

Transport Passes and Permits

Please note, bodies in Wales should follow the data specification available on the [Wales Audit Office website](#) (external link).

Requirements

- Only data relating to ADULTS over 18 should be provided.
- Data submitted should meet this data specification i.e. include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Data should be uploaded in three separate files:
 1. Current holders of a resident's parking permit;
 2. Current holders of a blue badge; and
 3. Current holders of a concessionary travel pass e.g. Freedom pass.

1. Current holders of a Resident's Parking Permit (ADULTS over 18 ONLY)

Field name	Data format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual resident's parking permit reference number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	

Field name	Data format	Comments
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'R' in this field to indicate the data relates to a resident's parking permit.

2. Current holders of a Blue Badge (ADULTS over 18 ONLY)

Field name	Data Format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual blue badge reference number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	

Field name	Data Format	Comments
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'B' in this field to indicate the data relates to a blue badge.

3. Current holders of a concessionary travel pass (Over 18s ONLY)

Field name	Data Format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual travel pass reference number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	

Field name	Data Format	Comments
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	Only data relating to adults should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'F' concessionary travel passes
Date last used	Date	This field is optional