Energy Market Data Specification

Address Population Rules v1.0

Version: 1.0 Effective Date: 14 April 2022

Change History

Version Number	Implementation Date	Reason for Change
1.0	14 April 2022	Introduction

1. Introduction

1.1 This document defines rules that are to be adhered to when populating the data flows described in the REC Data Specification.

1.2 The rules may be applicable at the market message, collection, or data item level. Where the rule applies only in certain circumstances, these circumstances are defined.

1.3 Unless stated otherwise, the rules apply to all versions of the Market Message.

1.4 The receipt of a message where the rule/s as defined in this document have not been adhered to by the originator may result in rejection of the message, a request for further information by the recipient or inappropriate processing of the message.

2. Use of the Standard Address Format

Metering Point Addresses for metered supplies shall be structured using the Standard Address Format, with regard to the following requirements for completion:

2.1 When creating or amending Metering Point Addresses, DNOs shall use appropriate safeguards against loss of data for Metering Point Address Line 1 and Metering Point Address Line 2, either of which may contain data that is not on PAF.

2.2 Metering Point Address Line 1 shall be a Free Text field, subject to the following:

(i) where the Metering Point Address relates to a plot address, Metering Point Address Line 1 shall be populated commencing with the word "PLOT", followed by a space and then any text to identify the location of the plot

at the point the property is allocated a postal address, the word "PLOT" and its associated text should be removed from line 1;

(ii) where the Metering Point Address relates to a landlord's supply, Metering Point Address Line 1 shall be populated commencing with the word "LANDLORD", followed by a space and then any text to identify what the MPAN is supplying (e.g. Stair Lighting);

(iii) where the presence of an organisation name would assist in positive identification of the Metering Point Address, and is not present elsewhere in that address, it may be entered in Metering Point Address Line 1 (e.g. "PLOT 1 Barratt Homes");

(iv) where the Metering Point Address relates to flatted premises, and the DNO holds sub-building information which does not appear on PAF, or is in a different format to that on PAF, then this shall be entered in Metering Point Address Line 1 prefixed with the word "FLAT" then the additional information (e.g. "FLAT 1/1"); and

(v) where text entered within Metering Point Address Line 1 exceeds the available character limit, any truncation should take place at the end of the text entry, ensuring that the words at the beginning (e.g. "LANDLORD" or "PLOT") are fully

displayed.

2.3 Where populated, Metering Point Address Line 2 shall contain any sub-building name or number identified.

2.4 Where the Metering Point Address relates to a flatted premises and it is possible to uniquely relate a PAF address to the Metering Point, any PAF sub-building name shall appear in Metering Point Address Line 2. Where it is not possible to uniquely relate a PAF address to the Metering Point then Metering Point Address Line 2 shall not be populated.

2.5 Where populated, Metering Point Address Line 3 shall contain the building name and/or number.

2.6 In the event that an address contains both building name and number, these values shall be concatenated into Metering Point Address Line 3 with building name first, a semi-colon separator, and then the building number, with no spaces. The semi-colon separator shall not appear unless there is both a building name and a building number.

2.7 Where populated, Metering Point Address Line 4 shall contain any value that would constitute the Dependant Thoroughfare within a PAF address.

2.8 Where populated, Metering Point Address Line 5 shall contain any value that would constitute the Thoroughfare within a PAF address.

2.9 Where populated, Metering Point Address Line 6 shall contain any value that would constitute the Double Dependant Locality within a PAF address.

2.10 Where populated, Metering Point Address Line 7 shall contain any value that would constitute the Dependant Locality within a PAF address.

2.11 Metering Point Address Line 8 shall be populated with the Locality (Post Town).

2.12 Where populated, Metering Point Address Line 9 shall contain either:

(i) the postal or administrative county for the address, this being a non-PAF element; or

(ii) other relevant and useful information that would assisting in confirming the location for the address.

2.13 Parties shall use all reasonable endeavours to populate the Metering Point Postcode for a Metering Point Address. In the event that the full Postcode cannot be identified, the Outcode shall be provided wherever reasonably possible and Parties shall not include a dummy postcode (e.g. Z99 9ZZ).

For the purposes of PAF, the Royal Mail has defined an address as being comprised of four elements, these being:

2.14 Premises, which may include:

(i) Sub-building names that would be included in Metering Point Address Line 2;

(ii) Building names and building numbers that would be included in Metering Point Address Line 3;

2.15 Thoroughfare, which may include:

(i) A Dependant Thoroughfare, which would be included in Metering Point Address Line 4, and;

(ii) A Thoroughfare, which would be included in Metering Point Address Line 5,

2.16 A Locality, which may include:

(i) A Double Dependant Locality, which would be included in Metering Point Address Line 6;

(ii) A dependant Locality, which would be included in Metering Point Address Line 7; and;

(iii) In all cases, a Locality (Post Town), which would be included in Metering Point Address Line 8; and

2.17 The Postcode, which would be included in a Metering Point Address as the Metering Point Postcode.

Each Party shall make reasonable endeavours to provide details of each of the elements of the address as defined in Paragraph 19.8 in all communications to other Parties.

3. Unmetered Supplies

Unmetered Supplies are identified in MPAS by the setting of the Metered Indicator (J2252). This section only applies where the Metered Indicator (J2252) is set to "F". Unmetered Supplies Metering Points are allocated to an inventory of equipment connected on an unmetered basis. An inventory may be for a single location or for many thousands of locations across a DNO's geographical area. Addresses for Unmetered Supplies shall always be a non PAF Address, structured using the Standard Address Format, with regard to the following requirements for completion:

2.18 Metering Point Address Line 1 shall be populated with the words "Unmetered Supply" and no other value;

2.19 Metering Point Address Lines 2 and 3 can optionally be populated with any further details (e.g. inventory reference) and a brief description of the unmetered equipment;

2.20 Metering Point Address Lines 4 to 9 shall be used to provide further information to help identify the location of the unmetered equipment;

2.21 As a non PAF Address, an Unmetered Supplies Metering Point will not have a fully compliant Postcode. The Postcode shall contain either;

(i) Where the inventory is for a single location, the Postcode for the Thoroughfare

where the equipment is located; or

(ii) Where the inventory is for multiple locations, a dummy Outcode shall be provided that identifies the Metering Point Address as an Unmetered Supply, “UM5” and no other value.

Each Metering Point Address shall be categorised as one of:

2.22 A Metering Point address that exactly matches an entry on PAF, and for which the MPAS holds no supplementary details. A PAF Address Key can be determined for these addresses (a “PAF Address”).

2.23 A Metering Point Address where a PAF address exists that identifies the appropriate letterbox, but additional data element(s) is (are) required to identify the Metering Point uniquely and unambiguously (a “PAF Address with non-PAF elements”).

2.24 A Metering Point Address that cannot be matched to an individual PAF record. If the premises cannot be uniquely identified on PAF yet the thoroughfare and Locality details are accurate, it may be possible to generate a full postcode for the address but not identify a PAF Address Key. Many flatted premises addresses and addresses such as with Unmetered Supplies may be covered by this category (a “non PAF Address”).

Where defined as a PAF Address, the Metering Point Address shall be populated exactly as held on PAF with the equivalent elements matching.

Where a Metering Point address is identified as being an Address with non-PAF Elements, the non-PAF elements shall be populated into appropriate fields within the natural hierarchy of the address. Additional Locality data, (e.g. London Boroughs) not appearing on PAF, shall be placed in the appropriate field between the Thoroughfare and Locality lines.

Non-PAF addresses are to be populated using the most appropriate SAF field, with PAF elements being allocated to the relevant line (e.g. Locality in Line 8).