

# **The MRA Agreed Procedure for Address maintenance using the Standard Address Format**

## **MAP 09**

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# MRA

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## 1 Introduction

### Background

- 1.1 The need for a standard address structure in relation to Metering Points was identified in 2001, and the Standard Address Format (SAF) was subsequently developed in order to:
  - (a) enable Suppliers to match customer-provided address details accurately and consistently to Metering Point Addresses held by the Distribution Businesses so that MPAN Cores can be uniquely determined in circumstances where the Supplier has not been able to acquire Supply Number information from the Customer;
  - (b) facilitate a general improvement in the accuracy of Metering Point Addresses held by Distribution Businesses; and
  - (c) permit ongoing address maintenance processes to be accommodated effectively.
- 1.2 Key benefits identified from the introduction of SAF include:
  - (a) Maximising the opportunity for Suppliers to automate customer-provided address matching with published Metering Point Administration Data (MPAD);
  - (b) Reducing the overhead on Distribution Businesses need to respond to address-related queries; and
  - (c) Obtaining a reduction in Erroneous Registrations caused by inaccurate or incomplete address data.

### Purpose

- 1.3 Pursuant to Clause 24.21 of the Master Registration Agreement (MRA), this MRA Agreed Procedure (MAP) sets out the procedures to be employed when:
  - (a) creating and maintaining Metering Point Addresses using SAF; and
  - (b) communicating Metering Point Addresses between Suppliers, Distribution Businesses and MPAS Providers.

### Document scope

- 1.4 The scope of this MAP comprises:
  - (a) A main section setting out the mandatory requirements for completing Metering Point Address when communicating between Suppliers, Distribution Businesses and MPAS Service Providers and the triggers that initiate such communication; and
  - (b) An annex that illustrates how address lines within the Metering Point Address are to be completed in actual situations. The annex also provides guidance as to the sequencing of data flows between the Supplier, its agents and the Distribution Business.

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## Associated references

1.5 The following are referenced within this MAP in relation to the procedures set out herein:

- (a) The MRA, which provides the overarching governance for:
  - (i) the use of the Standard Address Format; and
  - (ii) this MAP.
- (b) The Data Transfer Handbook, which provides the technical details regarding the permitted character set for transmission across the Data Transfer Network.

## Defined terms

1.6 Unless otherwise stated in this section 1.6, all defined terms within this MAP shall have the meaning ascribed to them in the MRA and the Data Transfer Catalogue (DTC).

1.6.1 In this MAP the following terms shall have the following meanings:

<b>Locality</b>	has the meaning defined within the PAF
<b>Metering Point Address</b>	means the address details associated with a Metering Point created and maintained using the Standard Address Format and in accordance with the MRA, and which contains the elements defined in clause 1.6.2
<b>Metering Point Agent</b>	means a person appointed by a Supplier to act in any of the roles of Data Aggregator, Data Collector, or Meter Operator in relation to a Metering Point.
<b>Non-PAF Address</b>	has the meaning given to that term in clause 2.4(c)
<b>Outcode</b>	means the part of a postcode that identifies the area and the district to which mail is to be delivered, and consists of a postcode area, and a postcode district
<b>PAF Address</b>	has the meaning given to that term in clause 2.4(a)
<b>PAF Address with non-PAF Elements</b>	has the meaning given to that term in clause 2.4(b)
<b>Royal Mail</b>	Is an operator of postal services in the United Kingdom, which owns and maintains the PAF

1.6.2 Any reference to a PAF Address or its elements may include reference to one or more of the following fields or elements, all as defined within the PAF:

<b>Organisation Name</b>	together comprising the Organisation element of a PAF Address
<b>Department Name</b>	
<b>Sub Building Name</b>	together comprising the Building element of a PAF Address
<b>Building Name</b>	
<b>Building Number</b>	

