

# Background information on National Public Transport Gazetteer

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## Overview

### What is NPTG for?

NPTG provides a unique identifier for every town and settlement in the UK to which passengers might want to travel, together with meaningful text descriptions. This enables both computerised transport systems and the general public to find and reference the locality unambiguously. NPTG is used to organise NaPTAN stop points.

NPTG consists of the following elements:

1. A standard for identifying and naming localities.
2. A database of all the localities points in the UK.
3. An XML Schema for exchanging localities as XML documents content. All or part of the database may be exchanged in this format.
4. An exchange format for exchanging localities as csv files.

Underpinning NaPTAN & NPTG are UML Models.

### NPTG Locality Identifiers

NPTG locality identifiers are a systematic way of identifying of all UK localities where there is access to public transport.

- Every UK village, town, settlement and metropolitan area is allocated a unique NPTG locality Identifier.
- Localities can be organised into a hierarchy of geographical containment
- Localities can be assigned a classification.

### NPTG Stop Point Descriptors

NPTG localities have text descriptor elements associated with them including a qualifier to distinguish them from any similarly named localities. These elements can be combined with NaPTAN Stop Point names in different ways to provide presentations of PT access point names useful for many different contexts, for example on maps, stop finders, timetables etc.

- NPTG localities may also have alternative names, for example for aliases for different national languages.

### The NPTG database

The NPTG database holds a current copy of all UK localities. It is maintained with an on-line tool.

The NPTG database is maintained centrally by Landmark under contract to the Department of Transport.

### The NPTGCSV Exchange Format

NPTG data can be exchanged in Comma Separated Variable (CSV) format. The structure of this format is described in full by the NaPTAN documentation.

### The NPTGXML Schemas

NPTG data is described by two related XML schemas; these can be used to describe NPTG data when exchanging it between systems as XML documents.

- NPTG Schema: Describes topographical data
- NPTG Discovery Schema: Describes computers services associated with topographical areas, and configuration data for interfacing them, such as Adjacent Area Exchange Points.

## **The NPTG UML Models**

NPTG & NaPTAN data conforms to a family of consistent, interlocking data models. The models are described in the [NPTG & NaPTAN Schema Guide](#) using UML notation.

## NPTG Documentation

The following documentation about NPTG is available free:

- This **NPTG site** provides a brief overview and information on the available schema versions and where they can be found.
- **NPTG & NaPTAN Schema Guide:** An electronic document providing a high level guide to NaPTAN and NPTG and their use. The guide has content suitable variously for both users and implementers. All versions of the guide can be downloaded from the NPTG page.
- **NPTG Schema:** The NPTG XML Schema and the NPTG Discovery XML Schema describe the XML content. The schemas are written to be as readable as possible: they use meaningful names for elements, consistent conventions to make the schemas easier to read, and contain detailed comments describing the elements and their intended use.
  - All versions of the schema can be downloaded from the NPTG page.
- **NPTG CSV Schema:** The NPTG CSV Schemas provide a table-based representation of the NPTG models. The csv schema is documented in the NPTG & NaPTAN Schema Guide.
- **Documentation for Related Standards:** NPTG is used in NaPTAN, and also in TransXChange and JourneyWeb.
- **Documentation for accessing NPTG data:** Information on how to obtain NPTG data in XML and csv format is given in the Process section below.
- **Licensing and IPR:** The NPTG schema and data are available free under the Open Government Licence.

## Process for editing & downloading data

NPTG data for each administrative area is edited locally using the online editor.

### **Editing NPTG Data**

NPTG data is edited using an online editor provided by [NaPTAN Data Support](#).

### **Viewing NPTG Data**

Current NPTG data can be browsed freely online using an [online viewer](#).

The viewer supports different views:

- Gazetteer
- Hierarchy
- Alternate names
- Registry of Exchange Points

### **Downloading NPTG Data**

NPTG data is downloaded in a similar manner to NaPTAN data in either XML or csv format using either FTP, or a download tool provided by [NaPTAN Data Support](#). Alternatively, the data is freely available from <http://data.gov.uk/dataset/nptg>.

