion within the NLPG and therefore has not been incorporated.

7.7.6. If this causes service delivery problems for the Candidate Submitter then this should be dealt with through a dialogue with the appropriate LLPG Custodian.

7.8. What is the timeframe for resolution of a Candidate Record?

7.8.1. The NLPG Custodian will validate and forward all valid Candidate Records to the relevant Contributing Authority within 2 working days of receipt.

7.8.2. Notification of the acceptance or rejection of these Records by a Contributing Authority must be included within a COU within ten working days of receipt from the NLPG Custodian.

7.9. How does a Candidate Submitter that has submitted a Candidate Record receive confirmation on the acceptance of a Candidate Record?

7.9.1. When a Candidate Record file is submitted to the NLPG Custodian through the myNLPG website the system allocates a unique CAN_KEY reference which the Candidate Submitter can use to track progress of the Candidate data. If a Candidate Record file is submitted to the NLPG Custodian using a Candidate Submitter gazetteer maintenance system, then that system allocates the unique CAN_KEY reference which the Candidate Submitter can use to track progress

7.9.2. After the Candidate data is resolved by the LLPG Custodian the changes are shown in the Candidate Submitter's regular NLPG COUs. The NLPG COU files contain the appropriate NLPG data items to enable the Candidate Submitter's own gazetteer maintenance system to link back to the source information for the Candidate Record (see **Section 8** below).

7.10. How does the Candidate Record data specification differ from DTF7.3?

7.10.1. All Candidate Records must comply with the DTF7.3 v3.1 in terms of Record types and Field content. The Candidate Submitter must also comply with the following rules:

- Do not submit BLPU polygon data as Candidate data.
- Only submit LPI Records representing real world Objects as listed in Appendix C of the DEC-NLPG v3.2.
- Submit all Candidate Records representing a request for the addition of a new record to the NLPG with a tertiary Classification Code as listed in Appendix C of the DEC-NLPG v3.2.
- Submit all Candidate Records with a CHANGE_TYPE of “C”. (See Table B1, **Section 5.4**).
- Submit any new or missing properties as Candidate Records with a NULL value UPRN, (see **Section 9**).
- Submit any new or missing properties with the same CAN_KEY in both the BLPU and the LPI Record.
- Submit Alternative LPIs or amendments to existing NLPG data with the UPRN of the existing NLPG Record, (see **Section 5.7**).
- If submitting multiple LPIs against the same UPRN or Candidate BLPU), ensure all BLPU and LPI Records have a Logical Status value of 5, (see Tables B2 and B4, **Section 5.4** and Table L1, **Section 5.7**).
- If not using the myNLPG website to submit Candidate data, populate the CAN_KEY field with a unique local ID from the Candidate Submitter’s own gazetteer maintenance system. This helps with job tracking and Record resolution.

7.11. What level of validation will the NLPG Custodian undertake prior to sending the Candidate Record to LLPG Custodians?

7.11.1. The NLPG Custodian will carry out the following checks before forwarding the Candidate record to the Contributing Authority LLPG Custodian for approval:

- Check that the Candidate Record complies with the data specification.
- Check for the existence of the address/location in the current NLPG dataset.

7.11.2. The Candidate Submitter must ensure that NLPG COUs are applied to the local gazetteer used to check for potential Candidate Records at

least once a month. This is to ensure that Candidates are not submitted because of inferior matching between the NLPG and the Candidate Submitters local dataset.

7.11.3. 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.

7.12. What happens to incorrect data submitted as Candidate Record?

7.12.1. If the Candidate Record does not meet the data specification described in DTF 7.3, v3.1, 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**.

7.12.2. 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**.

7.13. How can hierarchical relationships be represented in Candidate Record submissions?

7.13.1. Property or location addresses that are subdivisions or referenced to another address (Child Records, for example flats within a block) cannot be submitted through the Candidate process unless the Parent address/location already exists in the NLPG dataset.

7.13.2. If a Candidate Submitter wishes to submit Candidate Records to inform an LLPG Custodian of a missing block of flats they must create and send a Candidate Record for the block or Parent Record first and wait for confirmation that the Parent Record is accepted into the NLPG. If appropriate the NLPG Candidate Submitter may then submit any Candidate Child Records or flats as part of their next Candidate Record submission.

7.14. What happens to Candidate Records when they are submitted via the NLPG Custodian?

7.14.1. New Candidate Records are validated for DTF7.3 v3.1 Candidate Record specification compliance. Any invalid data is rejected and returned to the Candidate Submitter with details of the error.

7.14.2. In addition the specific Local Custodian Code is identified in order to route the data and a unique CAN_KEY is generated by the NLPG Custodian. The Candidate Records are then forwarded on to the LLPG Custodian for verification. To ensure uniqueness the CAN_KEY generated by the NLPG Custodian takes the form of a sequence from "7666Cnnnnnnnnn" which is held against the source ID from the Candidate Record Candidate Submitter.

7.14.3. When Candidate Records are accepted or rejected by LLPG Custodians and incorporated into COU files submitted to the NLPG the NLPG Custodian converts the NLPG generated CAN_KEY back to the CAN_KEY provided by the Candidate Submitter for the Candidate Records.

8. Candidate Record Specification

8.1. Candidate Record Types

8.1.1. Candidate Records supplied from a Candidate Submitter to the NLPG Custodian must take the form of DTF7.3 v3.1 BLPU and LPI Records only.

8.1.2. The following tables describe the DTF7.3 v3.1 format for Candidate Records. Items within the tables which are the same as the Records detailed in Sections 5.1 (Header Record), 5.4 (Basic Land and Property Unit Record), and 5.7 (Land and Property Identifier Record) are shown in italics.

