

Address Data Files

This information sheet explains the main address databases which record addresses and are purchased by commercial enterprises in order to verify addresses.

Following the creation of a new address, some people experience temporary problems because utility companies are unable to find the new address on their database. Understanding what these databases are and how (and how often) they are updated can help you to navigate these issues.

1. Address databases

Royal Mail postcode files

Once Royal Mail is informed by the local authority of a new address, it will add the address to one of its address files:

- The **Postcode Address File (PAF)** is the main address file where all official addresses are stored;
- The **Not Yet Built (NYB) file** is used to create addresses for properties which are under construction; this allows Royal Mail to allocate an address whilst ensuring that properties which don't yet have a secure mailbox don't receive any mail.

There are other files used by Royal Mail (flats with shared mailboxes are on the *Multi-Occupancy File* while addresses which include a number and a name are on the *Alias File*), but PAF and NYB are the main files.

These are sold by Royal Mail to businesses who need to confirm addresses.

Problems can arise because the organisations which subscribe to PAF may receive only occasional updates. Depending on the type of subscription they've chosen, these updates can range from daily to a year. This causes a delay between an address becoming official and an organisation's database reflecting this change.

The National Land and Property Gazetteer (NLPG) and AddressBase products

Here at Monmouthshire County Council, we administer the Local Land and Property Gazetteer (LLPG) which is a database of every address in the county. We are responsible for ensuring that the address and location information is correct. We feed these addresses into the National Land and Property Gazetteer (NLPG) which is overseen by an organisation called GeoPlace.

GeoPlace and Ordnance Survey administer and sell a range of address products using data from the National Land and Property Gazetteer (NLPG). This range of products is known as AddressBase. Some of these products combine data from PAF as well as data from the NLPG. Like PAF, these products can be updated at different rates, depending on the type of subscription a company has.

It is these delays which can cause problems for residents when attempting to set up accounts for a new address.

2. The street naming and numbering (SNN) schedule

The street naming and numbering (SNN) schedule is the document produced by the local authority to confirm the creation of a new address. It is sent to a number of organisations who should use it to update their data.

You have also received a copy of this schedule and we advise you to keep this for future reference as it enables you to prove that your address is now official.

3. Address websites

You can view (almost) live information on addresses held on the NLPG and in Royal Mail's PAF via two websites:

- **Royal Mail data** can be viewed via <https://www.royalmail.com/find-a-postcode>
- **NLPG data** can be viewed here: [Search - FindMyAddress](#)

Royal Mail's postcode finder website will reflect changes they make to PAF within two working days; the FindMyAddress site is updated on a weekly basis.

Where businesses such as utility companies and Openreach are unable to find your new address, they can use the schedule you have been sent to manually update their data. They can also use the above sites to confirm the new address.