## Locality types & classifications

### How locality types are assigned

Value	Name	Ranking
city	Locality is a city	1
town	Locality is a town	2
suburb	Locality is an urban sub-area	2
urbanCentre	Locality is a city centre or town centre zone of another town or city locality	3
village	Locality is a village	3
hamlet	Locality is a hamlet	4
placeOfInterest	Locality is a place of interest whose name is distinct from another locality	4
other	Locality is none of the other types	2
unrecorded	Locality type is not yet specified	3

### Locality Source types

How locality types were assigned in the original data set from which NPTG was compiled

Value	Description	Notes
Add	New entry in the National Gazetteer	
Co	Community	Wales only
Lo	Locality	Other locality
LOC	Scottish Locality	Scotland only
Pa	Parish	not Wales
PAR	Scottish Parish	Scotland only
Isl	Island	
U	Urban Area	
US	Urban Sub Area	
DWD	Scottish District Ward	Scotland only
RED	Scottish Registered Electoral District	Scotland only

## Versioning

NPTG & NaPTAN use a systematic versioning scheme in line with GovTalk & e-Gif standards. The system is intended to allow you to design applications that operate at different schema levels concurrently, and to manage future schema application evolution in a rigorous and orderly manner. Both schemas & instance documents are versioned.

### 1. Version Numbering

#### 1.1 Version Numbers

All NPTG & NaPTAN schemas have a version Identifier of the form **N.Mx**, where:

- **N** indicates a **Major release**, e.g. "2.0". A major release is usually is not strictly compatible with the previous release.
- **M** indicates a **Minor release**, e.g. "2.1". A minor release is compatible with the previous release, providing any new optional features added in the release are not used
- **x** indicates an **Unapproved draft**, e.g. "1.0a", "4.3a". A letter suffix indicates that the release is not yet officially approved or released.

## [NPTG history](#)

The following is a log of significant changes to the NPTG site content.

See also [NaPTAN History](#)

### **March 2013**

- Version 2.5

### **July 2005**

- Site Hosting mirrored to Thales

### **May 2005**

- Additional documentation summary pages added to web site

### **April 2005**

- NPTG Schema 2.0 in GovTalk Review
- NaPTAN 2.0 data support announced for June 2005

### **March 2005**

- NPTG Schema 2.0 released with Schema Guide

### **Feb 2005**

- NPTG Schema draft 2.0d released (and change notes)

### **Nov 2005**

- NPTG Schema draft 2.0c released (and change notes)

### **Jan 2004**

- Created NPTG Schema 1.1a (and change notes)
- New NPTG site created

### **July 2003**

- As part of JourneyWeb Site

## Contact

### **NPTG Data & hosting**

For help or comments about the hosting or access to NPTG data, please contact: [NaPTAN@landmark.co.uk](mailto:NaPTAN@landmark.co.uk).

### **Schema & Documentation**

For help or comments about the NPTG schema & Documentation, including content of this website, please contact: <mailto:pti.support@trapezgroup.co.uk>

### **Designated Owner**

NPTG, Transport Direct Project  
Department for Transport,  
2/17 Great Minster House,  
33 Horseferry Road,  
London, SW1P 4DR

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## Document Derivation

This document is based on an original document titled CREATION OF NATIONAL PUBLIC TRANSPORT GAZETTEER (NPTG) GUIDANCE NOTES – Version 6 (1 June 2002). Landmark is responsible for the control of this document.

## Overview

The National Public Transport Gazetteer (NPTG) is a common resource for use by all the **traveline** regions, Transport Direct, other public information services and more widely. Initially its primary use was to enable the call centre agents to determine which **traveline** region an origin and/or destination lies in. Since then the use of JourneyWeb to link the regional journey planners together means that it is used more extensively in various web applications. NPTG also forms an important element of the National Public Transport Access Nodes (NaPTAN) Database which is being used in **traveline**, **Transport Direct**, the bus registration process run by DVSA and elsewhere.

