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# **Guide to the Business Matters Business Description Schema v4**

**(Commonly referred to as BDS4)**

<b>Status</b>	<b>Author</b>	<b>Version</b>	<b>Date</b>
Version 2.3 for release to LEGSB and consultation	Caroline Stewart & Kate Rose	V2.3	21 December 2005
Approved for release to GC	Rachel Underwood	V3	12 May 2006
Updated and released for approval	Steve Laslett	V4	18 <sup>th</sup> February 2008

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## 1. ABOUT THIS DOCUMENT

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The Business Matters Business Description Schema v3 was released for general use in May 2006. This document, version 4, introduces two significant changes:

- The adoption of the 2006 version of BS7666 for spatial addressing
- The introduction of the concept of a layered model and Core Index fields.

An additional change is the change of Field Name 'Business Name' is changed to 'Trading Name' to make its purpose more easily understood.

Much of the document remains the same content as version 3.

The schema was designed to support Local Authorities design and implement a Single Business Account to support standardised working across service areas. More recently the schema is being seen as an essential infrastructure to support multi agency working across diverse public sector bodies.

The following section presents an overview of the schema. Later sections explain the schema in more technical detail and should be used as a guide to plan an implementation of the Single Business Account. It also contains diagrammatic representations of the XML schema.

The XML code itself is available from Lichfield District Council ( ) and from the Standards Body? Awaiting instructions from Paul D

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## 2. HIGH LEVEL OVERVIEW

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### 2.1. Context and Background

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The Business Description Schema has been created to provide a common standard for the capture of data around Businesses. It is based on the work initially completed within the Working With Business National Project. It was considerably refined as a result of work done West Midlands Business Matters project. See [www.wmlga.gov.uk/businessmatters](http://www.wmlga.gov.uk/businessmatters) for further background information and a business case for the introduction of the SBA.

Version 3 accommodated feedback from a number of local authorities who were consulted on version 2.3. It has been submitted to Tameside MBC as custodians of the local E Government Standards body and added to their catalogue. It has been adopted by the Better Regulation Executive as a common standard for deployment within their Retail Enforcement Pilot projects in order to support the principle established in the Hampton Review: that a Business should only need to give essential information once and that the public sector should share that information.

Version 4 is the version that Lichfield District Council, as lead authority for the Working with Business National project and Business Matters project recommends other bodies to use.

The concept of the Single Business Account is, to act as a focal point for information and interaction, bringing together information and data that is currently held in different places within local government. This will deliver a 360° view of the business and its relationships with the council.

The Business Description Schema should represent the core data concerning a business which will be held by all authorities in a standard format. It should support cross boundary working and data exchange including exchange with other public sector agencies.

Authorities are not limited to holding only that data specified in the schema. Additional fields can be held either alongside the schema fields or in other systems but there should be, as a minimum, those fields specified in the schema available in their system for export or exchange in the correct XML format.

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A new development in version 4 is the definition of a sub-set of the schema that should constitute the Core Index Data Items that should be used to facilitate data sharing and alignment of disparate data sets. The Business Matters project is continuing to work in 2008 with other partners including Business Link West Midlands to define a methodology to keep data sets aligned and updated as business circumstances change. This process is referred to as the Core Index Update Process.

Where available, the components of the schema have been reused from previously approved datasets. New entities included here will be available for reuse in the future, should they be required by any other project. Standards have been referenced to those contained in the GovTalk National Data Standards Catalogue where standard schemas have been available.

A technical “User Guide” for the Schema has been created, in order to ensure that the field names are interpreted in a standard manner. This forms the following section of this guide.

## **2.2. Business Premises Account**

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A key principle of the schema is that the data fields held relate to a single Business Premise, to reflect the fact that the majority of interactions between councils and businesses relate directly to a physical location (planning applications, NNDR charges, waste collections etc). The business customer however will generally regard their business as being the sum total of all premises belonging to a single legal entity, and a field (the SBALinkNumber) has been created within the schema which will facilitate the linking together of locations, within the same and across different systems, to provide this view.

The aggregation of a number of BPAs – either within a local authority boundary or across boundaries – forms the Single Business Account. This means that each BPA – or building block – is a physical element, whereas the SBA is formed by viewing a collection of BPAs as a business need requires. To that extent the SBA is in effect a virtual account.

The Single Business Account can be created by using the SBALinkField (detailed below) to link BPAs together to form a view of the whole business. Examples would be:

- Everything to do with that business in a specified local authority boundary

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- Everything to do with that business in a region or sub region.
- Only the retail element of that business
- The retail element of that business in a region.

These views are made possible by using the SBALinkNumber to act as the ID to determine the business, with the Local Authority Field determining the geography and the SIC code (or LGBCL, or LACORS codes) determining the activity type.

## **2.3. Local and National Gazetteers and BS7666**

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Previous versions of the schema mandated the standardised collection and storage of spatial address information by conforming to the 2000 version of BS7666. BDS4 mandates conformance to the 2006 version.

All Local Government Authorities have committed to maintain their own Local Land and Property Gazetteers – LLPG. Data is communicated regularly to the national hub, the National Land and Property Gazetteer – NLPG. This gives the nation a well maintained and accurate register of all properties and other physical features.

The 2006 version introduced improved cross reference facilities which have helped local authorities link their various databases to a single identifier for the property, the Unique Property Reference Number, UPRN. BDS4 has elevated the UPRN to mandatory status to reflect its importance in aligning multiple databases, both within and between authorities and other bodies.

The 2006 version of BS7666 also enhances the identification of multiple property units within a physical building. This increases the probability that the majority of businesses can be identified with a UPRN.

## **2.4. Core Index and Ongoing Developments**

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The Business Matters project is currently supporting the Better Regulation Executive to deploy the Schema as part of the Retail Enforcement Pilot Projects. This involves Local Authority teams sharing data about regulatory services and inspections with the Fire and

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Rescue Services. This has involved a number of private sector ICT suppliers working with the project and agreeing which data items should constitute the Core Index and be the basis of data matching and data sharing. The nominated fields are:

- Responsible Local Authority (SNAC code)
- Registered Business Name
- SBA Link Field (Companies House Number, NINO if given voluntarily, Charities House Number)
- Trading As name
- Address in BS7666 format
- UPRN (Unique Property Reference Number)

The Business Matters Project is working with Business Link West Midlands, supported by the Regional Development Agency, AWM, to design a process to keep different data sets aligned by sharing changes to Core Index data. This process is referred to as the Core Index Update Process. It is hoped that a prototype of the process will be deployed and tested in the second half of 2008. Progress reports will be available from the Business Matters web site and reported under Business Matters Stage 4.