8.2. Candidate Header Record

CANDIDATE HEADER RECORD (type 10)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	*Identifies this Record as a Header Record.*	*I 2*	*10*	*Mandatory*
CUSTODIAN_NAME	*Name of data provider organisation, the Contributing Authority or NLPG Custodian.*	*T 40*		*Mandatory*
AUTHORITY_CODE	Unique identifier for the Candidate Submitter – issued by the NLPG Custodian.	I 4		Mandatory
PROCESS_DATE	*The date when the gazetteer transfer set was created.*	*Date*		*Mandatory*
VOLUME_NUMBER	*The sequential number of the volume in the transfer set.*	*I 2*	*1-99*	*Mandatory*
ENTRY_DATE	*Date of data entry for this volume.*	*Date*		*Mandatory*
TIME_STAMP	*Time of file creation in HHMMSS format.*	*Time*	*HHMMSS*	*Mandatory*
DTF_VERSION	*Version number of the DTF specification used.*	*T 7*	*7.3.3.1*	*Mandatory*
FILE_TYPE	Details of file content	T 1	X See Note 1 below.	Mandatory

Record Example:

10,"Cambridgeshire and Peterborough",7003,2006-07-04,1,2006-07-04,153742,”7.3.3.1”,”X”

Notes:

1. A file containing Candidate Records must have the FILE_TYPE flag set to “X”.

8.3. Basic Land and Property Unit Record

BASIC LAND AND PROPERTY UNIT RECORD (type 21)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	*Identifies this Record as a BLPU.*	*I 2*	*21*	*Mandatory*
CHANGE_TYPE	Type of Record change.	T 1	C	Mandatory
PRO_ORDER	*Integer value that specifies the order in which the Records in the transfer file should be processed.*	*I 16*	*1-99999999999 99999*	*Mandatory*
UPRN	Unique Property Reference Number.	I 12	See Notes 2 and 3 below.	Conditional
LOGICAL_STATUS	Logical status of the BLPU.	I 1	5	Mandatory
BLPU_STATE	*A code identifying the logical state of a BLPU.*	*I 1*	*See Table B3, **Section 5.4**.*	*Conditional*
BLPU_STATE_DATE	*Date at which the BLPU achieved its current state in the real world.*	*Date*	*See Note 3, **Section 5.4**.*	*Conditional*
BLPU_CLASS	*Classification code for the BLPU.*	*T 4*	*See Note 4 below.*	*Mandatory*
PARENT_UPRN	*UPRN of Parent Record.*	*I 12*		*Conditional*
X_COORDINATE	*A value on the X axis of the National Grid of Great Britain.*	*N 7.2*	*80000.00-656100.00*	*Mandatory*
Y_COORDINATE	*A value on the Y axis of the National Grid of Great Britain.*	*N 7.2*	*5000.00-657700.00*	*Mandatory*
RPC	*Representative Point Code.*	*I 1*	*See Table B5, **Section 5.4**.*	*Mandatory*
AUTHORITY_CODE	Unique identifier of the Candidate Submitter.	I 4	Issued by NLPG Custodian	Mandatory
START_DATE	*Date on which this BLPU was defined.*	*Date*	*Up to current day*	*Mandatory*

8 Candidate Record Specification

BASIC LAND AND PROPERTY UNIT RECORD (type 21)				
Field	**Description**	**Type**	**Value**	**Status**
END_DATE	*Date on which this BLPU ceased to exist or became a rejected Candidate.*	*Date*	*Not earlier than Start Date*	*Optional*
LAST_UPDATE_DATE	*Date this Record last updated. (Note 9).*	*Date*	*Not later than current date*	*Mandatory*
ENTRY_DATE	*Date of data entry.*	*Date*	*Not later than current date*	*Mandatory*
ORGANISATION	*Name of current commercial occupier of the BLPU.*	*T 100*		*Optional*
WARD_CODE	*The ONS code of the electoral ward (ENG) or electoral division (CYM) name in which the BLPU is situated.*	*T 10*		*Optional*
PARISH_CODE	*The ONS code of the Parish in which the BLPU is situated.*	*T 10*		*Optional*
CUSTODIAN_ONE	*Field reserved by NLPG Custodian for future developments.*	*I 2*		
CUSTODIAN_TWO	Type of Candidate Record (see Note 3 below).	I 1	1, 3, 4 or null. See Table BC1 below.	Mandatory
CAN_KEY	Candidate key – system source id from Candidate Submitter.	T 14		Mandatory

Note:

1. All BLPU Candidate Records must be submitted with a value of 1, 3, 4 or NULL entered into the CUSTODIAN_TWO Field, to determine the type of Candidate Record as shown in Table BC1.

2. All Candidate Records representing a change to an existing BLPU Record, including setting it as historical or deleting it, must be submitted with the UPRN Field populated as derived from existing NLPG data.

3. All Candidate Records representing the addition of a new Object must be submitted with a NULL value entered into the UPRN Field.

4. All Candidate Records representing the addition of a new Object in the NLPG must be submitted, where appropriate, with a tertiary Classification code as listed in **Appendix C** of the DEC-NLPG v3.2.

5. If a Candidate Record which proposes a new BLPU is rejected, a UPRN must not be allocated to this Record, therefore the Cross Reference Record does not contain a UPRN in this case.

Table BC1 Type of BLPU Candidate Record codes	
Value	**Description**
1	The Candidate BLPU represents a modification to an existing data item, for example correction of spatial location.
3	This BLPU no longer exists in the real world (submitter must also place an END_DATE in the Record).
4	This BLPU is in the NLPG in error (for example a duplicate Record) and should be removed.
Null	If this Field is null this will show that the Candidate BLPU Record is a new property / object.