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<b>Dependant Thoroughfare Name</b>	together comprising the Thoroughfare element of a PAF Address
<b>Dependant Thoroughfare Descriptor</b>	
<b>Thoroughfare Name</b>	
<b>Thoroughfare Descriptor</b>	
<b>Double Dependant Locality</b>	together comprising the Locality element of a PAF Address
<b>Dependant Locality</b>	
<b>Post Town</b>	
<b>Postcode</b>	being the Postcode element of a PAF Address
<b>PO Box</b>	being the PO Box element of a PAF Address

1.6.3 References to a Metering Point Address within this MAP include (as appropriate) the following defined elements, as defined in the PAF or otherwise identified:

<b>Metering Point Address Line 1</b>	being a free text field
<b>Metering Point Address Line 2</b>	being the sub-building name and/or number
<b>Metering Point Address Line 3</b>	being the building name and/or number
<b>Metering Point Address Line 4</b>	being the dependant thoroughfare as defined within the PAF, or otherwise identified
<b>Metering Point Address Line 5</b>	being the thoroughfare as defined within the PAF, or otherwise identified
<b>Metering Point Address Line 6</b>	being the double dependant Locality as defined within the PAF, or otherwise identified
<b>Metering Point Address Line 7</b>	being the dependant Locality as defined within the PAF, or otherwise identified
<b>Metering Point Address Line 8</b>	being the Locality as defined within the PAF, or otherwise identified
<b>Metering Point Address Line 9</b>	being a county
<b>Metering Point Address Postcode</b>	being the Postcode as defined within the PAF, or Outcode where no Postcode is available from the PAF

## 2 Use of the Standard Address Format

- 2.1 Metering Point Addresses shall be structured using the Standard Address Format, with regard to the following requirements for completion:
- 2.1.1 When creating or amending Metering Point Addresses, Distribution Businesses shall use appropriate safeguards against loss of data for Metering Point Address Line 1 and Metering Point Address Line 2, either of which may contain data that is not on PAF.
  - 2.1.2 Metering Point Address Line 1 shall be a Free Text field, subject to the following:
    - (a) Where the Metering Point Address relates to an Unmetered Supply, Metering Point Address Line 1 shall be populated with the words "Unmetered Supply", and no other value;
    - (b) Where the Metering Point Address relates to a plot address, Metering Point Address Line 1 shall be populated commencing with the word "PLOT", followed by a space and then any text to identify the location of the plot;
    - (c) At the point the property is allocated a postal address, the word "PLOT" and its associated text should be removed from line 1;
    - (d) Subject to 2.1.2(a), where the presence of an organisation name would assist in positive identification of the Metering Point Address, and is not present elsewhere in that address, it may be entered in Metering Point Address Line 1; and
    - (e) Where the Metering Point Address relates to flatted premises, and the Distribution Business holds sub-building information which does not appear on PAF, or is in a different format to that on PAF, then this shall be entered in Metering Point Address Line 1.
  - 2.1.3 Where populated, Metering Point Address Line 2 shall contain any sub-building name or number identified. Plot information shall not be included in this line.
  - 2.1.4 Where the Metering Point Address relates to a flatted premises and it is possible to uniquely relate a PAF address to the Metering Point, any PAF sub-building name shall appear in Metering Point Address Line 2. Where it is not possible to uniquely relate a PAF address to the Metering Point then Metering Point Address Line 2 shall not be populated.
  - 2.1.5 Where populated, Metering Point Address Line 3 shall contain the building name and/or number. Plot information shall not be included in this line.
  - 2.1.6 In the event that an address contains both building name and number, these values shall be concatenated into Metering Point Line 3 with building name first, a semi-colon separator, and then the building number, with no spaces. The semi-colon separator shall not appear unless there is both a building name and a building number.
  - 2.1.7 Where populated, Metering Point Address Line 4 shall contain any value that would constitute the Dependant Thoroughfare within a PAF address.
  - 2.1.8 Where populated, Metering Point Address Line 5 shall contain any value that would constitute the Thoroughfare within a PAF address.
  - 2.1.9 Where populated, Metering Point Address Line 6 shall contain any value that would constitute the Double Dependant Locality within a PAF address.
  - 2.1.10 Where populated, Metering Point Address Line 7 shall contain any value that would constitute the Dependant Locality within a PAF address.