## **2.5. Standard Industry Classification Codes - SICC**

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It was agreed for BDS3 that the National Standard for the SICC classification will be UK92 Version 2003 The Office for National Statistics – ONS has recommended that the new version of SICC (2007 version) be adopted from January 2008. The Business Matters project has not reviewed the implications of this and has not updated the schema in BDS4.

## **2.6. Maintenance, Sustainability and IPR**

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IPR for the schema resides with Lichfield District Council, the lead authority for the Business Matters project.

The schema was submitted to the Local e-Government Standards Body (LeGSB) in January 2006 and added to their catalogue in 2007.

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## 3. DETAILED USER GUIDE

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### 3.1. Schema Description Analysis

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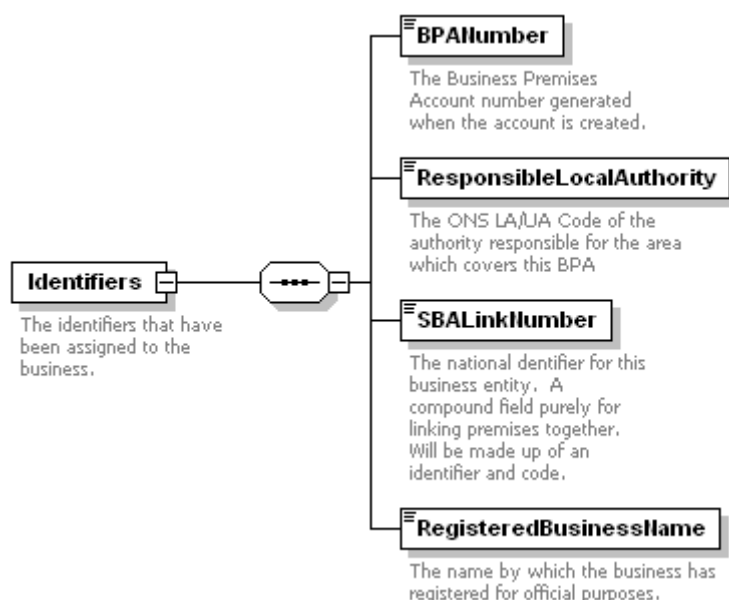
The Business Description Schema has been broken down to represent and facilitate an explanation of its elements separately.

Each field is classed as either mandatory or discretionary. Mandatory fields are those which should be held within every system and will have to be populated to be fully compliant. Mandatory does not mean that the field must be populated at the time of initial data entry. Discretionary fields, although they should be available for population within the database system, are optional for Local Authorities to use if they choose to. Please note; it is envisaged that the majority of detailed data about service provision to businesses will remain within the existing back office systems which support those service areas. The business description schema is only intended to describe that information which should be available for export and exchange in XML format in order to facilitate sharing of core data.



## 3.3. Identifiers – mandatory field

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The identifiers for the business are found here. They comprise of four data elements which will uniquely brand each business premises based on a combination of two or more of the four.

**BPANumber:** This number should be generated by the local authority's CRM system and will be the primary key for the data held to identify the BPA. It is anticipated that this number will only ever be linked to systems internal to the authority, and so it is not necessary for it to be nationally unique and can be locally determined.

**ResponsibleLocalAuthority:** This is the National Statistics ONS SNAC LA/UA 4 digit Code (as specified in Data Standards Guidelines) which identifies the local authority responsible for the area in which the business premises is located. The attributes for this are provided in the schema and are attached in the appendix. The codes comprise of a 2 digit county/metropolitan code suffixed with the regional/local authority code. For user ease, an authority can use their area name instead of the code, although for the purposes of data matching, it is recommended that the code is stored in addition to the authority name.

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**SBALinkNumber:** This alphanumeric code becomes the identifier which will link a business's multiple premises together, creating a Single Business Account. This code will be computed as a composite field by the authority's system and made up of a prefix and identifier unique to that one business by identifying the type of business based on one of four legal entities – Sole Trader, Registered Businesses, Charities and Others:

Legal Entity	Prefix	Unique Identifier
Sole Traders	A	Owner's NI number
Registered Business	B	Companies House number
Charities	C	Registered Charities Number
Others	D	To be determined

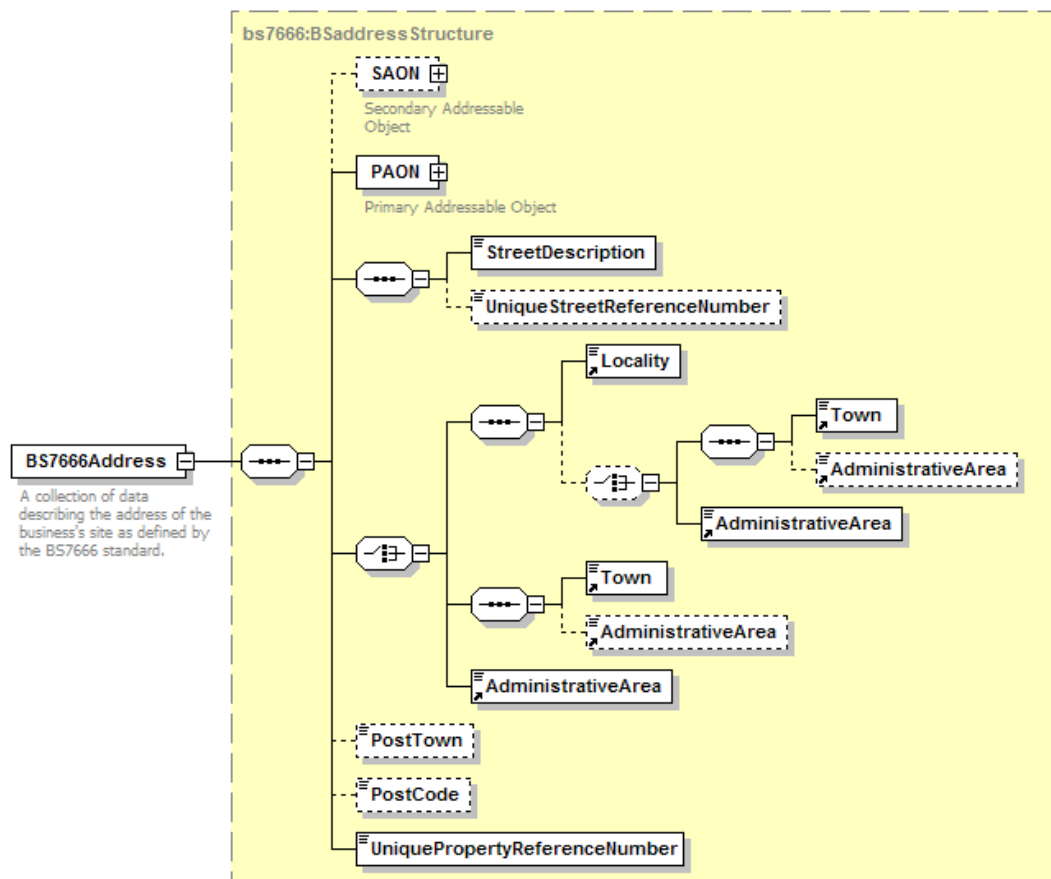
By specifying this field format as fixed, all implementations of the account will be standardised regardless of using different CRM or other database systems across different authorities. No central register or numbering authority is needed nor should be used. The data stored here is for the sole use of providing a unique identifier that will connect multiple BPAs within (and across) authorities, should this be required by the business or the authority.