8.4. Land and Property Identifier Record

LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	**Description**	**Type**	**Value**	**Status**
RECORD_IDENTIFIER	*Identifies this Record as a Land and Property Identifier.*	*I 2*	*24*	*Mandatory*
CHANGE_TYPE	Identifies the type of change associated with this Record.	T 1	C	Mandatory
PRO_ORDER	*Integer value that specifies the order in which the Records in the transfer file should be processed.*	*I 16*	*1-99999999999 99999*	*Mandatory*
UPRN	Unique property reference number.	I 12	See Note 1.	Conditional
LPI_KEY	Unique key for the LPI.	T 14	See Note 1.	Mandatory
LANGUAGE	*A code identifying the language used for the descriptive identifier.*	*T 3*	*CYM or ENG*	*Mandatory*
LOGICAL_STATUS	Logical status of this Record.	I 1	5	Mandatory
START_DATE	*Date this Record or version was created.*	*Date*	*Not later than current date*	*Mandatory*
END_DATE	*Date this Record ceased to exist.*	*Date*	*Not earlier than Entry date*	*Optional*
ENTRY_DATE	*Date of data entry.*	*Date*	*Not later than current date*	*Mandatory*
LAST_UPDATE_DATE	*Date this Record was last changed.*	*Date*	*Not later than current date*	*Mandatory*
SAO_START_NUMBER		*I 4*		*Conditional*
SAO_START_SUFFIX		*T 2*		*Conditional*
SAO_END_NUMBER		*I 4*		*Conditional*
SAO_END_SUFFIX		*T 2*		*Conditional*

8 Candidate Record Specification

LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	**Description**	**Type**	**Value**	**Status**
SAO_TEXT	*Secondary Addressable Object description.*	*T 90*		*Conditional*
PAO_START_NUMBER		*I 4*		*See Note 2,* ***Section 5.7***
PAO_START_SUFFIX		*T 2*		*See Note 2,* ***Section 5.7***
PAO_END_NUMBER		*I 4*		*See Note 2,* ***Section 5.7***
PAO_END_SUFFIX		*T 2*		*See Note 2,* ***Section 5.7***
PAO_TEXT	*Primary Addressable Object description.*	*T 90*		*Note 2,* ***Section 5.7***
USRN	*Unique street reference number.*	*I 8*		*Mandatory*
LEVEL	*Memorandum of the vertical position of the BLPU, for example First*	*T 30*		*Optional*
POSTAL_ADDRESS	*Flag to show that the BLPU receives a delivery from the Royal Mail or other postal delivery service.*	*T 1*	*A, P, Y, N or L.*	*Mandatory*
POSTCODE	*Code allocated by the Royal Mail to assist in delivery of mail.*	*T 8*		*Conditional*
POST_TOWN	*Postal town allocated by the Royal Mail to assist in delivery of mail.*	*T 30*		*Conditional*
OFFICIAL_FLAG	*Status of address.*	*T 1*	*Y, N, R, C or blank.*	*Optional*
CUSTODIAN_ONE	*Field reserved by NLPG Custodian for future developments.*	*I 2*		
CUSTODIAN_TWO	Type of Candidate Record (see Note 1).	I 1	1, 2, 3, 4 or null. See Table LC1	Mandatory

8 Candidate Record Specification

LAND AND PROPERTY IDENTIFIER RECORD (type 24)				
Field	**Description**	**Type**	**Value**	**Status**
			below.	
CAN_KEY	Candidate key	T 14		Mandatory

Note:

1. The following rules must be applied to the UPRN and the LPI_Key Fields when a Candidate Record is submitted:

   - If the Candidate request is for a change to an existing Record, including setting it as historical or deleting it, then the UPRN Field and the LPI_KEY Field must be populated with the existing NLPG data content. That is, if the CUSTODIAN_TWO value is 1, 3 or 4.

   - If the Candidate request is for the addition of a new Object the UPRN and LPI_KEY Fields must be NULL. That is, if the CUSTODIAN_TWO value is NULL.

   - If the Candidate request is for a new LPI to be added to an existing BLPU the UPRN must be populated and the LPI_KEY must not be populated. That is if the CUSTODIAN_TWO value is 2.

2. All LPI Candidate Records must be submitted with a value of 1, 2, 3, 4 or a NULL entered into the CUSTODIAN_TWO Field to determine the type of Candidate Record as shown in Table LC1.

Table LC1 Type of LPI Candidate Record codes	
Value	**Description**
1	The Candidate LPI represents a modification to an existing LPI, for example, correction of spelling.
2	The Candidate LPI represents a proposed new LPI for the existing BLPU.
3	The LPI is no longer current for this BLPU (Candidate Submitter must also place an END_DATE in the Candidate Record).
4	This LPI is in the NLPG in error (for example a duplicate Record) and should be removed.
null	If this Field is null this will show that the Candidate LPI Record is a new property / object.

8.5. File Naming Conventions

8.5.1. All Candidate Record files sent to the NLPG Custodian must be named as follows:

- nnnn_ccyymmdd_can_vv.csv where:
  - nnnn is the Authority Code.
  - ccyymmdd is the date the Candidate Record file was generated.
  - can is the text used to identify that the file contains Candidate Records.
  - vv is the volume number of the file (corresponding to the VOLUME_NUMBER Field in the Header Record for the file).

For example, 1234_20091201_can_01.csv

8.5.2. If an Authority Code is only three digits, that is less than 1000, the Authority Code must be left padded with a single zero, thus a Candidate Record file for Authority Code '116' is 0116_20080211_can_01.csv. The full file name must be unique and files must be submitted must be in chronological order for processing.

8.6. File Content

8.6.1. Each Candidate Record file must contain the following Record types:

- Header Record (type 10, see **Section 8.2**)
- Trailer Record (type 99, see **Section 5.13**)

8.6.2. Each Candidate Record file must contain at least one row of:

- BLPU Record (type 21, see **Section 8.3**).
- LPI Record (type 24, see **Section 8.4**).

8.6.3. An LLPG Metadata Record (type 29, see **Section 5.11**) and Key Sequence Record (type 98, see **Section 5.12**) must not be included within the submitted file.

9. Candidate Record Scenarios

9.1. Scenario 1 – New property

9.1.1. Candidate Submitter Action

If an Object does not exist in the current NLPG dataset the Candidate Submitter must do the following things:

- Create a set of BLPU and LPI Records for each potentially missing property. This Record set must be in the form of a DTF7.3 v3.1 Record set (see **Section 8**).
- Enter the correct USRN and grid co-ordinate details in order for the Candidate Record to be correctly validated and passed to the appropriate Contributing Authority.