- 2.1.11 Metering Point Address Line 8 shall be populated with the Locality (Post Town).
- 2.1.12 Where populated, Metering Point Address Line 9 shall contain either;
- (a) the postal or administrative county for the address, this being a non-PAF element; or
  - (b) other relevant and useful information that would assisting in confirming the location for the address.
- 2.1.13 Parties shall use all reasonable endeavours to populate the Metering Point Postcode for a Metering Point Address. In the event that the full Postcode cannot be identified, the Outcode shall be provided wherever reasonably possible.
- 2.2 For the purposes of PAF, the Royal Mail has defined an address as being comprised of four elements, these being:
- (a) Premises, which may include:
    - (i) Sub-building names that would be included in Metering Point Address Line 2;
    - (ii) Building names and building numbers that would be included in Metering Point Address Line 3;
  - (b) Thoroughfare, which may include:
    - (i) A Dependant Thoroughfare, which would be included in Metering Point Address Line 4, and;
    - (ii) A Thoroughfare, which would be included in Metering Point Address Line 5,
  - (c) A Locality, which may include:
    - (i) A Double Dependant Locality, which would be included in Metering Point Address Line 6;
    - (ii) A dependant Locality, which would be included in Metering Point Address Line 7; and;
    - (iii) In all cases, a Locality (Post Town), which would be included in Metering Point Address Line 8; and
  - (d) The Postcode, which would be included in a Metering Point Address as the Metering Point Postcode.
- 2.3 Each party shall make reasonable endeavours to provide details of each of the elements of the address as defined in clause 2.2 in all communications to other parties.
- 2.4 Each Metering Point Address shall be categorised as one of:
- (a) A Metering Point address that exactly matches an entry on PAF, and for which the MPAS holds no supplementary details. A PAF Address Key can be determined for these addresses (a **"PAF Address"**).
  - (b) A Metering Point Address where a PAF address exists that identifies the appropriate letterbox, but additional data element(s) is (are) required to identify the Metering Point uniquely and unambiguously (a **"PAF Address with non-PAF elements"**).
  - (c) A Metering Point Address that cannot be matched to an individual PAF record. If the premises cannot be uniquely identified on PAF yet the thoroughfare and Locality details are accurate, it may be possible to generate a full postcode for the address but not identify a PAF Address Key. Many flatted premises addresses and addresses such as with Unmetered Supplies may be covered by this category (a **"non PAF Address"**).

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- 2.5 Where defined as a PAF Address, the Metering Point Address shall be populated exactly as held on PAF with the equivalent elements matching.
- 2.6 Where a Metering Point address is identified as being an Address with non-PAF Elements, the non-PAF elements shall be populated into appropriate fields within the natural hierarchy of the address. Additional Locality data, (e.g. London Boroughs) not appearing on PAF, shall be placed in the appropriate field between the Thoroughfare and Locality lines.
- 2.7 Non-PAF addresses are to be populated using the most appropriate SAF field, with PAF elements being allocated to the relevant line (e.g. Locality in Line 8).

## Substitution of Characters for DTN transmission

- 2.8 The character set used for PAF include some characters that are not capable of being transmitted over the Data Transmission Network (DTN). In the event that these are encountered, they shall be replaced by the nearest valid equivalent. The valid characters that can be transmitted in any Data Item over the DTN (the EDIFACT Level B character set) are defined in the User File Design Specification (Appendix B).

## Guidance on completion of addresses

- 2.9 Annex A to this MAP provides guidance regarding the completion of Metering Point Addresses using SAF, and shall be considered by parties when creating or seeking to amend Metering Point Addresses.

## 3 Procedure for Metering Point address updates

- 3.1 The MRA defines the Distribution Business as responsible for the Metering Point address and the MPAS Registration System as a repository of that information.

