Address Guidance Document

Version 0.1

26 June 2026



RETAIL ENERGY CODE

Change History

Version Number	Date Published	Reason for Change / Updates Made
V0.1	26/06/26	Publication following discussions at I0200 working group

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1. INTRODUCTION

This document has been drawn up following discussion and agreement at the I0200 Working Group meeting on 11 June 2026. It is intended to support the processes as set out in Schedule 29 – Address Management, providing examples or additional detail that is not appropriate for the REC Main Body and its Schedules or that may be added as part of the I0200 solution. Each piece of guidance will also be published as an individual Wiki article on the REC Portal.

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2. USE OF THE STANDARD ADDRESS FORMAT

The Address Population Rules sets out the format for the Standard Address Format. A handy summary table has been provided below to support this document.

PAF = Postal Address Format (also known as Royal Mail database).

Address Line	Rule / Condition	Additional Information	DCC includes in matching process
Address Line 1	If the address relates to a plot, populate with 'PLOT' + space + location identifying text	When a postal address is allocated, remove 'PLOT' and associated text	No – not used and does not stop a match
	For landlord supplies, populate with 'LANDLORD' + space + description (e.g. Stair Lighting)	If text exceeds limit, truncate at the end, keeping key words visible	
	Organisation name may be included if helpful to identify the Metering Point Address and information not present elsewhere in the address (e.g. “PLOT 1 Barratt Homes”)	This also applies to Building Network Owner (BNO)	
	For flats with non-PAF data, use 'FLAT' + additional info (e.g. FLAT 1/1)	If text exceeds limit, truncate at the end, keeping key words visible	
Address Line 2	Contains sub-building name or number if available		Yes – can stop a match, including use of “stop words”
	For flats: include PAF sub-building name if uniquely matched; otherwise blank		Yes – can stop a match, including use of “stop words”

Address Line 3	Contains building name and/or number	If both exist: format as building name; building number (no spaces)	Yes – can stop a match, including use of “stop words”
Address Line 4	Contains Dependant Thoroughfare (PAF)		Yes – can stop a match, including use of “stop words”
Address Line 5	Contains Thoroughfare (PAF)		Yes – can stop a match, including use of “stop words”
Address Line 6	Contains Double Dependant Locality (PAF)		Yes – can stop a match, including use of “stop words”
Address Line 7	Contains Dependant Locality (PAF)		Yes – can stop a match, including use of “stop words”
Address Line 8	Contains Locality (Post Town)		Yes – can stop a match, including use of “stop words”
Address Line 9	Contains postal or administrative county (non-PAF)		Yes – can stop a match, including use of “stop words”
	Or contains other useful location-identifying information		
Postcode	Reasonable endeavours to populate Postcode. If the full postcode cannot be identified the Outcode shall be presented.	Parties shall not include a dummy postcode (e.g. Z99 9ZZ)	Yes - Invalid or incomplete postcodes can stop a match

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3. WHAT ARE THE DCC STOP WORDS

The table below sets out the current list of DCC's stop words that will stop a REL match. These apply to both gas and electricity MPXN but are more likely to apply to electricity MPLs.

DCC Stop Words – Dual Fuel	
ADJACENT TO	MAST
ADSHELL	NETWORK RAIL KIOSK
ADV(ERSISING) RIGHT	NORTH / SOUTH / EAST / WEST OF
ADVERTISEMENT	OPEN REACH
ATM	OPPOSITE
BACK OF	PCP
BATHING / BEACH HUT	PUBLIC CONVENIENCE(S)
BT KIOSK	PUMP HOUSE
BUS SHELTER / STOP	PUMP PILLAR
CABINET	PUMP(ING) STATION(S)
CAR PARK	PUMP(ING) SUPPLY / SUPPLIES
CELL	RAIL(WAY) KIOSK
CHARGER / CHARGING	REAR OF
CONTROL PILLAR	ROUNDABOUT
CORNER OF	SITE SUPPLY
DISCONNECTED	STREET LIGHTS / LIGHT(ING)
DO NOT USE	TELECOMS
DUPLICATE	(TELE)COMMUNICATION(S)
EST(ATE) LIGHTING	TELEFONICA
EXCHANGE	TELEPHONE
F PILLAR	TELEWEST
FACING	TEMPORARY SUPPLY
FEEDER PILLAR	TOILET(S) (BLOCK)
FORMER	TRAFFIC SIGNALS
GRASS VERGE	TRAMSTOP
JUNCTION / JNC / JCTN	TRANSMITTER
LEFT/RIGHT OF	UNMETERED
LIGHT(ING) PILLAR	VODAFONE
LOCATED	[WTW PATTERN]

4. WHY IS THE MPL USED?

The table below has been drawn up to help all industry participants understand the need for accurate MPLs. The MPL is used for a number of processes which include:

Scenarios	Who uses it?
Network Owner Safety Check	DNOs, IDNOs, GTs, iGTs
Metering visit (install, exchange, removal)	MAM, AMI, MOA, EMO, SIP
Meter reader	MRA, Data Retriever, Meter Inspection
Billing	Supplier, DNO site specific billing, metering visits
Switching - Enquiry System provide the MPL and the REL if there is one	Suppliers, Price Comparison Websites, Third Party Intermediaries, Consumer
Theft investigations	Revenue protection agents
Smart metering commissioning	DCC

5. APPENDIX 1 – USEFUL TERMS

Populated using the definitions as set out in the REC Schedule 1 or the Supply Standard Licence Conditions. Where this has not been possible, this has been flagged.

Term	Acronym	What does it mean?

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