Should an authority require the data elements to be stored as separate entities in their system, they should be aware that for the purposes of data transfer they will need to be able to output this data as a composite field.

**RegisteredBusinessName:** This is the name of the business registered at Companies House or any professional auditing body overseeing the sector relevant to the business. This is held to allow for any possible duplicates to become unique when linked with the other identifiers.

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## 3.4. BS7666Address – Mandatory Field 2006 version

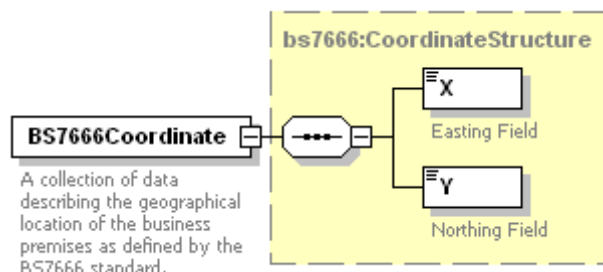


The schema is designed to accept a single BS7666 address format for the business property which could be populated by the LLPG, NNDR or CRM system, should the local authority chose to. As more authorities are aligning their various databases to the LLPG internally, seeing the LLPG as the prime source of spatial addressing information is becoming increasingly advised.

The Unique Property Reference Number has been made mandatory for BDS4 and identified as a core index field in its own right.

## 3.5. BS7666Coordinate – Mandatory Field

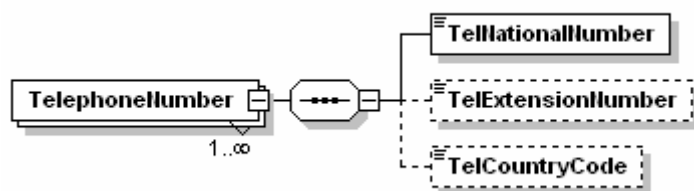
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Eastings and Northings data from the LLPG will populate this to describe the geographical location of the premises.

## 3.6. TelephoneNumber – Mandatory Field

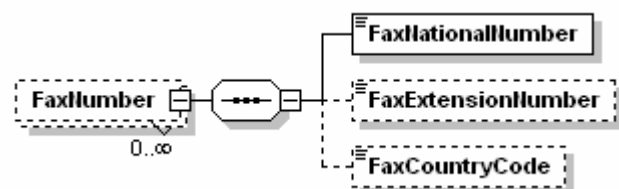
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The primary contact numbers for the premises. This entity will allow the premises to register any number of contact numbers for land lines and/or mobiles together with a flag stating if the number is the primary one.

## 3.7. FaxNumber – Discretionary Field

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The primary fax number for the premises. This entity will allow the premises to register a central fax number for the contact together with a flag stating if the number is the primary one.

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## 3.8. TradingName – Mandatory Field

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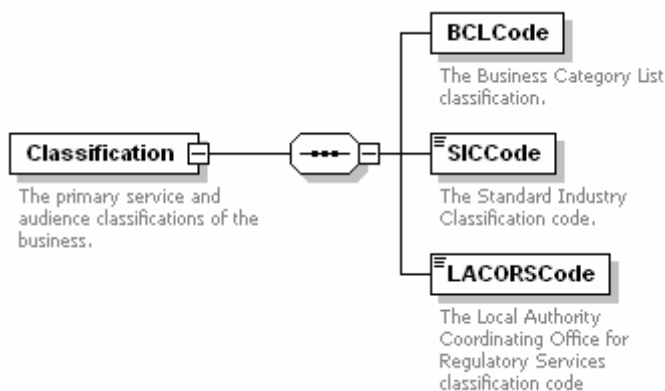
### TradingName

The name which the business uses to represent itself

The name that the business is commonly known by will be held here; including trading names, AKAs and Registered Business Name if that is the commonly used name. It is designated a Core Index field to recognise that the Trading Name is often the only visually identifiable name on a business premise building and therefore important for recognition including for emergency services purposes.

## 3.9. Classification – Mandatory Field

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Businesses will be classified by the authority by one or all of the 3 standard classifications;

- Local Government Business Category List (BCL)
- Standard Industry Classification Code (SIC)
- Local Authority Coordinating Office for Regulatory Services (LACORS).

The flexibility applied here allows for local authorities who presently classify their local businesses using one or all of these classifications to continue to do so within their systems.

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The schema allows local authorities to store a single classification within each of the entities. However, it is understood that some authorities make use of multiple classifications within each code. With this in mind, the BPA schema requires only that the primary classification be stored.

This is to ensure ease of reporting to the Office of National Statistics and other government offices. In relation to the SIC code, the primary economic activity of the premises should be recorded, in keeping with the requirements of National Statistics.