### Updates by Distribution Businesses

- 3.2 The Distribution Business shall initiate updates to the Metering Point Address held in the relevant MPAS Registration Systems where:
- (a) It identifies that:
    - (i) a postal address has replaced one for a plot or plots;
    - (ii) the Royal Mail has made changes to PAF that relate to one or more Meter Point addresses;
    - (iii) the PAF elements of an address as presented in a Metering Point Address are not on their own sufficient to uniquely identify the relevant metering system, and therefore non-PAF elements are required to be added;
    - (iv) a modification to a premise and associated New Connection(s) has led to a need to modify an existing Metering Point Address;
  - (b) It receives information from a Supplier in accordance with clause 3.5 that leads to a need to amend one or more Metering Point Addresses; or
  - (c) The Distribution Business facilitates a data cleanse exercise (for example, for plot address replacement) by requesting an exchange of relevant address information held by Suppliers, in order to update the address held.



## Supplier notifications of potential Metering Point Address updates

- 3.3 Where the Registered Supplier identifies a potential need for an update to a Metering Point, it may notify the relevant Distribution Business in accordance with clause 3.5.
- 3.4 A notification to the Distribution Business under clause 3.5 shall not place any obligation on that party to make an update to a Metering Point Address where it does not recognise that such an update would be appropriate.
- 3.5 Where a Supplier identifies a need for a Metering Point Address to be updated due to:
- (a) A plot number being replaced by a postal address in an infill development;
  - (b) One or more plot numbers being replaced by postal addresses within a housing development;
  - (c) A change to PAF that has not been notified to it by the relevant MPAS Provider;
  - (d) A need to add non-PAF elements to an existing PAF Address in order to uniquely identify a Metering Point;
  - (e) An anomaly in the Metering Point Address, including where this indicates that an incorrect Metering Point is being associated to that address as a result; and
  - (f) Modification of premises, including where this leads to the need for amendments to existing Metering Point Addresses in parallel to one or more New Connections,
- that Supplier shall send the relevant Distribution Business a D0381 (Metering Point Address Update) Data Flow and provide details of the proposed changes.
- 3.6 Where a Supplier informs a Distribution Business of a potential need to amend a Metering Point Address, that Supplier shall:
- (a) use reasonable endeavours to confirm the PAF Address is consistent with any proposed changes, and only direct any changes required to the PAF Address to the customer who occupies the premises in question; and
  - (b) satisfy itself that the proposed changes are required to better facilitate the unique identification of a specific Metering Point. A Supplier shall not attempt to “customise” a Metering Point Address to solely accommodate its own internal business needs.
- 3.7 When informing a Distribution Business of a potential need to amend a Metering Point Address, a Supplier shall use the Standard Address Format to provide full details of both the existing and proposed (complete) new address for the Metering Point.
- 3.8 In cases where the full Postcode cannot be determined, including where premises do not yet have a full Postcode allocated to it, the postal Outcode shall be provided and may be utilised by the Distribution Business in any updated Metering Point Address.
- 3.9 The Supplier may provide contact details in the D0381 Data Flow to the Distribution Business to allow the Distribution Business to contact the Supplier to discuss the proposed changes.

## Distribution Business responses to Supplier notifications

- 3.10 A Distribution Business shall endeavour to process notifications received in accordance with clause 3.5 within 5 Working Days, and in any event shall respond within a total of 10 Working Days confirming the action taken using the J2212 (Response Code) Data Item in the D0381 Data Flow.

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- 3.11 Within 2 Workings Days of the Distribution Business updating the Metering Point Address, MPAS shall send a D0171 (Notification of Distributor Changes to Metering Point Details) Data Flow with the Metering Point Address populated to the Supplier.
- 3.12 If the Distribution Business receives an unusually high volume of requests that impacts response timescales, the Distribution Business' Contract Manager shall communicate this to the Supplier's Contract Manager.

**Supplier updates to Metering Point Agents**

- 3.13 On receipt of a D0171 Data Flow indicating an update to the Metering Point Address, the supplier shall, within 2 Working days, send a D0131 (Metering Point Address Details) Data Flow to the relevant Metering Point Agents if they have not already done so prior to receipt of the D0171.
- 3.14 Should the Supplier have already advised relevant Metering Point Agents of a potential update to a Metering Point Address prior to receipt of the D0171, and that update is subsequently not accepted by MPAS, that Supplier shall within two Working Days inform those Metering Point Agents accordingly by use of a D0131 Data Flow (Metering Point Address Details).

