

Transport Passes and Permits

Requirements

- Only data relating to ADULTS over 18 should be provided.
- Data submitted should meet this data specification, i.e. include all of the field names listed below.
- Data should be uploaded in three separate files:
 1. Current holders of a resident's parking permit;
 2. Current holders of a blue badge; and
 3. Current holders of a concessionary travel pass

1. Current holders of a Resident's Parking Permit (ADULTS over 18 ONLY)

Field name	Data format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual resident's parking permit reference number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.

Field name	Data format	Comments
Home telephone number	Character	These must be the personal mobile telephone number / email address not a work mobile number / email address as these fields are used to facilitate identity matching
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'R' in this field to indicate the data relates to a resident's parking permit.
Vehicle registration number	Character	Please provide this information if you hold it. Leave the field empty if not.

2. Current holders of a Blue Badge (ADULTS over 18 ONLY)

Field name	Data Format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual blue badge reference number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.

Field name	Data Format	Comments
Home telephone number	Character	These must be the personal mobile telephone number / email address not a work mobile number / email address as these fields are used to facilitate identity matching
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'B' in this field to indicate the data relates to a blue badge.

3. Current holders of a concessionary travel pass (Adults over 18 ONLY)

Field name	Data Format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual travel pass reference number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	Only data relating to adults should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These must be the personal mobile telephone number / email address not a work mobile number / email address as
Mobile telephone number	Character	

Field name	Data Format	Comments
Email address	Character	these fields are used to facilitate identity matching
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'F' concessionary travel passes
Date last used	Date	This field is optional

FINAL