It was agreed for BDS3 that the National Standard for the SIC classification will be UK92 Version 2003. It was recommended that authorities classify businesses to level three (Group) as an acceptable minimum. This was left to the authority's discretion, although the Business Matters project advised that classification is performed to no lower than level four (Description) in order to provide the maximum benefit for acceptable cost. Since January 2008 a new version of SIC (2007 version) has been recommended by ONS for adoption. The Business Matters project recommends the adoption of the 2007 version.

## 3.10. DateCommencedTrading – Discretionary field

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This holds the date that the business started trading. For businesses with a long legacy, it is advisable that an approximate date value be stored for the purposes of reporting. The format will be CCYY-MM-DD.

## 3.11. DateOfOccupancyAtThisAddress – Mandatory field

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This holds the date that the business took occupancy of the premises that is being registered for the BPA. In the event of a business registering from a home address, the date the

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business commenced is relevant, not the date the owner took occupancy of the domicile. The format will be CCYY-MM-DD.

## 3.12. DateCeasedTradingAtThisAddress – Discretionary Field

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This will hold the date that the company either ceased trading as a business or moved from this premises. This field has a multiple purpose. In populating this with a value, an authority can see, through the SBA, if the business has ceased trading solely at this address and has moved premises, or has closed. The format will be CCYY-MM-DD.

## 3.13. Description – Discretionary field

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The description field is a free text field (limited in length only by the local system's capability) placed in the schema for the authority to use for a variety of functions which could include:

- Populated from a look-up to the classification code description
- An option, in a self-service environment for it to be completed by the business should it want to store further information about itself for the population of a Business Directory.
- Storage of key words for a search functionality

## 3.14. Website - Discretionary Field

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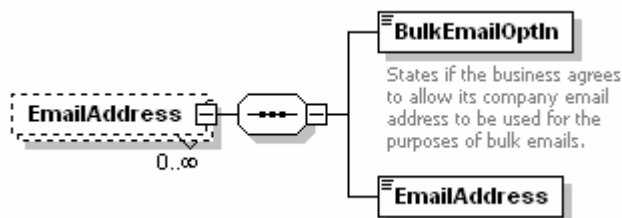


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This field will remain discretionary as some small local traders may not have websites.

## 3.15. EmailAddress – Discretionary Field

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A business email address (for example [sales@business.co.uk](mailto:sales@business.co.uk)) that the company would use for the purposes of generic email communication with the authority. There is a need to offer the business the opportunity to opt out of receiving bulk email from the council.

## 3.16. Ethnicity – Discretionary Field

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This field will capture the ethnicity of the owner of the business. This data is collected by a local authority for the purposes of Equal Opportunities monitoring. It will be populated from the following bandings taken from the 2001 Census.

- enumeration White – British
- enumeration White – Irish
- enumeration White – Other
- enumeration Mixed - White and Black Caribbean
- enumeration Mixed - White and Black African
- enumeration White and Asian
- enumeration Other Mixed
- enumeration Asian or Asian British – Indian
- enumeration Asian or Asian British – Pakistani
- enumeration Asian or Asian British – Bangladeshi
- enumeration Other Asian
- enumeration Black or Black British – Caribbean
- enumeration Black or Black British – African

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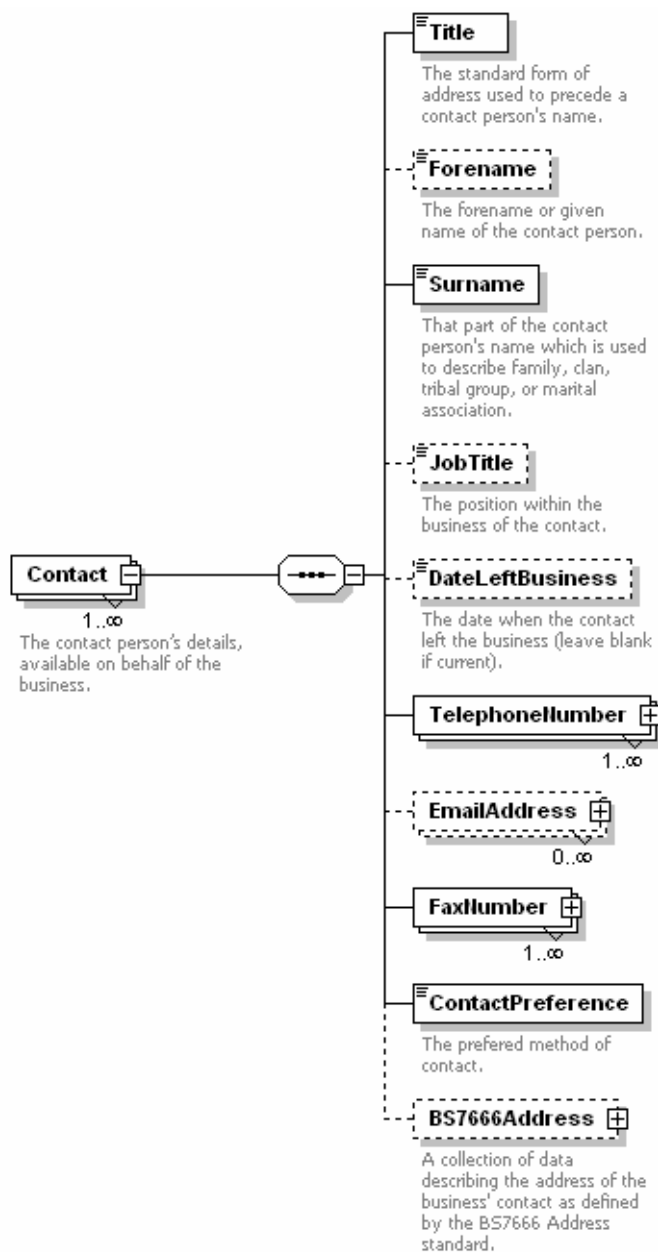
enumeration Other Black

enumeration Chinese

enumeration Not Stated

# BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

## 3.17. Contact Details – Mandatory Field



Contact details for the business premises will be mandatory and has the following attribute to allow for the authority to record whether a contact has agreed to having their data shared between government/public sector offices.

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Attribute	Type	Mandatory?
ShareData	core:YesNoType	No

## 3.18. Title – Mandatory Field

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### Title

The standard form of address used to precede a contact person's name.