**Address cleansing exercises**

- 3.15 The Distribution Business shall agree any address cleansing exercise, which requires the Supplier to provide data extracts, in advance with the Supplier's MRA Contract Manager, including the volume of MPANs, frequency and timescales.
- 3.16 The Distribution Business shall provide the Supplier's Address Cleansing Contact with a list of MPANs that it has identified as having address quality issues, that it has not been able to rectify. The request shall include the reason that the request has been made.
- 3.17 The Supplier shall use reasonable endeavours to provide the Distribution Business's Address Cleansing Contact with an address, other than the metering point address, that is used to identify the site, for each MPAN included in the request. The data shall be provided in the following format:

MPAN	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Address Line 5	Address Line 6	Address Line 7	Address Line 8	Address Line 9	Postcode	Meter Serial Number
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With the exception of MPAN, each field is optional. However, the provision of an address is mandatory.

- 3.18 Address information shall be transferred by a secure method in an encrypted spreadsheet. Where a password is used to secure data, this shall be transferred in a separate transmission.
- 3.19 The Distribution Business shall validate each address provided by the Supplier, and if the address is deemed to be valid, the Distribution Business shall update the address and send the D0171 in accordance with Clause 3.11.

**4 Contacts**

- 4.1 Each Distribution Business shall provide a nominated contact for operational address queries.
- 4.2 Each Supplier may provide a nominated contact for operational address queries as an alternative to the Supplier's MRA Contract Manager in accordance with clause 3.16.
- 4.3 Each Distribution Business shall provide a nominated contact, per Market Participant ID (MPID), for Address Cleansing. The contact shall have either a telephone number or email address. Until a specific contact is provided this will default to the MRA Contract Manager.

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- 4.4 Each Supplier shall provide a nominated contact, per MPID, for Address Cleansing. The contact shall have either a telephone number or email address. Until a specific contact is provided this will default to the MRA Contract Manager.

## Annex A

### 5 Sample formatted addresses:

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>PAF Address (basic)</b>				
35, Galloway Road Liverpool L22 4QX	SUBB		1	
	BNAM		2	
	BNUM	35	3	35
	DPTH		4	
	THOR	Galloway Road	5	Galloway Road
	DDLO		6	
	DPLO		7	
	TOWN	Liverpool	8	Liverpool
	CNTY		9	
	PCOD	L22 4QX	10	L22 4QX
ORGN				
<b>PAF Address + non-PAF Element</b>				
Flat 11 George House 21, High Street Rowley Regis West Midlands B65 0DR	SUBB	11	1	
	BNAM	George House	2	11
	BNUM	21	3	George House;21 <sup>1</sup>
	DPTH		4	
	THOR	High Street	5	High Street
	DDLO		6	
	DPLO		7	
	TOWN	Rowley Regis	8	Rowley Regis
	CNTY		9	West Midlands
	PCOD	B65 0DR	10	B65 0DR
ORGN				
<b>non-PAF Address</b>				
Street Lighting Burton Grange Rags Lane Cheshunt Waltham Cross Hertfordshire EN7 6TE	SUBB		1	Unmetered supply
	BNAM		2	Street lighting
	BNUM		3	Burton Grange
	DPTH		4	
	THOR		5	Rags Lane
	DDLO		6	
	DPLO		7	Cheshunt
	TOWN		8	Waltham Cross
	CNTY		9	Hertfordshire
	PCOD		10	EN7 6TE
ORGN				
<b>non-PAF Address with partial postcode</b>				
Thames Water Pump Station Adj to Hansard Mews London W14	SUBB		1	Thames Water
	BNAM		2	Pump Station
	BNUM		3	
	DPTH		4	
	THOR		5	Adj to Hansard Mews
	DDLO		6	
	DPLO		7	
	TOWN		8	London
	CNTY		9	
	PCOD		10	W14
ORGN				

