

Licences

Includes market trader, taxi driver and personal licenses for the supply of alcohol ¹

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

Requirements

- 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 now 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.
- In order to ensure that the submission of data using the DFU is as straightforward as possible data should be uploaded in **three separate files**:
 1. Current holders of a market trader or similar licence;
 2. Current holders of a taxi driver licence (private hire and Hackney carriages); and
 3. Current holders of a 'personal alcohol licence' (PAL) where the licence holder is also a 'Designated Premises Supervisor' (DPS)

1. Current holders of a market trader or similar licence

Field Name	Data Format	Comments	Fields Required
Reference number	Character	This should uniquely identify the individual, i.e. the licence number.	Yes
Title	Character		Yes
Surname	Character		Yes
Forename(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.	Yes

Field Name	Data Format	Comments	Fields Required
Middle name(s) or middle initial(s)	Character		Yes
Address line 1	Character		Yes
Address line 2	Character		Yes
Address line 3	Character		Yes
Address line 4	Character		Yes
Postcode	Character		Yes
Unique Property Reference Number (UPRN)	Character		Yes
Date of birth	Date		Yes
Home telephone number ⁴	Character	See note 4 below.	No
Mobile telephone number ⁴	Character		No
Email address ⁴	Character		No
National insurance number	Character	Where NI numbers are collected and retained within the data then they should be included within the data submission to NFI.	Yes
Licence start date	Date		Yes
Licence expiry date	Date		Yes
System type flag ³	Character	Insert 'M' in this field to indicate the data relates to a market trader/operator, 'T' for taxi driver or 'P' for a Personal Licence to supply alcohol	Yes

1. This data will primarily be matched to identify undeclared income and recourse to public funds. Data for this field will be included within the premises database.

2. Data should only be submitted for personal licence holders who are registered at a premise (e.g. Designated Premises Supervisor) as this indicates potential employment and earnings

3. This field only needs to be populated if you are unable to submit data in three separate files.

4. These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

2. Current Holders of a Taxi Driver Licence Private Hire and Hackney Carriages

Field Name	Data Format	Comments	Fields Required
Reference number	Character	This should uniquely identify the individual, i.e. the licence number.	Yes
Title	Character		Yes
Surname	Character		Yes
Forename(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.	Yes
Middle name(s) or middle initial(s)	Character		Yes
Address line 1	Character		Yes
Address line 2	Character		Yes
Address line 3	Character		Yes
Address line 4	Character		Yes
Postcode	Character		Yes
Unique Property Reference Number (UPRN)	Character		Yes
Date of birth	Date		Yes
Home telephone number ⁴	Character	See note 4 below.	Yes
Mobile telephone number ⁴	Character		Yes
Email address ⁴	Character		Yes
National insurance number	Character	Where NI numbers are collected and retained within the data then they should be included within the data submission to NFI.	Yes
Licence start date	Date		Yes

Field Name	Data Format	Comments	Fields Required
Licence expiry date	Date		Yes
System type flag ³	Character	Insert 'M' in this field to indicate the data relates to a market trader/operator, 'T' for taxi driver or 'P' for a Personal Licence to supply alcohol	Yes

3. Current holders of a 'personal alcohol licence' (PAL) where the licence holder is also a 'Designated Premises Supervisor' (DPS)

Field Name	Data Format	Comments	Fields Required
Reference number	Character	This should uniquely identify the individual, i.e. the licence number.	Yes
Title	Character		Yes
Surname	Character		Yes
Forename(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.	Yes
Middle name(s) or middle initial(s)	Character		Yes
Address line 1	Character		Yes
Address line 2	Character		Yes
Address line 3	Character		Yes
Address line 4	Character		Yes
Postcode	Character		Yes
Unique Property Reference Number (UPRN)	Character		Yes

Field Name	Data Format	Comments	Fields Required
Date of birth	Date		Yes
Home telephone number ⁴	Character	See note 4 below.	No
Mobile telephone number ⁴	Character		No
Email address ⁴	Character		No
National insurance number	Character	Where NI numbers are collected and retained within the data then they should be included within the data submission to NFI.	Yes
Premises name	Character	This field is required as a check that data only relates to PAL holders that are also registered as a DPS.	Yes ²
Licence start date	Date		Yes
Licence expiry date	Date		Yes
System type flag ³	Character	Insert 'M' in this field to indicate the data relates to a market trader/operator, 'T' for taxi driver or 'P' for a Personal Licence to supply alcohol	Yes