This field is free text to be populated with any title a person wishes to be addressed by. An authority can create a list that the user can select the required option from, should this be deemed necessary.

## 3.19. Forename – Discretionary field

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### Forename

The forename or given name of the contact person.

This is a discretionary free text field which allows for business contacts who do not wish to be addressed by their first name to be catered for.

## 3.20. Surname – Mandatory field

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### Surname

That part of the contact person's name which is used to describe family, clan, tribal group, or marital association.

A free text field representing the family name of the contact.

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## 3.21. JobTitle – Discretionary Field

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### JobTitle

The position within the business of the contact.

A free text field to record the job title of the contact to aid the authorities departments in identifying the most suitable person to contact in relation to their requirements.

This field should be populated with 'Key Holder' in the event of the council wishing to store this information for the purposes of transitioning towards data sharing and multi-agency working practices. In this event, a contact may be duplicated in the system, however the authority must ensure that the only information they are sharing is relevant to the Key Holder status outlined in the FAQ. These details are name and contact number only. The contact must also be asked if they are happy to have their data shared between emergency services, who would be the prime recipients of this information.

## 3.22. DateLeftBusiness – Discretionary Field

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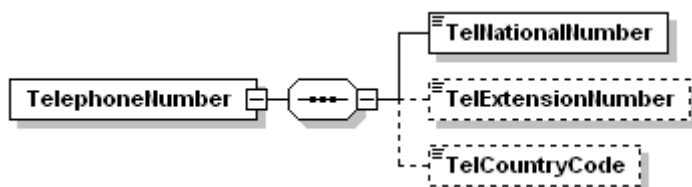
### DateLeftBusiness

The date when the contact left the business (leave blank if current).

This field will be populated on the council being informed of a contact leaving the business. The record will remain attached to the business to allow for the council to adhere to statutory data storage requirements. Also, it will support the authorities ability to maintain records on live businesses and reduce the inefficiencies of contact with businesses that are no longer trading.

## 3.23. Telephone Number – Mandatory Field

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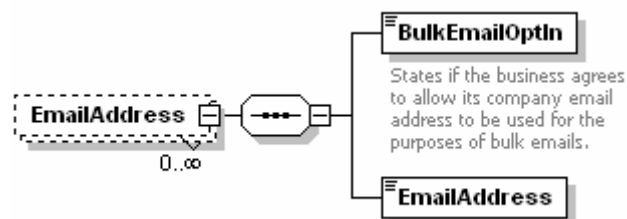
The primary telephone numbers for the business contact. This entity will allow the person to register any number of contact numbers for land lines and/or mobiles together with a flag stating if the number is the primary one or a mobile.

The attributes for this field are:

Attribute	Type	Mandatory?
TelNo	core:YesNoType	No
TelMobile	core:YesNoType	No
TelPreferred	core:YesNoType	No

## 3.24. EmailAddress – Discretionary field

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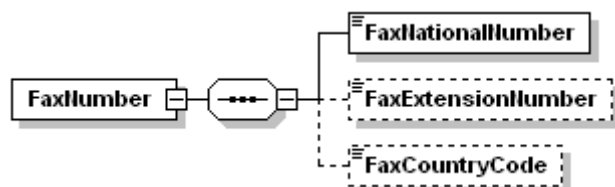
Allows the business contact to store their email address and state whether it is a work or personal address. More than one address can be stored.

The attributes for this field are:

Attribute	Type	Mandatory?
EmailUsage	core:YesNoType	No
EmailPreferred	core:YesNoType	No

## 3.25. FaxNumber – Discretionary field

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The primary fax numbers for the business and contact can be stored here. This entity will allow the person to register any number of fax contact numbers together with a flag stating if the number is the primary one.

## 3.26. Contact Preference – Mandatory Field

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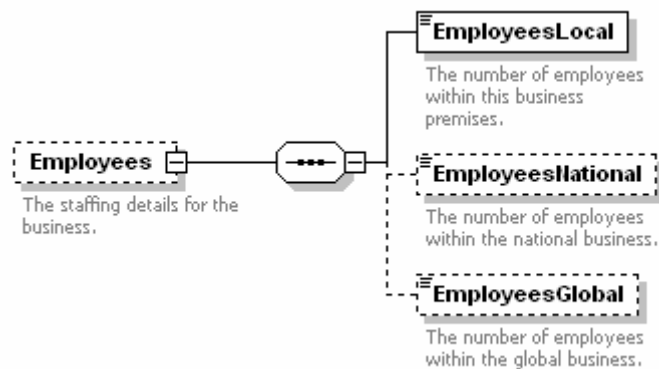


This allows the contact to state the preferred method of communication with the local authority and will be selected from the following options.

- enumeration Land Line
- enumeration Mobile
- enumeration Fax
- enumeration Email
- enumeration Mail

## 3.27. Employees – Discretionary Field

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This field will allow the business to show how many people are employed through the following bandings taken from the standard at BusinessLink. If an authority wishes to store this information, it is mandatory for the business to represent the number of employees local to the business property.

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enumeration 0  
enumeration 1 - 4  
enumeration 5 - 9  
enumeration 10 - 19  
enumeration 20 - 49  
enumeration 50 - 99  
enumeration 100 - 249  
enumeration 250 +

The bandings are the same for both EmployeesNational and EmployeesGlobal. These fields are discretionary.

## 3.28. LegalStatus – Discretionary Field

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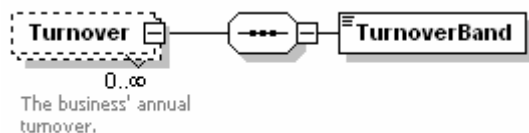
The legal status of the business is stored here to identify how the business is structured legally according to the categorisation applied by BusinessLink. The listings are provided below. A definition for the enumerators together with the reasoning for the usage of this list is included in the FAQ document.

enumeration Sole trader  
enumeration Partnership  
enumeration Limited Liability Partnership  
enumeration Limited Liability Company  
enumeration Community Interest Company  
enumeration Franchise  
enumeration Social Enterprise Company  
enumeration Charity

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## 3.29. Turnover – Discretionary Field

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The turnover for the business will be stored at a discretionary level for an authority to identify and produce statistics on businesses within certain criteria. This will also help to the authority to identify local businesses that might be eligible for government funding due to their size. The data can be date stamped to help the authority maintain currency of the information.