<sup>1</sup> Where an address contains both a building name and building number, these values are in different field for PAF, and should be concatenated into the single field for SAF, with building name first, a semi-colon separator, and then the building number, with no spaces. For example, for "Flat 11, George House, 21 High Street" the value in the Building Name/Number field shall be "George House;21". The semi-colon separator is not used unless there is both a Building Name and a Building Number

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>PAF Address</b>				
The Prince of Wales PH Windsor Lane Little Kingshill Great Missenden Buckinghamshire HP16 0DZ	SUBB		1	
	BNAM	Prince of Wales	2	
	BNUM		3	Prince of Wales
	DPTH		4	
	THOR	Windsor Lane	5	Windsor Lane
	DDLO		6	
	DPLO	Little Kingshill	7	Little Kingshill
	TOWN	Great Missenden	8	Great Missenden
	CNTY		9	Buckinghamshire
	PCOD	HP16 0DZ	10	HP16 0DZ
ORGN				
<b>PAF Address with Organisation</b>				
Yorkshire Wold Mushrooms Unit 15 Rosedale Industrial Estate 7 Bridlington Road Hunmanby Filey North Yorkshire YO14 0LR	SUBB	Unit 15	1	Yorkshire Wold Mushrooms
	BNAM	Rosedale Industrial Estate	2	Unit 15
	BNUM	7	3	Rosedale Industrial Estate;7
	DPTH		4	
	THOR	Bridlington Road	5	Bridlington Road
	DDLO		6	
	DPLO	Hunmanby	7	Hunmanby
	TOWN	Filey	8	Filey
	CNTY		9	North Yorkshire
	PCOD	YO14 0LR	10	YO14 0LR
ORGN	Yorkshire Wold Mushrooms			
<b>PAF Address with Dependent Thoroughfare</b>				
Brush & Palette Sign Co Unit 21 Victoria Industrial Estate Victoria Road London W3 6UU	SUBB		1	Brush & Palette Sign Co
	BNAM	Unit 21	2	
	BNUM		3	Unit 21
	DPTH	Victoria Industrial Estate	4	Victoria Industrial Estate
	THOR	Victoria Road	5	Victoria Road
	DDLO		6	
	DPLO		7	
	TOWN	London	8	London
	CNTY		9	
	PCOD	W3 6UU	10	W3 6UU
ORGN	Brush & Palette Sign Co			

NB For the above 2 examples, the Industrial Estate 'Unit' details appear on different lines in SAF. This corresponds with their occurrence on PAF.

## Flatted Premises

1.1 There are major difficulties and risks associated with addresses of flatted premises, particularly in Scotland. A significant percentage of PAF addresses for flatted premises contain no flat address detail, and the detail held for others is inconsistent with the identification commonly used in the electricity industry. PAF flat details are often in the form 1,2,3,4,..... or a,b,c,d,..... In many cases, particularly in Scotland, the addresses known to Distribution Businesses and electricity Suppliers are in the form 1F1, 1F2,...., 2F1, 2F2,...., 3F1, 3F2,..... or 1L, 1R, 2L, 2R, 3L, 3R.

1.2 Where it is not possible to uniquely match an existing MPAS address to a PAF address with 100% confidence then the existing MPAS address is to be placed in Line1, and Line 2 is to be unpopulated.

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>PAF Address where PAF Flat ID cannot be uniquely related to that on MPAS</b>				
Flat 3F1 15 Viewforth Edinburgh EH10 4JD	SUBB	Any of /1,/2,.../8  (or no flat identification)	1	Flat 3F1
	BNAM		2	
	BNUM	15	3	15
	DPTH		4	
	THOR	Viewforth	5	Viewforth
	DDLO		6	
	DPLO		7	
	TOWN	Edinburgh	8	Edinburgh
	CNTY		9	
	PCOD	EH10 4JD	10	EH10 4JD
ORGN				

1.3 Where it is possible to uniquely relate a Metering Point to a PAF address with 100% confidence then the PAF address is to take precedence, and the MPAS flat detail is to be inserted in Line 1.

