The schema for premises licences data is described in detail at http://schemas.opendata.esd.org.uk/PremisesLicences.

It defines the columns expected for data delivered in comma separated values (CSV) format.

Some of the rules of the schema are specified as a <u>JSON Table Schema</u> which can be used in conjunction with your CSV data to perform your own validation using the Open data Institute's CSV Lint tool at http://csvlint.io. Note that there are additional rules (such as ones applying to pairs of columns) that are not tested by CSV Lint.

1. File format

1.1 The CSV format

The <u>CSV Lint About page</u> describes the basic rules for good CSV.

- The first row is a header row that contains the names of some columns.
- The rest of the rows are data rows that contain a number of fields.
- Line endings use CRLF (Windows line endings) and the column names and fields are separated by commas.
- If a field contains a comma, a line ending or a double quote then the field is escaped by wrapping it in double quotes. Double quote marks will be doubled up in any field escaped in the manner described.

1.2 Multiple values within a field

Where a single row contains more than one value for a field, values should be separated by the pipe () character.

2. Types of field

2.1 Boolean

True, Yes, False or No. These are not case sensitive.



2.2 Date

A date in the format dd/mm/yyyy. If time is included, this will be ignored.

2.3 Encoded list

Encoded lists are fixed sets of labels from which you select one or more values to populate a field.

For example, the 'Decision' field must be null or take one of the following values.

- Approve
- Refuse
- Split
- Withdrawn
- Prior not required
- Prior granted
- Prior refused
- Prior refused permission required

Capitalisation does not have to match, but any other variances from the encoded list specified will result in your data not being valid.

2.4 Number

A number, which may or may not have decimal places, except where stated otherwise. Note that zero is considered as a value that is distinguished from a null (or absent) value.

2.5 String

A single line of alphabetic and/or numeric characters.

2.6 Text

One or more lines of text. Multiple lines can be delimited by carriage return and line feed characters. If these characters are used, the entire field value must be enclosed in quotes.

2.7 URI

Uniform resource identifier. URIs are always followed by a string field giving the label of the applicable URI.

URIs are machine readable codes that precisely identify things, like local authorities, wards, or



types of service. URIs commonly used in UK local government can be looked up from this page: http://uris.opendata.esd.org.uk.

The schema for premises licences references URIs for the following values.

- Organisation to whom the data belongs.
- ServiceType the type of planning application.
- EntertainmentType types defined on the standard application form, e.g. Plays, Films, Live music.
- GeoArea ward or natural neighbourhood.

Councils are asked to provide relevant URIs or text labels from which URIs can be derived.

If you specify a URI, you can use any local label you choose. If you *only* provide a label, we need to be able to convert that to a URI.

For example, the URI for an entertainment type of 'Performance of dance' is http://id.esd.org.uk/entertainment/7.

To comply with the schema you need to define the EntertainmentTypeLabel as 'Performance of dance' and can optionally give the URI as http://id.esd.org.uk/entertainment/7.

If you give no URI and use a different label locally (such as 'Dancing') you can continue to use that label in your data if you register it as corresponding with the official URI. To do this, sign in and add a mapping for your council from the <u>URIs page</u>. Note that you can only use your local label for one URI within the applicable URI set.

The ESD team will add common alternative labels for anyone to use instead of official URI labels. Ask them if you are unsure of how to apply your own labels.

People consuming data are given a web method (see here) to allow labels to be converted to URIs so data from all councils uses a single set of references.

3. Cardinality

Cardinality gives the number of values that may be present in a field for one row. Cardinality will be one of the following.



- 0..1 zero or one values.
- $0..\infty$ any number of values.
- 0..8 any number of values to a maximum of eight.
- 1 one and only one value.
- 1..∞.- at least one value.

If the field allows zero values, a null value is accepted. Null is represented by an empty field and NOT by the string "null" or "N/A". Any field with a cardinality of 0..1, $0..\infty$ or 0..8 is therefore optional and can be left blank.

4. Fields

The fields required by the 'Premises licences' schema are as given below. Many fields are optional, but included here so that they have the same name across all councils that want to use them. Fields 8 to 15 and 20 to 30 (as numbered in the table below) are required to be completed by the applicant on the submitted <u>premises licence application form</u>. Other fields will contain information supplied by the authority processing the application.