Example – a Fire service attends an incident at a single storey retail property which is identified as missing from the NLPG. W H Smith is a retailer occupying the entire ground floor of ATC House at 28 Any Street, Anytown.

9.1.2. Expected DTF7.3 v3.1 Record set:

21,”C”,1,,5,2,2007-12-06,”CR08”,,123456,654321,1,7031,2007-12-06,,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,”FRS0000000001”

24,”C”,2,,,”ENG”,5,2007-12-06,,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,””,””,””,””,,,”FRS00000000001”

9.1.3. Contributing Authority Action

The LLPG Custodian receives the Records as above, but with the CAN_KEY field value changed to a nationally unique value designated by the NLPG Custodian. The LLPG Custodian must do the following things:

- Record the Candidate Record in a “tank”, system or other software supplier determined construct.
- Review the Candidate Record.

9.1.4. **Outcome 1** - LLPG Custodian accepts the BLPU and LPI as valid additions to LLPG.

The Candidate Record is then transferred into the live LLPG dataset and flagged in the COU audit trail as an update to the NLPG, with the following action taken:

Application Cross-Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE Field populated with BLPU CAN_KEY value from Candidate Record.
- SOURCE set to “7666IA”.
- Remaining Fields populated in accordance with DTF 7.3 v3.1.

BLPU

- CHANGE_TYPE set to “I”.
- Unused UPRN from Contributing Authority range assigned.
- LOGICAL_STATUS set to Approved BLPU (1).
- LOCAL_CUSTODIAN_CODE modified to that of LLPG Custodian.
- CAN_KEY removed.
- All remaining fields verified and entered as appropriate, including any LLPG Custodian defined changes.

LPI

- CHANGE_TYPE set to “I”.
- UPRN populated with same value as corresponding BLPU.
- LOGICAL_STATUS modified to Approved Preferred LPI (1).
- New LPI_KEY value assigned.
- CAN_KEY removed from newly created LPI Record.

- All remaining Fields verified and entered as appropriate, including any LLPG Custodian defined changes (for example POSTAL_ADDRESS, OFFICIAL_FLAG).

9.1.5. Sample dataset generated:

21,”I”,1,100023456789,1,2,2007-12-06,”CR08”,,123456,654321,1,1055,2007-12-06,,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,””

24,”I”,2,100023456789,”1055L000123457”,”ENG”,1,2007-12-06,,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

23,”I”,3,100023456789,”1055X000123489”,2007-12-06,2007-12-06,2007-12-06,,”7666C000000001”,”7666IA”

Note: The creation and return of the appropriate Application Cross Reference is necessary for the LLPG Custodian to discharge their obligation to review and action any NLPG Custodian supplied Candidate Records. This is the case even if cross references are not usually sent to the NLPG Custodian.

9.1.6. Records returned to Candidate Submitter:

21,”I”,1,100023456789,1,2,2007-12-06,”CR08”,,123456,654321,1,1055,2007-12-06,,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,””

24,”I”,2,100023456789,”1055L000123457”,”ENG”,1,2007-12-06,,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

23,”I”,3,100023456789,”1055X000123489”,2007-12-06,2007-12-06,2007-12-06,,”FRS00000000001”,”7666IA”

This shows that the CROSS_REFERENCE field in the Application Cross Reference has been set to the CAN_KEY value provided by the Candidate Submitter.

Note: The Application Cross Reference Data Source code will be populated with the value of “7666IA” to show that a Record requires processing into the application used by the Candidate Submitter. The original cross reference value supplied by the Candidate Submitter will be presented back to complete any final processing.

9.1.7. **Outcome 2** – The LLPG Custodian accepts the Candidate Record as an Alternative LPI, (which means as a valid alternative address) for an existing UPRN, and adds or transfers the Candidate LPI Record to the LLPG.

Application Cross-Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE field populated with BLPU CAN_KEY value from candidate record.
- SOURCE value set to “7666IA”.
- Remaining Fields populated in accordance with DTF 7.3 v3.1.

BLPU

- The LLPG Custodian reviews the existing BLPU and makes any changes required (for example populate ORGANISATION Field from Candidate Record, improve co-ordinates etc) and supplies those changes to the NLPG as an Update record in the next COU.

LPI

- LPI record created.
- CHANGE_TYPE set to “I”.
- UPRN populated to match existing BLPU Record in LLPG.
- New LPI_KEY value assigned.
- LOGICAL STATUS value populated with “Alternative LPI (3)”.
- CUSTODIAN_TWO value removed from Candidate Record.
- CAN_KEY removed from newly created LPI Record.
- LLPG Custodian updates any other Fields as appropriate, for example POSTAL_ADDRESS, OFFICIAL_FLAG.

9.1.8. Sample dataset generated:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”7666C000000001”,”7666IA”

24,”I”,2,100023456794,”1055L000123458”,”ENG”,3,2007-12-06,,2007-12-06,2007-12-06,,””,,””,””,””,,””,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

9.1.9. Records returned to Candidate Submitter:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”FRS00000000001”,”7666IA”

24,”I”,2,100023456794,”1055L000123458”,”ENG”,3,2007-12-06,,2007-12-06,2007-12-06,,””,,””,””,””,,””,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

9.1.10. **Outcome 2a** – The LLPG Custodian identifies the Candidate Record as an exact match to an existing LLPG entry and adds or transfers a new Application Cross Reference Record to the LLPG.

Application Cross-Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE field populated with BLPU CAN_KEY value from Candidate Record.
- SOURCE value set to “7666IA”.
- Remaining fields populated in accordance with DTF 7.3 v3.1.

BLPU

- The LLPG Custodian reviews the existing BLPU and makes any changes required (for example populate ORGANISATION Field from Candidate Record, improve co-ordinates etc) and supplies those changes to the NLPG as an Update record in the next COU.