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>PAF Address where PAF Flat has been uniquely identified to that on MPAS</b>				
Flat 3F2 15 Viewforth Edinburgh EH10 4JD	SUBB	6	1	Flat 3F2
	BNAM		2	6
	BNUM	15	3	15
	DPTH		4	
	THOR	Viewforth	5	Viewforth
	DDLO		6	
	DPLO		7	
	TOWN	Edinburgh	8	Edinburgh
	CNTY		9	
	PCOD	EH10 4JD	10	EH10 4JD
ORGN				

## Island addresses

1.4 It should be noted that in a recent change to PAF for some Island addresses, the Island may appear in line 8 (Locality) and the town in line 7 (Dependant Locality). However, it is the practice of some parties to populate line 9 (County) with the Island and line 8 with the town.

## Plot addresses

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>Plot Address</b>				
Plot 2  Holly Hurst Way	SUBB		1	PLOT 2
	BNAM		2	
	BNUM		3	

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>Plot Address</b>				
Presteigne  LD8 2SQ	DPTH		4	
	THOR	Holly Hurst Way	5	Holly Hurst Way
	DDLO		6	
	DPLO		7	
	TOWN	Presteigne	8	Presteigne
	CNTY		9	
	PCOD	LD8 2SQ	10	LD8 2SQ
	ORGN			

Address (Customer's View)	PAF Element	PAF Examples	SAF Element	SAF Example
<b>Relative Plot Address</b>				
Plot 3  South of No 2  Searles Court  Peterborough  PE7 1PQ	SUBB		1	PLOT 3 South of No 2
	BNAM		2	
	BNUM		3	
	DPTH		4	
	THOR	Searles Court	5	Searles Court
	DDLO		6	
	DPLO		7	
	TOWN	Peterborough	8	Peterborough
	CNTY		9	
	PCOD	PE7 1PQ	10	PE7 1PQ
	ORGN			

## 2 Guidance notes on use of Metering Point Addresses

2.1 Where an Agent identifies a change in Metering Point Address, it should notify the Supplier. Again, the address shall be provided in its entirety. Where an agent receives a D0131 from the Supplier following this process, the D0131 may be treated as the confirmation of acceptance of the change. While it is recognised that some Suppliers may wish to retain different address structures for "customer facing" and "MPAS facing" operations, it is recommended that the Supplier and its Agents maintain the Metering Point Address structure in the D0131 Data Flow when communicating between each other.

# MRA

## Document Controls

### Change History

Version:	Status:	Date of Issue:	Reason for Issue:
1.0	Agreed	01/11/01	Modifications agreed at MDB_01_10
1.1	Agreed	29/11/01	Updated in line with DTC CP3117 MCP92
1.2	Agreed	7/11/2013	Update in line with MAP CP 0150
1.3	Agreed	6/11/2014	References Update, as agreed at MDB_14_0828
1.4	Agreed	26/02/2015	Update in line with MAP CP 0192
1.5	Agreed	30/06/2016	Updated to incorporate MAP CP 0259
1.6	Agreed	22/02/2018	Updated to incorporate MAP CP 0283
1.7	Agreed	28/02/2019	Updated to incorporate MAP CPs 0299, 0300,0301 and 0306 updated redlining

### Quality Assurance

Review:			
Name	Role	Responsibility	Date of review
Eugene Asante	MRA Delivery Team	Accuracy	28/02/2019
Jessica Davis	MRA Delivery Team	Accuracy	28/02/2019
Approval for Issue to Industry:			
Name	Role	Responsibility	Date
MDB			29/11/2018

### MRA Approvals

Approval for recommendation to authority		
Name:	Recommendation:	Date
MDB		N/A

### Change Approvals and Consents

Name	Organisation	Responsibility	Date
	Ofgem obo the Authority	Approval for change implementation	N/A
	BEIS obo Secretary of State	Consent to implement changes	N/A