The source material for NPTG was taken originally from the Index of Place Names compiled by ONS (and its Scottish equivalent). Whilst not completely ideal for **traveline** purposes these indexes were the most comprehensive list of settlements (which can range from hamlets to cities) covering England, Wales and Scotland.

This note describes the process by which the NPTG has been compiled (to a greater or lesser degree of compliance), using the ONS Gazetteer (and its Scottish equivalent) as the primary source of raw data. The mechanics of this work involved local database managers editing their own area's entries in accordance with a set of rules which are set out in this note. The work was done over the internet - the source data is held on a computer managed by Landmark, and each editor was creating the Gazetteer alongside that source data by removing, correcting and adding entries as necessary - and then by adding PT-specific information to those entries.

Now that this process has been completed, a National set of data has been created that is being used extensively within **traveline**, **Transport Direct** and other systems. It allows calls to be transferred to the relevant distant call centre where necessary - and it is also used for web-accessible services in **traveline** and **Transport Direct**. It is also in use within the national **traveline** web portal to guide enquiries to the appropriate regional planner.

It is important to remember that NPTG is being used by people all over the country, many of whom will not be familiar with places outside their local area, and therefore every entry in NPTG has to be unambiguous. The aim of the editing process was to ensure that NPTG contains a single entry for each settlement name in the country, and ensure that the name, in conjunction with the county or unitary authority name, is unambiguous within the country.

An "alternative name" facility has been added to the editing process so that English and Welsh versions of place names can be tied together in NPTG. This facility can also be used for alternative spellings of place

names and for places with more than one name such as Kingston-upon-Hull which is commonly known as Hull.

Although the main work has been completed, the need for further improvement of this database still exists and the rules and procedures remain unchanged for this process to continue. This document describes those rules and procedures.

## Contact Details

For all questions please contact the helpdesk at [naptan@landmark.co.uk](mailto:naptan@landmark.co.uk).

## Guidelines for Settlements to be Included in NPTG

NPTG should include the names of all settlements, whether or not they are served by public transport. A settlement is defined as a distinct geographic area with a name that distinguishes it from adjacent areas. The **names should be of importance at the national level**, and should generally avoid small housing estate names (Remember that the purpose of the National Gazetteer is to allocate the origin or destination of a journey to the correct region and to help enquirers “drill down” to a specific location within a community. However, editors also need to be able to allocate every individual bus stop in their area to an appropriate lowest-level gazetteer locality within the NaPTAN database).

Call centre agents and the general public are more likely to be familiar with county and unitary authority names than with second tier authority names (particularly those that are artificially created) so every entry must be made unique at the county/unitary authority level. Where there have to be duplicate names within a county each must be qualified with a “(nr This Place)” so that the agent/public can choose the right one.

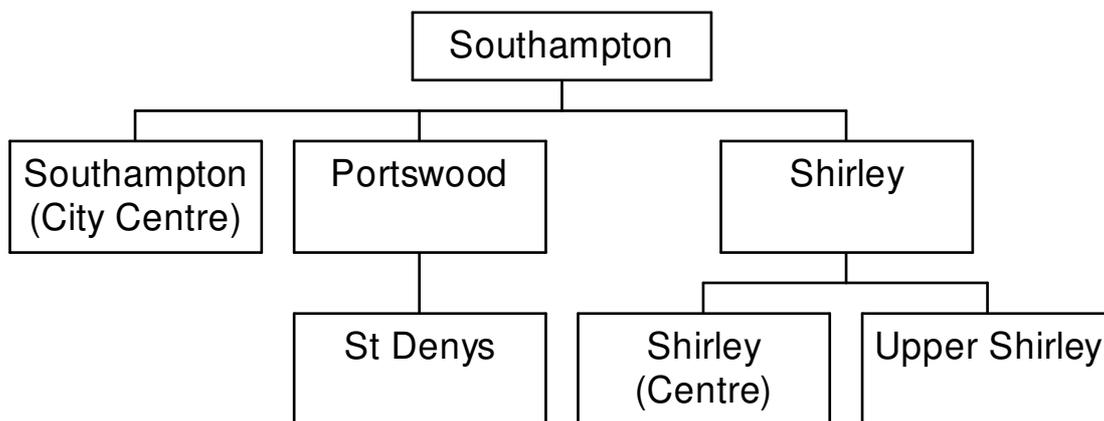
The source material had multiple entries for large settlements that spanned several administrative areas, e.g. there were entries for “Leicester” in “City of Leicester” and “County of Leicestershire”. The use of such multiple entries in NPTG will confuse call centre agents and the public. Such entries should be reduced to one (the one covering the centre of the settlement).