Attribute	Type	Mandatory?
DateStamp	xs:date	No

The field will be populated from the following bandings taken from Business Link:

- enumeration Unclassified
- enumeration £0 - £999
- enumeration £1,000 - £50,000
- enumeration £50,001 - £90,000
- enumeration £90,001 - £400,000
- enumeration £400,001 - £1,000,000
- enumeration £1,000,001 - £2,500,000
- enumeration £2,500,000 - £5,000,000
- enumeration £5,000,001 - £10,000,000
- enumeration £10,000,001 - £40,000,000
- enumeration £40,000,001 +

## 3.30. Business Stage – Discretionary Field

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This is populated from the following fixed bandings.

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- enumeration Pre start-up
- enumeration Start-up
- enumeration Growing
- enumeration Stable
- enumeration Contracting
- enumeration Closed

## 3.31. Business Directory Option – Mandatory Field

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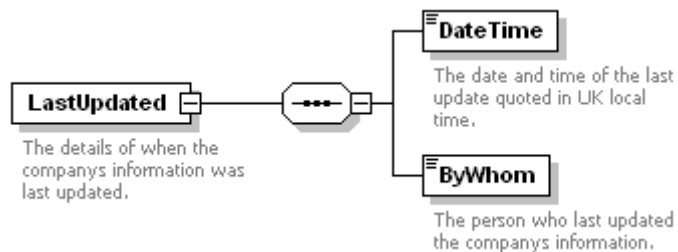
### **BusinessDirectoryOptIn**

States if the business agrees to allow its information to be published in the public business directory.

This field is to cover data protection for the business and contact and is a simple yes/no option. Authorities can then use this data to ease the development and population of a public business directory for the benefit of both businesses and citizens.

## 3.32. Last Updated – Mandatory Field

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This could be populated automatically with details of the person logged in who is changing the data together with the system time and date.

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## 4. APPENDIX 1 – ONS LA/UA CODE BANDINGS

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ONS LA/UA Code	ONS LA/UA Name
00AA	City of London
00AB	Barking and Dagenham
00AC	Barnet
00AD	Bexley
00AE	Brent
00AF	Bromley
00AG	Camden
00AH	Croydon
00AJ	Ealing
00AK	Enfield
00AL	Greenwich
00AM	Hackney
00AN	Hammersmith and Fulham
00AP	Haringey
00AQ	Harrow
00AR	Havering
00AS	Hillingdon
00AT	Hounslow
00AU	Islington
00AW	Kensington and Chelsea
00AX	Kingston upon Thames
00AY	Lambeth
00AZ	Lewisham
00BA	Merton
00BB	Newham
00BC	Redbridge
00BD	Richmond upon Thames
00BE	Southwark
00BF	Sutton
00BG	Tower Hamlets
00BH	Waltham Forest
00BJ	Wandsworth
00BK	Westminster
00BL	Bolton
00BM	Bury
00BN	Manchester
00BP	Oldham

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>00BQ</b>	Rochdale
<b>00BR</b>	Salford
<b>00BS</b>	Stockport
<b>00BT</b>	Tameside
<b>00BU</b>	Trafford
<b>00BW</b>	Wigan
<b>00BX</b>	Knowsley
<b>00BY</b>	Liverpool
<b>00BZ</b>	St. Helens
<b>00CA</b>	Sefton
<b>00CB</b>	Wirral
<b>00CC</b>	Barnsley
<b>00CE</b>	Doncaster
<b>00CF</b>	Rotherham
<b>00CG</b>	Sheffield
<b>00CH</b>	Gateshead
<b>00CJ</b>	Newcastle upon Tyne
<b>00CK</b>	North Tyneside
<b>00CL</b>	South Tyneside
<b>00CM</b>	Sunderland
<b>00CN</b>	Birmingham
<b>00CQ</b>	Coventry
<b>00CR</b>	Dudley
<b>00CS</b>	Sandwell
<b>00CT</b>	Solihull
<b>00CU</b>	Walsall
<b>00CW</b>	Wolverhampton
<b>00CX</b>	Bradford
<b>00CY</b>	Calderdale
<b>00CZ</b>	Kirklees
<b>00DA</b>	Leeds
<b>00DB</b>	Wakefield
<b>00EB</b>	Hartlepool
<b>00EC</b>	Middlesbrough
<b>00EE</b>	Redcar and Cleveland
<b>00EF</b>	Stockton-on-Tees
<b>00EH</b>	Darlington
<b>00ET</b>	Halton
<b>00EU</b>	Warrington
<b>00EX</b>	Blackburn with Darwen
<b>00EY</b>	Blackpool
<b>00FA</b>	Kingston upon Hull, City of
<b>00FB</b>	East Riding of Yorkshire
<b>00FC</b>	North East Lincolnshire
<b>00FD</b>	North Lincolnshire
<b>00FF</b>	York

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>00FK</b>	Derby
<b>00FN</b>	Leicester
<b>00FP</b>	Rutland
<b>00FY</b>	Nottingham
<b>00GA</b>	Herefordshire, County of
<b>00GF</b>	Telford and Wrekin
<b>00GL</b>	Stoke-on-Trent
	Bath and North East
<b>00HA</b>	Somerset
<b>00HB</b>	Bristol, City of
<b>00HC</b>	North Somerset
<b>00HD</b>	South Gloucestershire
<b>00HG</b>	Plymouth
<b>00HH</b>	Torbay
<b>00HN</b>	Bournemouth
<b>00HP</b>	Poole
<b>00HX</b>	Swindon
<b>00JA</b>	Peterborough
<b>00KA</b>	Luton
<b>00KF</b>	Southend-on-Sea
<b>00KG</b>	Thurrock
<b>00LC</b>	Medway
<b>00MA</b>	Bracknell Forest
<b>00MB</b>	West Berkshire
<b>00MC</b>	Reading
<b>00MD</b>	Slough
<b>00ME</b>	Windsor and Maidenhead
<b>00MF</b>	Wokingham
<b>00MG</b>	Milton Keynes
<b>00ML</b>	Brighton and Hove
<b>00MR</b>	Portsmouth
<b>00MS</b>	Southampton
<b>00MW</b>	Isle of Wight
<b>00NA</b>	Isle of Anglesey
<b>00NC</b>	Gwynedd
<b>00NE</b>	Conwy
<b>00NG</b>	Denbighshire
<b>00NJ</b>	Flintshire
<b>00NL</b>	Wrexham
<b>00NN</b>	Powys
<b>00NQ</b>	Ceredigion
<b>00NS</b>	Pembrokeshire
<b>00NU</b>	Carmarthenshire
<b>00NX</b>	Swansea
<b>00NZ</b>	Neath Port Talbot
<b>00PB</b>	Bridgend