LPI

- The LLPG Custodian reviews the existing LPI and makes any changes required and supplies those changes to the NLPG as an Update Record in the next COU.

9.1.11. Sample dataset generated:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”7666C000000001”,”7666IA”

9.1.12. Records returned to Candidate Submitter:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”FRS00000000001”,”7666IA”

9.1.13. **Outcome 3** - LLPG Custodian rejects Candidate Record

Note: The LLPG Custodian does not add the Candidate BLPU and LPI Records but must return them to the NLPG as part of the next COU or alternative data transfer to the NLPG Custodian.

BLPU

- CHANGE_TYPE modified to ‘U’.
- UPRN field not populated.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in BLPU Record.

LPI

- CHANGE_TYPE modified to ‘U’.
- UPRN field not populated.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in LPI Record(s).

9.1.14. Sample dataset generated:

21,”U”,1,,7,2,2007-12-06,”CR08”,,123456,654321,1,7031,2007-12-06,2007-12-06,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,”7666C000000001”

24,”U”,2,,,”ENG”,7,2007-12-06, 2007-12-06,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,2,”7666C000000001”

9.1.15. Records returned to Candidate Submitter

21,”U”,1,,7,2,2007-12-06,”CR08”,,123456,654321,1,7031,2007-12-06,2007-12-06,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,”FRS00000000001”

24,”U”,2,,,”ENG”,7,2007-12-06, 2007-12-06,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,”FRS00000000001”

9.2. Scenario 2 – Alternative property descriptor

9.2.1. Candidate Submitter Action

If an Object exists in the current NLPG dataset and there is a valid alias descriptor (or descriptors), the Candidate Submitter must do the following things:

- Create an LPI Record set for each potentially missing alternative descriptor. This Record set must be in the form of a DTF7.3 v3.1 Record set (see **Section 8**).
- Enter the correct USRN and grid co-ordinate details in order for the Candidate Record to be correctly validated and passed to the appropriate Contributing Authority.

Example – a Fire service attends an incident at a residential property where the occupier uses an address which differs from the NLPG entry. Mr Smith is a resident of Flat A on the second floor of Alpha Court at 35 Any Street, Anytown. The existing NLPG entry is for Flat 1.

9.2.2. Expected DTF7.3 v3.1 Record set:

24,”C”,1,100023456794,,”ENG”,5,2007-12-06,,2007-12-06,2007-12-06,,””,,”FLAT A”,””,35,””,,””,”ALPHA COURT”,12300028,”SECOND”,”N”,””,””,””,,2,”FRS00000000002”

9.2.3. Contributing Authority Action

The LLPG Custodian receives the Records as above, but with the CAN_KEY field value changed to a nationally unique value designated by the NLPG Custodian. The LLPG Custodian must do the following things:

- Record the Candidate Record in a “tank”, system or other software supplier determined construct.
- Review the Candidate Record.

9.2.4. **Outcome 1** - LLPG Custodian accepts the Candidate Record as an Alternative LPI as a valid alternative address for an existing UPRN and adds or transfers the Alternative LPI Record to the LLPG.

Application Cross-Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE field populated with CAN_KEY value from Candidate Record.
- SOURCE value set to “7666IA”.
- Remaining fields populated in accordance with DTF7.3 v3.1.

BLPU

- Existing BLPU reviewed and any changes required (for example, populate ORGANISATION field from Candidate Record, improve co-ordinates etc) made and supplied to the NLPG Custodian as an Update record in next COU.

LPI

- CHANGE_TYPE set to “I”.

- Candidate LPI UPRN confirmed.
- New LPI_KEY value assigned.
- Candidate LPI LOGICAL_STATUS value modified to Alternative LPI (3).
- LPI CUSTODIAN_TWO value removed from Candidate Record.
- LPI CAN_KEY removed from newly created LPI Record.
- LLPG Custodian updates any other Fields as appropriate (for example, POSTAL_ADDRESS, OFFICIAL_FLAG).

9.2.5. Sample dataset generated:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”7666C000000002”,”7666IA”

24,”I”,2,100023456794,”1055L000123458”,”ENG”,3,2007-12-06,,2007-12-06,2007-12-06,,””,,”FLAT A”,””,35,””,,””,”ALPHA COURT”,12300028,”SECOND”,”N”,””,””,””,,,””

9.2.6. Records returned to Candidate Submitter:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”FRS00000000002”,”7666IA”

24,”I”,2,100023456794,”1055L000123458”,”ENG”,3,2007-12-06,,2007-12-06,2007-12-06,,””,,”FLAT A”,””,35,””,,””,”ALPHA COURT”,12300028,”SECOND”,”N”, ””,””,””,,,””

9.2.7. **Outcome 1a** - LLPG Custodian identifies Candidate Record as an exact match to an existing Alternative LPI or Approved Preferred LPI and adds / transfers Application Cross Reference Record to LLPG.

Application Cross Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.

- CROSS_REFERENCE field populated with CAN_KEY value from Candidate Record.
- SOURCE value set to “7666IA”.
- Remaining Fields populated in accordance with DTF 7.3 v3.1.

BLPU

- The LLPG Custodian reviews the existing BLPU and makes any changes required (for example populate ORGANISATION Field from Candidate Record, improve co-ordinates etc) and supplies those changes to the NLPG as an Update record in the next COU.

LPI

- The LLPG Custodian reviews the existing LPI and makes any changes required and supplies those changes to the NLPG as an Update Record in the next COU.

9.2.8. Sample dataset generated:

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”7666C000000002”,”7666IA”

9.2.9. Records returned to Candidate Submitting Authority

23,”I”,1,100023456794,”1055X000123490”,2007-12-06,2007-12-06,2007-12-06,,”FRS00000000002”,”7666IA”

9.2.10. **Outcome 2** - LLPG Custodian rejects Candidate Record

Note: The LLPG Custodian does not add the Candidate BLPU and LPI Records but must return them to the NLPG as part of the next COU or alternative data transfer to the NLPG Custodian.