Some original entries contained more than one place name e.g. “Raynes Park/Motspur Park”. These should be edited into two separate entries. (See the example edits below for other changes that should be made)

## Hierarchy of Names

There can be a hierarchy of names (see editing activity 2 below) e.g. “Southampton” can include “Portswood” and “Shirley” as lower level names. The phrase “Town Centre” (and similar) should not be part of any highest level name in an area, although it can be used as a lower-order locality to represent the relevant part of a town. If, when creating the entries for a particular area, you think you need more than 3 levels in the hierarchy, you are almost certainly trying to use too fine a settlement level. Also be careful not to create circular hierarchies. Hierarchies are to show subdivisions within the idea of “containment” and are NOT intended to be used to show nearby, but physically separate, settlements.

The separate hierarchy editing system relates parent and child entries.



**An example hierarchy**

(Note: current guidance would recommend the locality name of “City Centre” or “Southampton City Centre”, not “Southampton (City Centre)”; and of “Shirley Centre” ... as brackets are no longer acceptable in the names of localities.

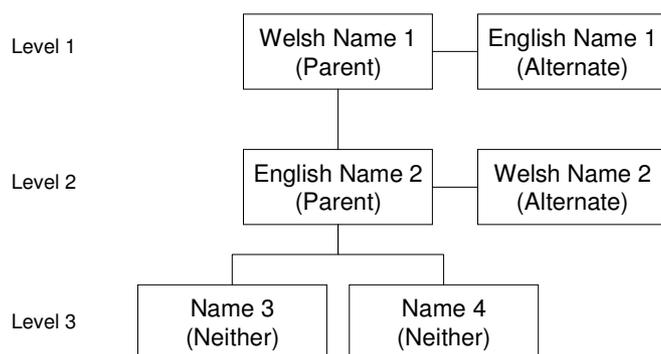
**Alternate Names**

The National Public Transport Gazetteer includes the concept of alternate names for places known by several names egg English and Welsh names for the same place or a place such as Kingston-upon-Hull commonly known as Hull.

Each name and alternate name are entered as separate entries in the National Public Transport Gazetteer and then the alternate name editing system is used to tie the two entries together.

The hierarchy of place names will only be able to descend through a single name to simplify the construction of hierarchy trees but in all other respects alternate names will have the same status as the first name.

To ensure the integrity of hierarchy trees a locality can have the status of “Parent” or “Alternate”, but not both.



**An example of hierarchy and alternate names**

The Alternate name editing system is very similar to the hierarchy editing system, but with a much smaller matching radius.

## Places of National Interest

Places of national interest should only be included where the name does not make clear which settlement it is in. e.g. "Legoland" could be included as there is no obvious settlement name but "Chessington World of Adventure" should be excluded as there will be an entry for "Chessington". (Remember that the final part of the drill down process in the call centre will be using the local **traveline** gazetteer which should include all places of significance within the area).

Reports of ambiguous names found either within an administrative area or found close to an administrative area boundary can be provided to help the editors tidy up their part of the gazetteer. If required, please contact the Landmark Help Desk.

## The Process

The gazetteer editing system is accessible through the web site at [http://81.17.70.199/public-transportdatamanagement/DataUser\\_Login.aspx](http://81.17.70.199/public-transportdatamanagement/DataUser_Login.aspx). Once you have logged into the data users area, select "NPTG Edit Live Data" from the left-hand menu. You will be asked for your NPTG editing username/password.