Column number	Column name	Туре	Cardinality	Notes on column
1	ExtractDate	Date	1	The date that the data was last extracted from its source database.
2	OrganisationURI	URI	01	URI from OpenDataCommunities of organisation (e.g. local authority) responsible for the case.
3	OrganisationLabel	String	1	Label of the above URI.
4	CaseReference	String	01	Licence number – Number allocated to licence when issued. OR case reference where the licence application is under consideration or refused. Null before issued. The same licence might apply to multiple entries to give a history.
5	CaseDate	Date	01	Licence issue date or case date for applications under consideration or refused. May start by being null.
6	ServiceTypeURI	URI	01	Premises related licence type. One of the following. • http://id.esd.org.uk/service/860 - Premises licence • http://id.esd.org.uk/service/646 - Club premises certificate • http://id.esd.org.uk/service/1071 - Temporary event notice
7	ServiceTypeLabel	String	1	Label of the above URI.
8	PremisesName	String	01	Name of licenced premises.
9	LocationText	Text	1	Location/address of the premises.
10	Postcode	String	01	Only null if premises have no post code (e.g. field for an event).



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11	EntertainmentTypeURI	URI	08	All applicable entertainment activities defined on application form. • http://id.esd.org.uk/entertainment/4 - Boxing or wrestling • http://id.esd.org.uk/entertainment/2 - Films • http://id.esd.org.uk/entertainment/3 - Indoor sporting events • http://id.esd.org.uk/entertainment/5 - Live music • http://id.esd.org.uk/entertainment/7 - Performances of dance • http://id.esd.org.uk/entertainment/6 - Recorded music • http://id.esd.org.uk/entertainment/1 - Plays • http://id.esd.org.uk/entertainment/8 - Similar to music or dance
12	EntertainmentTypeLabel	String	08	Label of above URI.
13	LateNightRefreshment	Boolean	1	Are there late night refreshments?
14	AlcoholSupply	Boolean	1	Is alcohol supplied?
15	OpeningHours	Text	01	Opening hours (e.g. two opening periods per day) by day of week, opening time and closing time for each entertainment type plus late night refreshment plus supply of alcohol. Syntax used by Open Street Map and described at http://wiki.openstreetmap.org/wiki/Key:opening_hours is recommended.
16	StatusURI	URI	01	 Status of application/licence. One of the following. http://id.esd.org.uk/premisesLicenceStatus/1 - Approved. An application which has been approved but has yet to be issued. http://id.esd.org.uk/premisesLicenceStatus/2 - Current. A new application which is in the process of being considered but for which no decision has yet been made. http://id.esd.org.uk/premisesLicenceStatus/3 - Deceased. Where the licence holder has died fairly recently and an interim authority notice is in force pending any application to transfer the licence to a new holder. http://id.esd.org.uk/premisesLicenceStatus/4 - Expired http://id.esd.org.uk/premisesLicenceStatus/5 - New. An application which has been but is not yet being processed. http://id.esd.org.uk/premisesLicenceStatus/6 - Refused http://id.esd.org.uk/premisesLicenceStatus/7 - Renewal http://id.esd.org.uk/premisesLicenceStatus/8 - Revoked http://id.esd.org.uk/premisesLicenceStatus/9 - Subject to review. A licence which is being reviewed at the request of an interested party or responsible authority. http://id.esd.org.uk/premisesLicenceStatus/10 - Surrendered http://id.esd.org.uk/premisesLicenceStatus/11 - Suspended http://id.esd.org.uk/premisesLicenceStatus/12 - Withdrawn http://id.esd.org.uk/premisesLicenceStatus/13 - Issued. A licence which has been issued and is currently in force.
17	StatusLabel	String	1	Label of above URI.
18	LicenceStartDate	Date	01	A value is required unless the status is Refused, Withdrawn, Current or New.
19	LicenceEndDate	Date	01	For temporary event notice or where requested on other types.
20	OnPremisesAlcoholSale	Boolean	01	Is alcohol supplied for consumption on the premises?
21	OffPremisesAlcoholSale	Boolean	01	Is alcohol supplied for consumption off the premises?
22	LicenceHolder	String	0 ∞	Name of individual(s) or business which holds the licence.
23	LicenceHolderAddress	Text	0 ∞	Address of individual(s) or business which holds licence.
24	LicenceHolderPostcode	String	0 ∞	Postcode of individual(s) or business which holds licence.