BLPU

- CHANGE_TYPE modified to ‘U’.
- UPRN field not populated.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.

- CAN_KEY retained in BLPU Record.

LPI

- CHANGE_TYPE modified to ‘U’.
- UPRN field not populated.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in LPI Record(s).

9.2.11. Sample dataset generated:

24,”U”,1,,,”ENG”,7,2007-12-06, 2007-12-06,2007-12-06,2007-12-06,,””,,””,”FLAT A”,35,””,,””,”ALPHA COURT”,12300028,”GROUND”,”N”,””,””,””,,2,”7666C000000002”

9.2.12. Records returned to Candidate Submitter:

24,”U”,1,,,”ENG”,7,2007-12-06,2007-12-06,2007-12-06,2007-12-06,,””,,””,”FLAT A”,35,””,,””,”ALPHA COURT”,12300028,”GROUND”,”N”,””,””,””,,2,”FRS00000000002”

9.3. Scenario 3 – modification to LPI

9.3.1. Candidate Submitter Action

If an Object exists in the current NLPG dataset and there is some BLPU or LPI data which should be updated, the Candidate Submitter must do the following things:

- Create a set of BLPU and LPI Records for each potentially incorrect Record. This Record set must be in the form of a DTF7.3 v3.1 Record set (see **Section 8**).
- Enter the correct USRN and grid co-ordinate details in order for the Candidate Record to be correctly validated and passed to the appropriate Contributing Authority.

Example a Fire representative identifies an existing NLPG entry which contains the following:

- BLPU Classification code captured to the secondary level only.
- Grid co-ordinates outside the BLPU curtilage.
- Details of a previous occupier and the property number but not the name recorded on the fascia of the property. Therefore, the Candidate Record submitted includes the new data as part of a BLPU Record and a Candidate LPI Record with the new occupier details.

9.3.2. Expected DTF7.3 v3.1 Record set:

21,”C”,1,188978512,5,2,2007-12-06,”CR01”,,123489,654569,1,7031,2007-12-06,,2007-12-06,2007-12-06,”BOOTS”,””,””,,1,”FRS0000000003”

24,”C”,2,188978512,,”ENG”,5,2007-12-06,2007-12-06,2007-12-06,2007-12-06,,””,,””,””,,””,24,””,”ALFRED HOUSE”,12300028,””,”N”,””,””,””,,1,”FRS00000000003”

9.3.3. Contributing Authority Action

The LLPG Custodian receives the Records as above, but with the CAN_KEY field value changed to a nationally unique value designated by the NLPG Custodian. The LLPG Custodian must do the following things:

- Record the Candidate Record in a “tank”, system or other software supplier determined construct.
- Review the Candidate Record.

9.3.4. **Outcome 1** – LLPG Custodian accepts Candidate Record into LLPG as genuine change.

In this scenario a series of COU Records will be included with the COU to the NLPG Custodian or any or all of the proposed changes in the Candidate Record.

Application Cross Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “U”.
- UPRN set to match corresponding BLPU.

- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE field populated with CAN_KEY value from Candidate Record.
- SOURCE value set to “7666IA”.
- Remaining Fields populated in accordance with DTF7.3 v3.1.

BLPU

- CHANGE_TYPE set to “U”.
- UPRN retained.
- LOGICAL_STATUS retained from LLPG as Approved BLPU (1).
- LOCAL_CUSTODIAN_CODE modified to that of LLPG Custodian.
- CUSTODIAN_TWO value removed.
- CAN_KEY removed.
- All remaining Fields verified and entered as appropriate, including any LLPG Custodian defined changes.

LPI

- CHANGE_TYPE set to “U”.
- UPRN retained.
- LPI_KEY retained.
- LOGICAL_STATUS retained from LLPG as Approved Preferred LPI (1).
- CAN_KEY removed from newly created LPI Record.
- CUSTODIAN_TWO value removed from Candidate Record.
- All remaining Fields verified and entered as appropriate, including any LLPG Custodian defined changes, for example, POSTAL_ADDRESS, OFFICIAL_FLAG.

9.3.5. Sample dataset generated:

23,”I”,1,188978512,”1055X000123491”,2007-12-06,2007-12-06,2007-12-06,,”7666C000000003”,”7666IA”

21,”U”,2,188978512,1,2,2007-12-06,”CR01”,,123489,654569,1,1055,2007-12-06,,2007-12-06,2007-12-06,”BOOTS”,””,””,,,””

24,”U”,3,188978512,,”ENG”,1,2007-12-06,2007-12-06,2007-12-06,2007-12-06,,””,,””,””,,””,24,””,”ALFRED HOUSE”,12300028,””,”N”,””,””,””,,,””

9.3.6. Records returned to Candidate Submitter:

23,”I”,1,188978512,”1055X000123491”,2007-12-06,2007-12-06,2007-12-06,,”FRS00000000003”,”7666IA”

21,”U”,2,188978512,5,2,2007-12-06,”CR01”,,123489,654569,1,1055,2007-12-06,,2007-12-06,2007-12-06,”BOOTS”,””,””,,,””

24,”U”,3,188978512,,”ENG”,5,2007-12-06,2007-12-06,2007-12-06,2007-12-06,,””,,””,””,,””,24,””,”ALFRED HOUSE”, 12300028,””,”N”,””,””,””,,,””

9.3.7. **Outcome 2** – LLPG Custodian rejects Candidate Record

Note: The LLPG Custodian does not add the Candidate BLPU and LPI Records but must return them to the NLPG as part of the next COU or alternative data transfer to the NLPG Custodian.

BLPU

- CHANGE_TYPE modified to ‘U’.
- UPRN retained.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in BLPU Record.

LPI

- CHANGE_TYPE modified to ‘U’.
- UPRN retained.

- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in LPI Record(s).