Access to the "live" system is restricted to individual usernames and passwords that limit your access to a relevant geographical (administrative area) portion of the Gazetteer. Usernames and passwords are issued on request to the Landmark Help Desk.

There are three separate steps to follow.

- "Step One" allows the local editor to refine the entries to be included in the NPTG and to indicate which of them have subordinate localities within the dataset (e.g.: a "town" which contains separately identified "suburbs"). It also allows entries to be linked to localities that are adjacent to them.
- "Step Two A" allows the hierarchical relationships to be defined.
- "Step Two B" allows alternate names to be defined.

## Step One

The existing entries will be listed alphabetically by **locality** name, but viewed in blocks of 20 entries to minimise download times.

The first column shows the **District** and may be required to assist in locating lesser-known, or duplicated, localities in large database areas.

The second column gives the locality name together with any qualifier. It also contains hyperlinks that allow:

- The details of the locality to be edited
- A new locality to be created based on the existing locality
- Localities adjacent to the locality to be marked as such.

The third column, headed **Short Name** lists the short name for the locality if one exists.

The fourth column, headed **ID** lists the National Gazetteer Identity for the locality.

The fifth column, headed **Type**, is used to identify higher-order place names that have subordinate localities, or are alternate names for other localities within the database.

The sixth column, headed **Active?** indicates whether the entry is active (= included in the NPTG) (**V**) or inactive (= excluded from the NPTG) (**X**).

The seventh column provides a **Grid Reference** which, if clicked on, will provide an on-screen map showing the position of that 1km grid square on an Ordnance Survey map base.

For each existing entry, there are a number of actions you can take: -

- To **DELETE** an entry, click on the tick in the 'Active?' column. It will change to a cross and the entry will be excluded from the NPTG (it remains in the original data-set and the deletion can be reversed if necessary)
- To **EDIT** an entry, click on "Edit" in the 'locality' column. A new window will open allowing you to
  - + Change the name or the Language of the name,
  - + Change or add a qualifier or a Short Name together with the language,
  - + Change the grid reference
  - + Change or add a classification (City, Suburb etc.)
  - + Set the name as a Parent, Alias or neither
- To **ADD** a new entry, such as a missing suburb name or tourist venue, choose (as a "proxy") an existing entry geographically closest to the required entry (and in the same District as the required entry) and click on "New" in the 'locality' column. A new window will open allowing you to overwrite the locality name of the proxy with an entirely different one. The Grid Reference should also be edited, as necessary. The entry which you used as the "proxy" remains unchanged by this process.

The head of the screen has buttons providing access to the main menu, to a sub-set of the list of localities consisting of only those declared Active (View Active) and to a sub-set of the list of localities consisting of only those declared Inactive (View Inactive). Access to other ranges of the (View All) data is also available here. The titles of these ranges will automatically reset themselves as edits are made.

The source data was devised to fulfil very different purposes to that to which it is now being applied. The following points should be reviewed to correct unnecessary entries: -

<b>Review each entry with a parenthesis) after locality name</b>	
Two adjacent entries are identical, though in different districts. Grid references will also match	<b>DELETE</b> one entry
An entry followed by ) is NOT the same locality name as adjacent entries. Locality also appears in the gazetteer for an adjacent authority.	No action, but liaise with neighbouring authority
Two adjacent entries have the same names and the grid references do not match	Check grid references for possible duplicate entries  Add a qualifier to the name(s)