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>00PD</b>	The Vale of Glamorgan
<b>00PF</b>	Rhondda, Cynon, Taff
<b>00PH</b>	Merthyr Tydfil
<b>00PK</b>	Caerphilly
<b>00PL</b>	Blaenau Gwent
<b>00PM</b>	Torfaen
<b>00PP</b>	Monmouthshire
<b>00PR</b>	Newport
<b>00PT</b>	Cardiff
<b>00QA</b>	Aberdeen City
<b>00QB</b>	Aberdeenshire
<b>00QC</b>	Angus
<b>00QD</b>	Argyll and Bute
<b>00QE</b>	Scottish Borders
<b>00QF</b>	Clackmannanshire
<b>00QG</b>	West Dunbartonshire
<b>00QH</b>	Dumfries and Galloway
<b>00QJ</b>	Dundee City
<b>00QK</b>	East Ayrshire
<b>00QL</b>	East Dunbartonshire
<b>00QM</b>	East Lothian
<b>00QN</b>	East Renfrewshire
<b>00QP</b>	Edinburgh, City of
<b>00QQ</b>	Falkirk
<b>00QR</b>	Fife
<b>00QS</b>	Glasgow City
<b>00QT</b>	Highland
<b>00QU</b>	Inverclyde
<b>00QW</b>	Midlothian
<b>00QX</b>	Moray
<b>00QY</b>	North Ayrshire
<b>00QZ</b>	North Lanarkshire
<b>00RA</b>	Orkney Islands
<b>00RB</b>	Perth and Kinross
<b>00RC</b>	Renfrewshire
<b>00RD</b>	Shetland Islands
<b>00RE</b>	South Ayrshire
<b>00RF</b>	South Lanarkshire
<b>00RG</b>	Stirling
<b>00RH</b>	West Lothian
<b>00RJ</b>	Eilean Siar
<b>09UC</b>	Mid Bedfordshire
<b>09UD</b>	Bedford
<b>09UE</b>	South Bedfordshire
<b>11UB</b>	Aylesbury Vale
<b>11UC</b>	Chiltern

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>11UE</b>	South Bucks
<b>11UF</b>	Wycombe
<b>12UB</b>	Cambridge
<b>12UC</b>	East Cambridgeshire
<b>12UD</b>	Fenland
<b>12UE</b>	Huntingdonshire
<b>12UG</b>	South Cambridgeshire
<b>13UB</b>	Chester
<b>13UC</b>	Congleton
<b>13UD</b>	Crewe and Nantwich
<b>13UE</b>	Ellesmere Port & Neston
<b>13UG</b>	Macclesfield
<b>13UH</b>	Vale Royal
<b>15UB</b>	Caradon
<b>15UC</b>	Carrick
<b>15UD</b>	Kerrier
<b>15UE</b>	North Cornwall
<b>15UF</b>	Penwith
<b>15UG</b>	Restormel
<b>15UH</b>	Isles of Scilly
<b>16UB</b>	Allerdale
<b>16UC</b>	Barrow-in-Furness
<b>16UD</b>	Carlisle
<b>16UE</b>	Copeland
<b>16UF</b>	Eden
<b>16UG</b>	South Lakeland
<b>17UB</b>	Amber Valley
<b>17UC</b>	Bolsover
<b>17UD</b>	Chesterfield
<b>17UF</b>	Derbyshire Dales
<b>17UG</b>	Erewash
<b>17UH</b>	High Peak
<b>17UJ</b>	North East Derbyshire
<b>17UK</b>	South Derbyshire
<b>18UB</b>	East Devon
<b>18UC</b>	Exeter
<b>18UD</b>	Mid Devon
<b>18UE</b>	North Devon
<b>18UG</b>	South Hams
<b>18UH</b>	Teignbridge
<b>18UK</b>	Torridge
<b>18UL</b>	West Devon
<b>19UC</b>	Christchurch
<b>19UD</b>	East Dorset
<b>19UE</b>	North Dorset
<b>19UG</b>	Purbeck

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>19UH</b>	West Dorset
<b>19UJ</b>	Weymouth and Portland
<b>20UB</b>	Chester-le-Street
<b>20UD</b>	Derwentside
<b>20UE</b>	Durham
<b>20UF</b>	Easington
<b>20UG</b>	Sedgefield
<b>20UH</b>	Teesdale
<b>20UJ</b>	Wear Valley
<b>21UC</b>	Eastbourne
<b>21UD</b>	Hastings
<b>21UF</b>	Lewes
<b>21UG</b>	Rother
<b>21UH</b>	Wealden
<b>22UB</b>	Basildon
<b>22UC</b>	Braintree
<b>22UD</b>	Brentwood
<b>22UE</b>	Castle Point
<b>22UF</b>	Chelmsford
<b>22UG</b>	Colchester
<b>22UH</b>	Epping Forest
<b>22UJ</b>	Harlow
<b>22UK</b>	Maldon
<b>22UL</b>	Rochford
<b>22UN</b>	Tendring
<b>22UQ</b>	Uttlesford
<b>23UB</b>	Cheltenham
<b>23UC</b>	Cotswold
<b>23UD</b>	Forest of Dean
<b>23UE</b>	Gloucester
<b>23UF</b>	Stroud
<b>23UG</b>	Tewkesbury
<b>24UB</b>	Basingstoke and Deane
<b>24UC</b>	East Hampshire
<b>24UD</b>	Eastleigh
<b>24UE</b>	Fareham
<b>24UF</b>	Gosport
<b>24UG</b>	Hart
<b>24UH</b>	Havant
<b>24UJ</b>	New Forest
<b>24UL</b>	Rushmoor
<b>24UN</b>	Test Valley
<b>24UP</b>	Winchester
<b>26UB</b>	Broxbourne
<b>26UC</b>	Dacorum
<b>26UD</b>	East Hertfordshire

