

# Public Sector Licence

## **An introduction to the PAF<sup>®</sup>, Multiple Residence (MR) and Not Yet Built (NYB) data**

The Postcode Address File (PAF) is a database of more than 30 million postal addresses and 1.8 million postcodes managed and maintained by Royal Mail. PAF underpins the efficient sortation, routing and delivery of letters and parcels by Royal Mail and all other mail and delivery providers. Multiple Residence is a file of non-delivery points that sit behind a PAF address, for example, in care homes. This can be used to supplement PAF. Not Yet Built is a file of properties in development that have been Postcoded but are not added to PAF until they are completed. This file is particularly useful for planning and geo-demographic analysis.

The use of these files, however, goes much wider than the delivery of mail. They are widely used to support accurate addressing by hundreds public sector organisations who use these in a range of innovative and increasingly diverse ways.

- Local Authorities incorporate elements of PAF data into their Local Land and Property Gazetteers (LLPG), which Departments throughout the Local Authority rely on for the efficient delivery of public services.
- In a Health centre, an address look-up quickly helps patients confirm their address often now using self-service kiosks. Healthcare providers also use these for maintaining accurate address records in their patient and donor databases.
- In the event of incidents such as flood risk, extreme weather conditions or major fires, environmental agencies and emergency services often use address and postcode information from these datasets to help identify properties at risk and mobilise resources to support accordingly.
- Central Government Departments will often use address data to help citizens quickly verify their address and identity when logging into online services

## **The Public Sector Licence**

From 1<sup>st</sup> April 2020, Royal Mail, the Geospatial Commission (formerly the Department of Business, Innovation and Skills - BIS) and Scottish Government extended the terms of the PS to cover the public sector's use of PAF, MR and NYB for three years, meaning that all eligible public sector organisations in England, Wales and Scotland can benefit from the PSL Use terms until 31<sup>st</sup> March 2023.

## **Benefits of the Public Sector Licence**

The PSL has been developed to increase and widen the public sector's use of accurate postal address and postcode information in the delivery of public services. The PSL Use Terms:

- simplifies PAF, MR and NYB licensing and administration
- removes the barriers that previously prevented organisations maximising their use of PAF, MR and NYB

- creates important efficiencies by allowing licensees to share data and work collaboratively with other licensees
- encourages new ways of working and stimulates innovation

It is important to note that whilst licensed public sector organisations will no longer need to return licence fees to Royal Mail, in many cases, organisations will need a software solution in order to make the most of the data. To find a licensed Solutions Provider, visit the Address Management Unit's PAF [Supplier Directory](#).

### **Important features of the PSL**

You can download a copy of the [PSL Use Terms](#) and find lots of other information about the PSL on our [website](#).

There are some key features within the PSL Use Terms you should understand, these include:

- PSL licensees will be able to use PAF, MR and NYB throughout their organisation as well as on their websites for displaying or confirming address details. The PSL Use Terms also permit PSL licensees and sub-contractors working on their behalf, to share data with other PSL licensees.
- The PSL Use Terms covers the use of data for the delivery of a public sector organisation's core public task; they do not cover any use of data for profit-making or commercial activity. Any public sector organisation using for commercial purposes should continue to be licensed on standard PAF, MR and NYB Licence terms.

### **How can my organisation become a PSL licensee?**

You can check to see if your organisation is already registered to the PSL-or you can apply to join the PSL on our [website](#).

As a general rule, if you are a public sector organisation that falls within the definition of 'contracting authority' in Regulation 3 of the Public Contracts Regulations 2006, it's likely that you'll be eligible. Typically, central and local government bodies, healthcare providers and emergency services will be eligible.

However, there are some types of organisations such as housing associations, social enterprises, infrastructure bodies, community interest companies, educational institutions, charities and charitable trusts that are likely to fall outside of the eligibility criteria. We have worked with the Geospatial Commission (formerly BIS) and Scottish Government to define the criteria for establishing eligibility.

### **We're here to help**

On our website, we have created an entire section dedicated to the PSL. You can download our handy information pack and find instruction on how to apply.

Also, our experienced team is on hand to help with any questions you have about the PSL. You can contact them by calling our dedicated PSL helpline: 0345 606 6854 or by emailing: [publicsectorlicensing@royalmail.com](mailto:publicsectorlicensing@royalmail.com).

Our team is available Monday-Friday 08:30-17:00.