<b>Then, review each remaining entry to identify other necessary amendments, looking particularly for the following categories</b>	
Where a locality name consists of two or more words, ensure that the “forward” entry (Great Horwood) exists and that the “reverse” entry (Horwood, Great) does not	<b>ADD</b> and/or <b>DELETE</b> as appropriate
Localities including the word “and”. Consider the need to split to separate localities	<b>ADD</b> and/or <b>DELETE</b> as appropriate
Adjacent entries have the same locality name but are attributed to different districts. Grid references confirm that these are two separate localities	<b>RENAME</b> by adding “(nr <wherever>)” after name
Adjacent entries have the same locality name but are attributed to different districts. Grid references confirm that this is a single locality close to, or straddling, the boundary	<b>DELETE</b> one entry
Check for irregular spelling of, or (de)merging of words in, place name	<b>RENAME</b> to local spelling
Check for insignificantly small localities. Occasional occurrences found of localities named after roads or single buildings.	<b>DELETE</b>
Some localities listed will be recognised as having no public transport services	<b>DO NOT DELETE</b> . Instead add “walk” links within database or otherwise link to nearest locality(s) served by public transport

<b>Then, consider the requirement for additional entries</b>	
Review provision of area names, particularly within urban areas to establish omission of well-used locality names	<b>ADD</b> as appropriate

<p>Is the place known by other names which appear in a different part of an alphabetical list. In Wales, consider inclusion of Welsh language form of place names</p>	<p><b>ADD</b> as appropriate. English and Welsh place names will have to be tied together using the alternate name process</p>
<p>Consider tourist venues or other “places of interest” <b>of national significance</b>. Only include places that give added functionality (e.g. include “Blenheim House” which is in Woodstock but exclude “Harlech Castle” because “Harlech” will already exist as a locality). The number of additions should be small; they will be monitored and may be reduced by negotiation.</p>	<p><b>ADD</b> as appropriate</p>

*End of table - text continues on next page*

- The final part of Step One is to identify those localities that are likely to be the higher-level localities within a hierarchy or are alternate names. Use the **Type** dropdown in **EDIT** to change the status. This change will be saved automatically.

Changes in the edit window are saved when the “Update” button is pressed.

To check on finished selections, use the “View Active” or “View Inactive” buttons to view complete lists of Active localities or Inactive localities. Return to Main Menu to commence Step Two.

### **Step Two A (Hierarchy)**

This is the process by which the dependent localities (or ‘children’) are determined for each nominated ‘Parent’. A list of localities will be presented for each ‘Parent’, listed in ascending distance from the parent locality. A simple toggle switch allows editors to include as many of the localities offered as is appropriate. (The default state for each is "excluded"). A trap is included to prevent simple (parent-child-parent) circular references being included.

The changes made during Step Two A are saved when “Update database” button is pressed.

### **Step Two B (Alternate Names)**

This is the process by which the alternate localities are tied to their other name. A list of localities will be presented for each ‘Alternate’, listed in ascending distance from the Alternate locality. A radio button switch allows editors to select one name as the other name. The other name must not have been marked in the localities editing as an alias name.

The changes made during Step Two B are saved when “Update database” button is pressed.

Return to Main Menu to commence Step Three.

### **Completion**

Once you have completed Step Two B, return to Main Menu and exit the application.

### **Updating**

The editing system remains active at all times to allow continual editing after the initial work has been completed. The NPTG files that are required by end-users of the data are compiled at regular intervals and are then available for download by **traveline** systems integrators, **Transport Direct** and other authorised users.

## APPENDIX 1

The following table contains locality information generated as examples only to assist in explaining review actions required

District	Locality (Qualifier Name)	Short Name	ID	Type	Active?	GridType
Aylesbury Vale	Addington EDIT:NEW:ADJACENT LOCALITIES		E0012346	Neither	<u>✓</u>	123342 244543
Chiltern	Amersham EDIT:NEW:ADJACENT LOCALITIES		E0012347	Neither	<u>✓</u>	123342 244544
Chiltern	Amersham EDIT:NEW:ADJACENT LOCALITIES (New Town)	New Town	E0012348	Neither	<u>✓</u>	123342 244545
Chiltern	Amersham/Chesham EDIT:NEW:ADJACENT LOCALITIES		E0012349	Parent	<u>✓</u>	123342 244546
Aylesbury Vale	Biddlesden Park EDIT:NEW:ADJACENT LOCALITIES		E0012350	Neither	<u>✓</u>	123342 244547
Aylesbury Vale	Bierton EDIT:NEW:ADJACENT LOCALITIES		E0012351	Neither	<u>✓</u>	123342 244548
Aylesbury Vale	Bierton with Broughton EDIT:NEW:ADJACENT LOCALITIES		E0012352	Alternate	<u>✓</u>	123342 244549
Aylesbury Vale	Blackgrove EDIT:NEW:ADJACENT LOCALITIES		E0012353	Neither	<u>✓</u>	123342 244550
Chiltern	Bois, Lower EDIT:NEW:ADJACENT LOCALITIES		E0012354	Neither	<u>✓</u>	123342 244551
Aylesbury Vale	Broughton EDIT:NEW:ADJACENT LOCALITIES		E0012355	Neither	<u>✓</u>	123342 244552