9.3.8. Sample dataset generated:

21,”U”,1,188978512,7,2,2007-12-06,”CR01”,,123489,654569,1,7031,2007-12-06, 2007-12-06,2007-12-06,2007-12-06,”BOOTS”,””,””,,1,”7666C000000003”

24,”U”,2,188978512,,”ENG”,7,2007-12-06,2007-12-06,2007-12-06,2007-12-06,,””,,””,””,,””,24,””,”ALFRED HOUSE”, 12300028, ”” ,”N”,””,””,””,,1,”7666C000000003”

9.3.9. Records returned to Candidate Submitter:

21,”U”,1,188978512,7,2,2007-12-06,”CR01”,,123489,654569,1,7031,2007-12-06,2007-12-06,2007-12-06,2007-12-06,”BOOTS”,””,””,,1,”FRS00000000003”

24,”U”,2,188978512,,”ENG”,7,2007-12-06,2007-12-06,2007-12-06,2007-12-06,,””,,””,””,,””,24,””,”ALFRED HOUSE”,12300028,””,”N”,””,””,””,,1,”FRS00000000003”

9.4. Scenario 4a – Setting a property Record as historical

9.4.1. Candidate Submitter Action

If an Object exists in the current NLPG dataset which no longer represents a real world Object, the Candidate Submitter must do the following things:

- Create a set of BLPU and LPI Records for each potentially incorrect Record. This Record set must be in the form of a DTF7.3 v3.1 Record set (see Section 7.17 and 7.18).
- Enter the correct USRN and grid co-ordinate details in order for the Candidate Record to be correctly validated and passed to the appropriate Contributing Authority.
- Ensure the CUSTODIAN_TWO Field on both the BLPU and the LPI Records are populated with ‘3’.

9.4.2. Expected DTF7.3 v3.1 Record set:

21,”C”,1,123456,5,4, 2008-06-05,”CR”,,123456,654321,1,7031,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,3,”FRS00000000004”

24,”C”,2,123456,”0121L000000001”,”ENG”,5,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,3,”FRS00000000004”

9.4.3. Contributing Authority Action:

The LLPG Custodian receives the Records as above, but with the CAN_KEY field value changed to a nationally unique value designated by the NLPG Custodian. The LLPG Custodian must do the following things:

- Record the Candidate Record in a “tank”, system or other software supplier determined construct.
- Review the Candidate Record.

Note: If the LLPG Custodian deletes the Record from their LLPG, a formal acceptance or rejection of the Candidate Record must be returned to the NLPG Custodian before the deletion. This is represented by the inclusion of an Application Cross Reference Record Update Record alongside the BLPU and LPI delete Records.

9.4.4. **Outcome 1** – LLPG Custodian accepts Candidate Record and sets the existing BLPU and LPI Records within the LLPG as historical. A new Application Cross Reference Record is then appended to the UPRN details in the LLPG.

Application Cross Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE field populated with CAN_KEY value from Candidate Record.

- SOURCE value set to “7666IA”.
- Remaining Fields populated in accordance with DTF7.3 v3.1.

BLPU

- CHANGE_TYPE set to “U”.
- LOGICAL_STATUS modified to Historic (8).
- LOCAL_CUSTODIAN_CODE modified to that of LLPG Custodian.
- CUSTODIAN_TWO value removed.
- CAN_KEY removed.
- All remaining Fields verified and entered as appropriate, including any LLPG Custodian defined changes.

LPI

- CHANGE_TYPE set to “U”.
- LOGICAL_STATUS modified to Historical (8).
- CUSTODIAN_TWO value removed.
- CAN_KEY removed.
- All remaining fields verified and entered as appropriate, including any LLPG Custodian defined changes, for example, POSTAL_ADDRESS, OFFICIAL_FLAG.

9.4.5. Sample Dataset Generated:

23,”I”,1,123456,”0121X000000001”,2007-12-06,2007-12-06,2007-12-06,2008-06-05,”7666C000000004”,”7666IA”

21,”U”,2,123456,8,4,2008-06-05,”CR”,,123456,654321,1,0121,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,””

24,”U”,3,123456,”0121L000000001”,”ENG”,8,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND” ,”N”,””,””,””,,,””

9.4.6. Records returned to Candidate Submitter:

23,”I”,1,123456,”0121X000000001”,2007-12-06,2007-12-06,2007-12-06,2008-06-05,”FRS00000000004”,”7666IA”

21,”U”,2,123456,8,4,2008-06-05,”CR”,,123456,654321,1,0121,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,””

24,”U”,3,123456,”0121L000000001”,”ENG”,8,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

9.4.7. **Outcome 2** – LLPG Custodian rejects Candidate Record and does not concur that the property no longer exists as a real world Object.

BLPU

- CHANGE_TYPE modified to ‘U’.
- UPRN retained.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in BLPU Record.

LPI

- CHANGE_TYPE modified to ‘U’.
- UPRN retained.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in LPI Record(s).

9.4.8. Sample dataset generated:

21,”U”,1,123456,7,4, 2008-06-05,”CR”,,123456,654321,1,7031,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,3,”7666C000000004”

24,”U”,2,123456,”0121L000000001”,”ENG”,7,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,3,”7666C000000004”

9.4.9. Records returned to Candidate Submitter:

21,”U”,1,123456,7,4, 2008-06-05,”CR”,,123456,654321,1,7031,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,3,” FRS00000000004”

24,”U”,2,123456,”0121L000000001”,”ENG”,7,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,3,”FRS00000000004”

9.5. Scenario 4b – Deletion of a property

9.5.1. Candidate Submitter Action

If an Object exists in the current NLPG dataset which is invalid, for example, a duplicate Record which should be deleted, the Candidate Submitter must do the following things:

- Create a set of BLPU and LPI Records for each potentially incorrect Record. This Record set must be in the form of a DTF7.3 v3.1 Record set (see Section 7.17 and 7.18).
- Enter the correct USRN and grid co-ordinate details in order for the Candidate Record to be correctly validated and passed to the appropriate Contributing Authority.
- Ensure the CUSTODIAN_TWO Field on both the BLPU and the LPI Records are populated with ‘4’.

