



# Local Land and Property Gazetteer Policy

Policy Effective from	
Revision Dates	

## **Introduction**

1. The National Land and Property Gazetteer (NLPG) is the definitive, address list that provides unique identification of properties and conforms to the British Standard, BS 7666. The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. Each Local Authority is required to build, maintain and submit updates of its Local Land and Property Gazetteer (LLPG).
2. Sedgefield Borough Council's LLPG is managed by a designated LLPG Custodian in the Forward Planning Section of the Neighbourhood Services Department. The Gazetteer Management System is supported by the ICT Department. In the absence of the custodian a deputy will be appointed.

## **Vision**

3. Sedgefield Borough Council operates the Local Land and Property Gazetteer in compliance with national guidelines and standards and will corporately recognise the gazetteer as the single master source of address information for the Council.

## **Content**

4. The National Land and Property Gazetteer licence signed by the Council in December 2001 requires the Council to build, maintain and submit updates of its Local Land and Property Gazetteer (LLPG). In addition the Mapping Service Agreement dated 27th July 2005 obliges the Sedgefield Borough Council to create, maintain and update a Local Land and Property Gazetteer. Annual delivery improvement schedules returned to I&DeA outline the Council's commitment to continuous improvement in the quality and delivery of the Local Land and Property Gazetteer in the authority's capacity as a Creating Authority for the National Land and Property Gazetteer.
5. In order to gain operational efficiencies and increased confidence in address data held by the Council, use of the Local Land and Property Gazetteer will become mandatory for all council systems containing address data.

## **Implementation**

### Single Source of Address Data

6. Sedgefield Borough Council's Local Land and Property Gazetteer is the single master source of correct address data for the Council.

### UPRN

7. All databases containing addresses will incorporate a Unique Property Reference Number (UPRN). This will apply to both addresses within Sedgefield Borough Council and those external to it.

8. The correct procedure will be to forward all requests for new UPRNs to the LLPG team in Forward Planning. The LLPG team will be the sole creator of Unique Property Reference Numbers within the Council.

#### BS7666:2007 Data entry standard

9. All address data will comply with the formats specified by BS7666. The LLPG Custodian (GIS Officer) is responsible for disseminating the standard to Departments and for integrating any amendments or updates to the standard.
10. Each system using the Local Land and Property Gazetteer will need to be matched to the Local Land and Property Gazetteer in order to obtain the Unique Property Reference Number. This is a technical and time-consuming process, which also inevitably reveals anomalies in the both the Local Land and Property Gazetteer and the system to be integrated that needs to be investigated. Each system needs to be updated either manually or through an automated process in order to ensure the system is in sync with the Local Land and Property Gazetteer. It is the responsibility of the service area to perform the data matching exercise. However, the Local Land and Property Gazetteer Custodian can assist in the process.

#### Address verification

11. All address data will be verified by the LLPG team in Forward Planning.

#### Street Naming and Numbering

12. The Street Naming and Numbering Officer (SNN) is located within Planning Services. This person will use the Local Land and Property Gazetteer to verify any possible conflict or duplication of suggested naming and numbering schemes as soon as possible not only within the borough but also with neighbouring authorities.
13. There is no statutory requirement for Creating Authorities to provide details of changes to existing properties or new developments to any external organisation. However it is recognised that the provision and sharing of this information aids better service delivery to the citizen and business communities. In order to assist this, the SNN Officer must register with NLPG Advance which is an online facility to allow all local authority SNN Officers to view, update and distribute Street Naming and Numbering data by January 2009.
14. All Street Naming and Numbering change notification must be entered into the Local Land and Property Gazetteer with the appropriate cross reference from Street Naming and Numbering before any other external agency is informed. This includes new builds, demolitions and re-naming of properties.

#### Contact Officer for each system

15. Each Sedgefield Borough Council system containing or requiring address data will have a designated LLPG Contact Officer. This officer is responsible for coordination between their system and the LLPG team. They will be responsible for providing address change intelligence to the LLPG Team and ensuring the use of the Unique Property Reference Number in their system.

16. The LLPG Custodian will provide any training and guidance considered necessary. The LLPG Custodian will time to time hold meetings with the Contact Officers Group to gain feedback, and discuss opportunities for service improvement.

#### Operation Level Agreements

17. An agreement will be made between the LLPG Team and each service area using Local Land and Property Gazetteer data. The agreement will include details of agreed turn-around of address queries and frequency of address updates. This agreement will be subject to review as and when required.

#### Procurement

18. All new systems containing or requiring address data procured by Sedgefield Borough Council must be BS7666 compliant. This requirement will be included in all procurement pre-conditions documents. Corporate ICT will ensure all new systems containing or requiring address data must be interoperable with the Local Land and Property Gazetteer. Corporate ICT will liaise with the LLPG Custodian as part of the procurement exercise.

#### Training

19. Training and education on BS7666 and the Local Land and Property Gazetteer will be provided by the LLPG Custodian to all staff with responsibility for entering, amending or requesting address data.

#### LLPG User Feedback

20. The LLPG Custodian will consult with end users to ensure that Local Land and Property Gazetteer functionality meets their requirements. Any reasonable request for improvements will be considered. Any feedback will be used to assist in the Council's completion of the annual "Delivery Improvement Schedule", which is sent to the I&DeA.

#### **Costs**

21. Staffing costs of the Local Land and Property Gazetteer is met by the Neighbourhood Services Department.
22. Maintenance of the Gazetteer Management System is met through ICT budgets.
23. As BS7666 compliance for all new systems is mandatory, the cost of compliance will be integrated into overall project/procurement costs. Funding for modifying legacy business systems to comply with the requirements of this Policy will be met by the relevant Department.
24. Any data matching costs will be met by the relevant Department. Assistance provided by the LLPG Team will not be chargeable.

#### **Public Access**

25. The Corporate Gazetteer will be accessible to members of the public via the Internet. The GIS Officer is responsible for establishing access in conjunction with the Web Designer. Sedgefield Borough Council's Data Protection, Freedom of Information, Environmental Information, Reuse of Public Sector Information, Mapping Services Agreement and Copyright obligations will be adhered to in providing this access.

## **NLPG**

26. Under the Mapping Services Agreement, Sedgefield Borough Council is obligated to provide Authority Datasets (LLPG data) to the National Land and Property Gazetteer Hub. Sedgefield Borough Council Local Land and Property Gazetteer currently sends weekly updates to the National Land and Property Gazetteer. This is expected to change to daily updates in 2009 in line with the Delivery Improvement Schedule agreed under the terms of the Mapping Services Agreement.

## **Related Policies**

27. Freedom of Information  
Data Protection Policy

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