South Bucks	Burnham EDIT:NEW:ADJACENT LOCALITIES		E0012356	Neither	<u>✓</u>	123342 244553
South Bucks	Burnham EDIT:NEW:ADJACENT LOCALITIES		E0012357	Neither	<u>✓</u>	123342 244554
Wycombe	Chepping Wycombe EDIT:NEW:ADJACENT LOCALITIES		E0012358	Neither	<u>✓</u>	123342 244555
Chiltern	Chesham EDIT:NEW:ADJACENT LOCALITIES		E0012359	Neither	<u>✓</u>	123342 244556
Chiltern	Chesham(Amersham/Chesham) EDIT:NEW:ADJACENT LOCALITIES		E0012360	Neither	<u>✓</u>	123342 244557
South Bucks	Denham EDIT:NEW:ADJACENT LOCALITIES		E0012361	Neither	<u>✓</u>	123342 244558
Aylesbury Vale	Denham EDIT:NEW:ADJACENT LOCALITIES		E0012362	Neither	<u>✓</u>	123342 244559
Wycombe	Desborough EDIT:NEW:ADJACENT LOCALITIES		E0012363	Neither	<u>✓</u>	123342 244560
Wycombe	Desborough & Desboro' Castle EDIT:NEW:ADJACENT LOCALITIES		E0012364	Neither	<u>✓</u>	123342 244561
Wycombe	Desborough Castle EDIT:NEW:ADJACENT LOCALITIES		E0012365	Neither	<u>✓</u>	123342 244562
Aylesbury Vale	Dunsmore EDIT:NEW:ADJACENT LOCALITIES		E0012366	Neither	<u>✓</u>	123342 244563
Wycombe	Dunsmore EDIT:NEW:ADJACENT LOCALITIES		E0012367	Neither	<u>✓</u>	123342 244564

Aylesbury Vale	Eaton Bray EDIT:NEW:ADJACENT LOCALITIES		E0012368	Neither	<input checked="" type="checkbox"/>	123342 244565
Wycombe	Great and Little Kimble EDIT:NEW:ADJACENT LOCALITIES		E0012369	Neither	<input checked="" type="checkbox"/>	123342 244566
Wycombe	Great Kimble EDIT:NEW:ADJACENT LOCALITIES		E0012370	Neither	<input checked="" type="checkbox"/>	123342 244567
Aylesbury Vale	Little Horwood EDIT:NEW:ADJACENT LOCALITIES		E0012371	Neither	<input checked="" type="checkbox"/>	123342 244568
Chiltern	Little Kingshill EDIT:NEW:ADJACENT LOCALITIES		E0012372	Neither	<input checked="" type="checkbox"/>	123342 244569
Chiltern	Lower Bois EDIT:NEW:ADJACENT LOCALITIES		E0012373	Neither	<input checked="" type="checkbox"/>	123342 244570
Aylesbury Vale	Stone EDIT:NEW:ADJACENT LOCALITIES		E0012374	Neither	<input checked="" type="checkbox"/>	123342 244571