25	ApplicantTypeURI	URI	01	Type of applicant. One of the following. http://id.esd.org.uk/premisesLicenceApplicant/4 - Charity http://id.esd.org.uk/premisesLicenceApplicant/5 - Educational establishment http://id.esd.org.uk/premisesLicenceApplicant/6 - Health service body http://id.esd.org.uk/premisesLicenceApplicant/7 - Independent hospital http://id.esd.org.uk/premisesLicenceApplicant/1 - Individual http://id.esd.org.uk/premisesLicenceApplicant/9 - Limited company http://id.esd.org.uk/premisesLicenceApplicant/12 - Other business http://id.esd.org.uk/premisesLicenceApplicant/10 - Partnership http://id.esd.org.uk/premisesLicenceApplicant/8 - Police force http://id.esd.org.uk/premisesLicenceApplicant/3 - Recognised club http://id.esd.org.uk/premisesLicenceApplicant/11 - Unincorporated association
26	ApplicantTypeLabel	String	01	Label of above URI. This field is optional.
27	DesignatedPremisesSupervisor	String	01	Name of designated premises supervisor (for alcohol licence).
28	SupervisorLicenceNo	String	01	Personal licence number of designated supervisor.
29	SupervisorAddress	Text	01	Address of designated premises supervisor.
30	SupervisorPostcode	String	01	Postcode of designated premises supervisor.
31	Conditions	Text	0∞	Conditions attached to issuing of a licence.
32	DecisionDate	Date	01	Date licence granted/refused.
33	DecidedBy	String	01	Name of officer making decision on application.
34	LicenceURL	URL	01	URL to further information, including opening hours and license type.
35	UPRN	String	01	Unique Property Reference Number.
36	GeoPointLicensingURL	URL	01	URL of any page that describes any licensing restrictions on using UPRN values.

5. Row uniqueness

The combination of CaseReference and CaseDate (where these are not null) is expected to be unique within each Organisation. Where these fields are null, the case is considered to be open. Hence data consumers can delete rows with these fields null from previous datasets. Just rows with CaseReference and CaseDate specified can be appended to or updated in prior datasets.

6. Validations performed

Validations are performed in the technical review of submissions under the local open data incentive scheme.

Checks applied by the CSV Lint utility with the <u>JSON CSV schema</u> are:



- required fields are populated;
- maximum and minimum field lengths enforced;
- patterns match defined regular expressions (including URLs and email addresses);
- values from encoded lists are valid;
- URLs are correctly defined; and
- correct data types apply (e.g. dates in date field, numbers in numeric field).

In addition, ESD will automatically check:

- labels for URIs map to URIs (in general or via local text added by councils);
- URIs exist within appropriate URI sets and match labels specified;
- in separated lists of URIs, all are of valid format;
- dates are in the specific format and valid;
- CaseDate must be present if CaseReference is present and vice versa;
- the combination of CaseReference and CaseDate, if not null, is unique;
- limited number of comma separated items doesn't have too many values (e.g. EntertainmentTypeURI); and
- LicenceEndDate after LicenceStartDate where end date specified.

ESD will perform brief manual checks on the data content to check that values appear sensible.

7. Sample data

A sample of compliant CSV data provided by Hampshire County Council is here:

http://schemas.opendata.esd.org.uk/PremisesLicences/example-premises-licences.csv

8. Note for DataShare users

A DataShare definition file for planning application data is <u>provided here</u>. DataShare users can create a new dataset definition by importing this definition file. The definition will automatically impose the following rules.



- Required fields are populated.
- Maximum and minimum values enforced.
- Correct stub used for URI fields.
- Correct data type (e.g. dates in date field, numbers in numeric field).

9. Data openness and licensing

UPRNs are subject to Public Sector Mapping Agreement licensing as they are derived from the GeoPlace Address Gazetteer. Please, follow the guidance for end user licences on: http://www.ordnancesurvey.co.uk/business-and-government/help-and-support/public-sector/guidance/licences.html.

The PSMA licence does not meet the requirements of the open licence and therefore the ODI certificate (https://certificates.theodi.org). To comply with an ODI certificate, remove the derived data from the dataset and publish it under an open licence

In addition, please, provide any further evidence about restricted access control or exemption requests in the comments box and upon request make available a dataset that meets the requirements of the PSMA.

When you publish your metadata on data.agov.uk we recommend including the following statement:

"A full dataset version including the UPRN derived from GeoPlace Address Gazetteer can only be released for using the data to respond to, or interact with the Licensor to deliver or support the delivery of the Licensor's Core Business due to licensing restrictions under a PSMA end user licence http://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/end-user-licence.html.

If you wish to use this data for any other purpose other than supporting the delivery of the Licensor's Core Business, then you should contact Ordnance Survey via https://www.ordnancesurvey.co.uk/contact/ or telephone 03456 05 05 05 05 to discuss how they can help you with your requirements"



10. Getting more help

Our <u>help page</u> gives answers to common questions. The Knowledge Hub's <u>Local Open Data Community</u> includes a <u>forum</u> where the scheme is discussed. You need to register separately to participate in discussion. If your email address does not belong to a public sector organisation, email <u>knowledgehub@capacitygrid.com</u> to request access.

If the above don't address your query, email us at support@esd.org.uk.

8 October 2014 Ref 07333