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>26UE</b>	Hertsmere
<b>26UF</b>	North Hertfordshire
<b>26UG</b>	St Albans
<b>26UH</b>	Stevenage
<b>26UJ</b>	Three Rivers
<b>26UK</b>	Watford
<b>26UL</b>	Welwyn Hatfield
<b>29UB</b>	Ashford
<b>29UC</b>	Canterbury
<b>29UD</b>	Dartford
<b>29UE</b>	Dover
<b>29UG</b>	Gravesham
<b>29UH</b>	Maidstone
<b>29UK</b>	Sevenoaks
<b>29UL</b>	Shepway
<b>29UM</b>	Swale
<b>29UN</b>	Thanet
<b>29UP</b>	Tonbridge and Malling
<b>29UQ</b>	Tunbridge Wells
<b>30UD</b>	Burnley
<b>30UE</b>	Chorley
<b>30UF</b>	Fylde
<b>30UG</b>	Hyndburn
<b>30UH</b>	Lancaster
<b>30UJ</b>	Pendle
<b>30UK</b>	Preston
<b>30UL</b>	Ribble Valley
<b>30UM</b>	Rossendale
<b>30UN</b>	South Ribble
<b>30UP</b>	West Lancashire
<b>30UQ</b>	Wyre
<b>31UB</b>	Blaby
<b>31UC</b>	Charnwood
<b>31UD</b>	Harborough
<b>31UE</b>	Hinckley and Bosworth
<b>31UG</b>	Melton
<b>31UH</b>	North West Leicestershire
<b>31UJ</b>	Oadby and Wigston
<b>32UB</b>	Boston
<b>32UC</b>	East Lindsey
<b>32UD</b>	Lincoln
<b>32UE</b>	North Kesteven
<b>32UF</b>	South Holland
<b>32UG</b>	South Kesteven
<b>32UH</b>	West Lindsey
<b>33UB</b>	Breckland

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>33UC</b>	Broadland
<b>33UD</b>	Great Yarmouth
	King's Lynn and West
<b>33UE</b>	Norfolk
<b>33UF</b>	North Norfolk
<b>33UG</b>	Norwich
<b>33UH</b>	South Norfolk
<b>34UB</b>	Corby
<b>34UC</b>	Daventry
<b>34UD</b>	East Northamptonshire
<b>34UE</b>	Kettering
<b>34UF</b>	Northampton
<b>34UG</b>	South Northamptonshire
<b>34UH</b>	Wellingborough
<b>35UB</b>	Alnwick
<b>35UC</b>	Berwick-upon-Tweed
<b>35UD</b>	Blyth Valley
<b>35UE</b>	Castle Morpeth
<b>35UF</b>	Tynedale
<b>35UG</b>	Wansbeck
<b>36UB</b>	Craven
<b>36UC</b>	Hambleton
<b>36UD</b>	Harrogate
<b>36UE</b>	Richmondshire
<b>36UF</b>	Ryedale
<b>36UG</b>	Scarborough
<b>36UH</b>	Selby
<b>37UB</b>	Ashfield
<b>37UC</b>	Bassetlaw
<b>37UD</b>	Broxtowe
<b>37UE</b>	Gedling
<b>37UF</b>	Mansfield
<b>37UG</b>	Newark and Sherwood
<b>37UJ</b>	Rushcliffe
<b>38UB</b>	Cherwell
<b>38UC</b>	Oxford
<b>38UD</b>	South Oxfordshire
<b>38UE</b>	Vale of White Horse
<b>38UF</b>	West Oxfordshire
<b>39UB</b>	Bridgnorth
<b>39UC</b>	North Shropshire
<b>39UD</b>	Oswestry
<b>39UE</b>	Shrewsbury and Atcham
<b>39UF</b>	South Shropshire
<b>40UB</b>	Mendip
<b>40UC</b>	Sedgemoor

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>40UD</b>	South Somerset
<b>40UE</b>	Taunton Deane
<b>40UF</b>	West Somerset
<b>41UB</b>	Cannock Chase
<b>41UC</b>	East Staffordshire
<b>41UD</b>	Lichfield
<b>41UE</b>	Newcastle-under-Lyme
<b>41UF</b>	South Staffordshire
<b>41UG</b>	Stafford
<b>41UH</b>	Staffordshire Moorlands
<b>41UK</b>	Tamworth
<b>42UB</b>	Babergh
<b>42UC</b>	Forest Heath
<b>42UD</b>	Ipswich
<b>42UE</b>	Mid Suffolk
<b>42UF</b>	St Edmundsbury
<b>42UG</b>	Suffolk Coastal
<b>42UH</b>	Waveney
<b>43UB</b>	Elmbridge
<b>43UC</b>	Epsom and Ewell
<b>43UD</b>	Guildford
<b>43UE</b>	Mole Valley
<b>43UF</b>	Reigate and Banstead
<b>43UG</b>	Runnymede
<b>43UH</b>	Spelthorne
<b>43UJ</b>	Surrey Heath
<b>43UK</b>	Tandridge
<b>43UL</b>	Waverley
<b>43UM</b>	Woking
<b>44UB</b>	North Warwickshire
<b>44UC</b>	Nuneaton and Bedworth
<b>44UD</b>	Rugby
<b>44UE</b>	Stratford-on-Avon
<b>44UF</b>	Warwick
<b>45UB</b>	Adur
<b>45UC</b>	Arun
<b>45UD</b>	Chichester
<b>45UE</b>	Crawley
<b>45UF</b>	Horsham
<b>45UG</b>	Mid Sussex
<b>45UH</b>	Worthing
<b>46UB</b>	Kennet
<b>46UC</b>	North Wiltshire
<b>46UD</b>	Salisbury
<b>46UF</b>	West Wiltshire
<b>47UB</b>	Bromsgrove

## BUSINESS MATTERS: GUIDE TO THE BUSINESS DESCRIPTION SCHEMA V4: BDS4

<b>47UC</b>	Malvern Hills
<b>47UD</b>	Redditch
<b>47UE</b>	Worcester
<b>47UF</b>	Wychavon
<b>47UG</b>	Wyre Forest