

Business Rates

Extraction

Whilst it is up to the individual body to arrange for the necessary data extract, we encourage the principle of sharing extraction routines to make the process more efficient and economical. Standard extract routines may be offered by your system supplier.

Requirements

- Data submitted should meet this data specification i.e. include all field names
- Data should be password protected once extracted from the relevant systems. If required refer to our guidance showing how to [password protect data \(PDF document\)](#).
- Data should **only** be submitted via the Data File Upload (DFU) facility within the NFI web application.
- Only current/live accounts should be extracted.
- The Unique Property Reference Number (UPRN) field should be included in your submission if it is populated or part populated.
- A date of birth field is included, but it is accepted that this is not routinely stored. However, if it is captured, even as an optional field, it should be included in the extraction.
- **The data extracted should relate to all business rates accounts**, whether or not there is a discount or exemption. Therefore, this should cover every business property i.e. where business rates are applicable.

Field	Data Format	Comments
Business Rates account reference	Character	This should be unique
Business Name	Character	
Title	Character	Liable person
Surname	Character	Liable person
Forename	Character	Liable person
Middle name or middle initial	Character	Liable person
Full Name	Character	Some may provide all their name details in one field i.e. title, surname, forename, middle name.

		Only if the surname and forename fields are not fully populated should this field be included in the extracted data
Date of birth	Date	This data is not necessarily collected but should be provided if it is
Business Unique property reference number (UPRN)	Character	Each UPRN should be unique.
Business Address 1	Character	
Business Address 2	Character	
Business Address 3	Character	
Business Address 4	Character	
Business Postcode	Character	
Title of other liable person	Character	This should be blank if only one liable person and should be the second named if more than 2 liable persons
Surname of other liable person	Character	
Forename of other liable person	Character	
Middle name (initial) of other liable person	Character	
Date of birth of other liable person	Date	If held this should be blank if there is no other liable person and should be the second named if more than 2 liable persons
Relief start date	Date	Where applicable. If no relief is applied then the record should still be submitted
Relief expiry date	Date	Where applicable. If no relief is applied then the record should still be submitted
Charitable Relief Flag	Character	Enter 'C' or 'Charitable' where charitable rate relief is in place
Annual value of Charitable Relief	Character	This should be the annual value of the relief awarded
Small Business Relief	Character	Enter 'S' or 'Small Business' where small business rate relief is in place
Annual value of Small Business Relief	Character	This should be the annual value of the relief awarded
Billing address 1	Character	If applicable.
Billing address 2	Character	This could be called a 'forwarding address' on your system.

Billing address 3	Character	
Billing address 4	Character	
Billing address postcode	Character	
Bank Sort Code	Character	
Bank Account Number	Character	
Public House Relief Flag	Character	Enter 'P' or 'Public House' where charitable rate relief is in place
Enterprise Zone Relief Flag	Character	Enter 'E' or 'Enterprise Zone' where charitable rate relief is in place
Rural Relief Flag	Character	Enter 'R' or 'Rural' where charitable rate relief is in place
Rateable value	Character	
Value of Business Relief	Character	