

Transport Passes and Permits

(ADULTS ONLY - Including residents parking, blue badges and concessionary travel)

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.
- 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 (adult) holders of a concessionary travel pass e.g. Freedom pass.

1. Current holders of a resident's parking permit.

Field name	Data format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual residents permit, blue badge or travel pass reference number
Title	Character	
Surname	Character	
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.
Middle name(s) or middle initial(s)	Character	
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	
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	See note below. 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 if the data relates to a blue badge, 'R' for a residents permit and 'F' for Freedom/concessionary travel passes.

2. Current holders of a blue badge

Field name	Data Format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual residents permit, blue badge or travel pass reference number
Title	Character	
Surname	Character	

Field name	Data Format	Comments
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.
Middle name(s) or middle initial(s)	Character	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	
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	See note below. 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 if the data relates to a blue badge, 'R' for a residents permit and 'F' for Freedom/concessionary travel passes.

3. Current (adult) holders of a concessionary travel pass e.g. Freedom pass.

Field name	Data Format	Comments
Reference number	Character	This should be the internal reference number
Pass/Permit number	Character	This should be the actual residents permit, blue badge or travel pass reference number
Title	Character	
Surname	Character	
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.
Middle name(s) or middle initial(s)	Character	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	
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	See note below. 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	

Field name	Data format	Comments
Permit type flag	Character	Insert 'B' in this field to indicate if the data relates to a blue badge, 'R' for a residents permit and 'F' for Freedom/concessionary travel passes.