

New CSV File Specifications

We have created new enhanced CSV products to make them mirror the Mainfile and Alias products, giving you extra information.

CSV PAF

This is an enhanced version of the current CSV PAF product and contains four additional fields:

- Address Key
- Organisation Key
- Number of Households
- Locality Key

These four fields are provided as additional fields to the right of all existing fields. The new file specification is:

RECORD LENGTH : 516 characters

FIELD NAME	DATA TYPE	MAX LENGTH	NOTES
Postcode	Alphanumeric	8	
Posttown	Alphanumeric	30	
Dependent Locality	Alphanumeric	35	
Double Dependent Locality	Alphanumeric	35	
Thoroughfare & Descriptor	Alphanumeric	80	
Dependent Thoroughfare & Descriptor	Alphanumeric	80	
Building Number	Numeric	4	
Building Name	Alphanumeric	50	
Sub Building Name	Alphanumeric	30	
PO Box	Alphanumeric	6	
Department Name	Alphanumeric	60	
Organisation Name	Alphanumeric	60	
UDPRN	Numeric	8	
Postcode Type	Alphanumeric	1	(a)
SU Organisation Indicator	Alphanumeric	1	(b)
Delivery Point Suffix	Alphanumeric	2	(c)
Address Key	Numeric	8	(d)
Organisation Key	Numeric	8	(d)
Number of Households	Numeric	4	(e)
Locality Key	Numeric	6	

NOTES

(a) – The Postcode type is 'S' for Small User and 'L' for Large Users

(b) – Small User Organisation Indicator. Can have the values 'Y' or space. A value of 'Y' indicates that there is a Small User Organisation present at this address.

(c) – Delivery Point Suffix (DPS). The DPS is a unique Royal Mail 2-character code (the first numeric and the second alphabetical – e.g. 2B), which, when added to the Postcode enables each live Delivery Point to be uniquely identified. Once the Delivery Point is deleted from PAF the DPS may be reused (although they aren't reused until all remaining Delivery Points in the range have been allocated). The DPS for a Large User is always '1A' as each Large User has its own Postcode. Only numbers 1-9 appear in the numeric position, and letters C, I, K, M, O V are not used. The maximum DPS can be 9T. So, in total, there are 175 possible DPS allocations per Postcode, from 1A to 9T.

(d) – More information about Address and Organisation Keys can be found in the “Structure of the PAF® database” section of the Programmers Guide (page 22) at https://www.poweredbypaf.com/wp-content/uploads/2017/07/Latest-Programmers_guide_Edition-7-Version-6.pdf.

(e) – Number of Households field contains multi-occupancy information. When equal to one it indicates that there is one household at the address, when greater than one the field contains the number of households present

CSV PAF Product Welsh Alternative File

The CSV Welsh alternative file is provided in the same format as the new CSV PAF file. This contains the Welsh alternative versions of addresses (where available) for all addresses in Wales (those sectors defined as being part of the Welsh principality).

The format of this file is identical to that for the CSV PAF file above. This is extracted as a separate file named CSV PAFWelsh.csv for all customers of CSV PAF. If the Welsh alternative file is not required it should simply be ignored.

CSV Alias

Alias data is information the public chooses to use when addressing mail, but which isn't actually required for delivery purposes. The Alias data contains records of alternative address details that are included in the address but not necessarily needed for delivery purposes. Here are some examples:

- House names on numbered properties (e.g. 'Rose Cottage' at '2 High Street')
- County names (e.g. 'Surrey' or 'Lincs')
- Businesses operating from home ('Jones Plumbing' at '2 The Avenue').

Alias data makes a great add-on to a PAF-based system, it is useful for advanced address searching and helping locate correct postal addresses from 'postally-not-required' data.

Alias data is not a comprehensive listing and the nature of the data is such that Royal Mail cannot guarantee its accuracy. Alias information may be used by the public when addressing mail but is not required as part of a PAF address.

CSV Alias Product Additional Alias Data

We have produced extra CSV Alias files to provide additional Alias data which was previously only available in the fixed width products.

CSV Alias County Product (Combining Organisation and Residential Data)

The current CSV Alias product, for historical reasons, is inconsistent with other products as organisation records are in one file and residential in a separate one. No other PAF product does this. For consistency, they have been combined into a single file renamed CSV AliasCounty.csv.

CSV Alias Locality

The CSV Alias Locality.csv file can be used in relation to the sectors (first portion of the postcode) and/or the locality key in the CSV PAF file.

Field Name	Maximum Field Size	Notes
Locality Key	6	
Postcode Sector	5	(a)
Alias Locality Name	35	
Alias Type	3	(b)

Notes

(a) Postcode Sector matches the Postcode field in the CSV PAF file by omitting the final two characters, e.g. Postcode B11 1AA matches sector B11 1.

(b) Alias type can be SYS, LOC, PNR or REQ.

SYS and LOC are short and local names. PNR are Postally Not Required Localities. PNRs have sectors allocated to them in addition to a Locality Key. REQs are Postally Required applied to those Localities that are held on the CSV PAF file, with the exception of Post Towns. For other types the Sector field is blank.

CSV Alias Thoroughfare

The CSV Thoroughfare Alias record data can be related to the street/locality data in CSV PAF:

Field Name	Maximum Field Size
Alias Thoroughfare & Descriptor	80
Post Town	30
Dependent Locality	35
Double Dependent Locality	35
Thoroughfare & Descriptor	80
Dependent Thoroughfare & Descriptor	80
Locality Key	6

The alias thoroughfare and descriptor is given in the first field. It is matched to the new CSV PAF file using the other 5 fields which correspond to the same fields in the new CSV PAF file.

CSV Alias Delivery Point

The CSV Alias Delivery Point record can be related to the UDPRN in CSV PAF:

Field Name	Maximum Field Size	Notes
UDPRN	8	
Address Key	8	(a)
Organisation Key	8	(a)
Postcode Type	1	(a)
Category	2	(b)
Currency	1	(c)
Alias Text	50	

Notes

(a) The address key, organisation key and postcode type enable items to be cross-referenced from the new CSV PAF file (which now includes those fields) to each alias.

(b) Category = Each Delivery Point alias may be assigned a category; the current allowable categories are in this table:

CATEGORY	DESCRIPTION
AK	Also Known As
BN	Building Name
DT	Department
OD	Organisation Description
OR	Organisation at a Residential
TN	Trading Name
UK	Unknown / Miscellaneous
WA	Welsh Alternative

(c) Currency = Each Delivery Point alias can also be given a currency indicator. These are: C = current, P = past, Z = default.

CSV PAF Changes Files

Both CSV PAF changes and CSV Consolidated Changes now include the additional fields added to the CSV PAF Product. Additionally a CSV PAF Changes Welsh.csv file has been added.

For clarity the additional four fields are:

- Address Key
- Organisation Key
- Number of Households
- Locality Key

The format of the Welsh file is identical to the standard CSV PAF Changes file, the final field specification for all these files (Welsh included) is:

MAXIMUM RECORD LENGTH = 539 chars:

	Maximum Field Size
Date	10
Time	8
Amendment Type	1
Reason for Amendment	4
Postcode	8
Post Town	30
Dependent Locality	35
Double Dependent Locality	35
Thoroughfare & Descriptor	80
Dependent Thoroughfare & Descriptor	80
Building Number	4
Building Name	50
Sub Building Name	30
PO Box	6
Department Name	60
Organisation Name	60
UDPRN	8
Postcode Type	1
SU Organisation Indicator	1
Delivery Point Suffix	2
Address Key	8
Organisation Key	8
Number of Households	4
Locality Key	6