9.5.2. Expected DTF7.3 v3.1 Record set:

21,”C”,1,123456,5,,2008-06-05,”CR”,,123456,654321,1,7031,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,4,”7666C000000004”

24,”C”,2,123456,”0121L000000001”,”ENG”,5,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,4,”7666C000000004”

9.5.3. Contributing Authority Action:

The LLPG Custodian receives the Records as above, but with the CAN_KEY field value changed to a nationally unique value designated

by the NLPG Custodian. The LLPG Custodian must do the following things:

- Record the Candidate Record in a “tank”, system or other software supplier determined construct.
- Review the Candidate Record.

Note: If the LLPG Custodian deletes the Record from their LLPG, a formal acceptance or rejection of the Candidate Record must be returned to the NLPG Custodian before the deletion. This is represented by the inclusion of an Application Cross Reference Record Update Record alongside the BLPU and LPI delete Records.

9.5.4. **Outcome 1** – The LLPG Custodian accepts the Candidate Record and deletes the existing BLPU and LPI Records from the LLPG. A new Application Cross Reference Record is appended to the UPRN details in the LLPG.

Application Cross-Reference

- A new Application Cross Reference Record created.
- CHANGE_TYPE set to “I”.
- UPRN set to match corresponding BLPU.
- New XREF_KEY value assigned into LLPG.
- CROSS_REFERENCE field populated with CAN_KEY value from Candidate Record.
- SOURCE value set to “7666IA”.
- Remaining Fields populated in accordance with DTF7.3 v3.1.

BLPU

- CHANGE_TYPE set to “D”.
- LOCAL_CUSTODIAN_CODE modified to that of LLPG Custodian.
- CUSTODIAN_TWO value removed.
- CAN_KEY value removed.

- All remaining fields verified and entered as appropriate, including any LLPG Custodian defined changes.

LPI

- CHANGE_TYPE set to “D”.
- CAN_KEY value removed.
- All remaining Fields verified and entered as appropriate, including any LLPG Custodian defined changes, for example POSTAL_ADDRESS, OFFICIAL_FLAG.

9.5.5. Sample Dataset Generated:

23,”I”,1,123456,”0121X000000001”,2007-12-06,2007-12-06,2007-12-06,2008-06-05,”7666C000000004”,”7666IA”

21,”D”,2,123456,1,,2008-06-05,”CR”,,123456,654321,1,0121,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,””

24,”D”,3,123456,”0121L000000001”,”ENG”,1,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

Note: It is vital for this scenario/outcome that the Application Cross Reference Record is provided in the COU before (that is, with a lower processing order number than) the NLPG Records affecting the deletion. This is to maintain integrity between Records.

9.5.6. Records returned to Candidate Submitter:

23,”I”,1,123456,”0121X000000001”,2007-12-06,2007-12-06,2007-12-06,2008-06-05,”FRS00000000004”,”7666IA”

21,”D”,2,123456,1,,2008-06-05,”CR”,,123456,654321,1,0121,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,,””

24,”D”,3,123456,”0121L000000001”,”ENG”,1,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,,””

9.5.7. **Outcome 2** – The LLPG Custodian rejects the Candidate Record and does not concur that the property is a duplicate (see Scenario 3, Outcome 2 above)

BLPU

- CHANGE_TYPE modified to ‘U’.
- UPRN retained.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in BLPU Record.

LPI

- CHANGE_TYPE modified to ‘U’.
- UPRN retained.
- LOGICAL_STATUS modified to Rejected External (7).
- END_DATE populated.
- CUSTODIAN_TWO value retained from Candidate Record.
- CAN_KEY retained in LPI Record(s).

9.5.8. Sample Dataset Generated:

21,”U”,1,123456,7,4,2008-06-05,”CR”,,123456,654321,1,7031,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,4,”7666C000000004”

24,”U”,2,123456,”0121L000000001”,”ENG”,7,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,4,”7666C000000004”

9.5.9. Records returned to Candidate Submitter:

21,”U”,1,123456,7,4,2008-06-05,”CR”,,123456,654321,1,7031,2007-12-06,2008-06-05,2007-12-06,2007-12-06,”W H SMITH”,””,””,,4,”FRS00000000004”

24,”U”,2,123456,”0121L000000001”,”ENG”,7,2007-12-06,2008-06-05,2007-12-06,2007-12-06,,””,,””,””,28,””,,””,”ATC HOUSE”,12300028,”GROUND”,”N”,””,””,””,,4,”FRS00000000004”

9 Candidate Record Scenarios

Index

Addressable Object	43, 44, 46
Alternative LPI	46, 59-61, 66, 81, 85, 86
Approved BLPU	79, 90
Approved Preferred LPI	36, 45, 59, 79, 86, 90
ASG	33
Bilingual	8, 22, 30, 41, 46-47, 56
BLPU	17, 21, 27, 31-47, 49-52, 59-66, 69-93
Candidate	22-26, 63-96
Candidate Submitter	63-68
Change only update	19-22, 59-62
Child	17, 34, 67
Classification	25, 28, 31-35, 55, 66, 71-73
COU	20-22, 59-62
extent	21, 37, 49-53
Full Supply	20-23, 32, 38-44, 55
hierarchy	60
land parcel	54
language	29-30, 36, 42-47, 55-56
LLPG Custodian	15, 32,34, 45-47, 54-62, 63-67, 78-90, 92, 94, 96
Local Custodian Code	22, 41-47, 64, 69
Local Highway Authority	25, 29-30
locality	29-30
Logical Status	23, 34-37, 43-48, 60-61, 64-67, 72, 75
LPI	21-24, 33-34, 37, 39, 42, 55-56, 61-66, 73, 76
NLPG Custodian	21-24, 33-37, 39, 42, 46, 61-78
Official Address	46, 49
Parent	17, 32, 36, 45, 61, 67, 69
Postcode	37, 44, 46-49
RPC	32, 34-37
Street Description	27
Street Name	27
Street type	25, 27, 29, 34, 47
town	29, 30, 33