SITUATION	ACTION(S) TO TAKE	EXAMPLE IN BUCKINGHAMSHIRE
<b>Review each entry with a parenthesis) after locality name</b>		
Two adjacent entries are identical, though in different districts. Grid references will also match	<b>DELETE</b> one entry	<i>Dunsmore</i> appears twice, attributed to both Aylesbury Vale and Wycombe districts. Village straddles boundary. Delete one occurrence
An entry followed by ) is NOT the same locality name as adjacent entries. Locality also appears in the gazetteer for an adjacent authority.	No action, but liaise with neighbouring authority	<i>Biddlesden Park</i> listed. Park extends across county boundary into Northamptonshire. Entrance/access will determine which county (or both) should retain the entry
Two adjacent entries have the same names and the grid references do not match	Check grid references for possible duplicate entries  Add a qualifier to the name(s).	<i>Amersham</i> listed twice with different grid references. Add qualifier to the second entry to identify it as the physically separate locality of <i>Amersham New Town</i> .
<b>Then, review each remaining entry to identify other necessary amendments, looking particularly for the following categories</b>		
Where a locality name consists of two or more words, ensure that the “forward” entry exists and that the “reverse” entry does not	<b>ADD</b> and/or <b>DELETE</b> as appropriate	The entry <i>Lower Bois</i> does exist and so does <i>Bois, Lower</i> ). Delete <i>Bois, Lower</i>
Localities including the word “and”. Consider the need to split to separate localities	<b>ADD</b> and/or <b>DELETE</b> as appropriate	Delete <i>Desborough and Desborough Castle</i> because there are separate entries for <i>Desborough</i> and <i>Desborough Castle</i>
Adjacent entries have the same locality name but are attributed to different districts. Grid references confirm that these are two separate localities	<b>RENAME</b> by adding “(near <wherever>)” after name	<i>Denham</i> in Aylesbury Vale changed to <i>Denham near Quainton</i> and <i>Denham</i> in South Bucks changed to <i>Denham near Uxbridge</i>
Adjacent entries have the same locality name but are attributed to different districts. Grid references confirm that this is a single locality close to, or straddling, the boundary	<b>DELETE</b> one entry	<i>Dunsmore</i> appears twice, attributed to both Aylesbury Vale and Wycombe districts. Village straddles boundary. Delete one occurrence

Check for irregular spelling of, or (de)merging of words in, place name	<b>RENAME</b> to local spelling	<i>Foscott</i> is actually spelt <i>Foscote</i>
Check for insignificantly small localities. Occasional occurrences found of localities named after roads or single buildings.	<b>DELETE</b>	<i>Blackgrove</i> does not appear as a placename in Royal Mail's postal Address Book. It can only be traced on any published map as "Blackgrove Farm House". Therefore delete as insignificant.
Some localities listed will be recognised as having no public transport services	<b>DO NOT DELETE.</b> Instead add a "walk" link to database or otherwise link to nearest locality(s) served by public transport	<i>Green Hailey</i> is a valid locality, being a clutch of houses. It is not served by any public transport services and <i>Princes Risborough</i> will be identified as the closest place served.
<b>Then, consider the requirement for additional localities or "Places of Interest" to be included within gazetteer</b>		
Review provision of area names, particularly within urban areas to establish omission of well-used locality names	<b>ADD</b> as appropriate	<i>Haydon Hill</i> is a well-known part of <i>Aylesbury</i> but does not have an entry in the current data
Is the place known by other names which appear in a different part of an alphabetical list. In Wales, consider inclusion of Welsh language form of place names	<b>ADD</b> as appropriate	No such examples in Buckinghamshire!
Consider tourist venues or other "places of interest" <b>of national significance</b> . Only include places that give added functionality. (e.g. include "Blenheim House" which is in Woodstock but exclude "Harlech Castle" because "Harlech" will already exist as a locality). The number of additions will be monitored and may be reduced by negotiation.	<b>ADD</b> as appropriate	<i>Stoke Mandeville Hospital</i> is the home of the National Spinal Injuries Centre. It is in <i>Aylesbury</i> , not in <i>Stoke Mandeville</i> itself.

END OF DOCUMENT