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|  **Explanatory Notes to the Land & Property Asset List:** |
| **Column**  | **Heading**  | **Description & Comment**  |
|  **A** | **Unique Property Reference Number (UPRN)**  | This is the unique reference used by the council to identify the specific asset. Each building and each land asset is allocated this unique reference number which must be quoted in the event of any queries on the list.  |
| **B**  | **Unique Asset ID**  | This is an additional reference used by the council to identify an ‘asset site’. For example in the case of large sites such as schools these will have a single Unique Asset ID to cover the whole school site even though this may comprise multiple UPRNs used to identify individual buildings within the site.  |
| **C**  | **Asset Name**  | The common name for the asset as used by the council and contained in our property terrier. Some assets may be known by more than one common name and in these instances it is expected that the address information below will be sufficient to identify the asset. If there is any doubt about a specific building please contact us using the e‐mail address on page one of this guidance note quoting the UPRN.  |
| **D**  | **Street Number**  | The street number or street name of the property where it exists.  |
| **E**  | **Street Name**  | Postal road address. In some instances, such as land assets, the land may be bordered or accessed by more than one road. In these cases the major road is used where possible.  |
| **F**  | **Postal Town**  | Usually London |
| **G**  | **Postcode**  | In some instances, such as land assets, there is no officially allocated postcode. In these cases the postcode has been used for the nearest property.  |
| **H**  | **Location Co‐Ordinates – Eastings**  | Geo‐coding is in accordance with ISO 6709 Standard Representation for Geographic Point Location By Co‐ordinates. This is usually the centre point of the asset location. In the case of larger land assets this may be some distance from the furthest boundary.  |
| **I**  | **Location Co‐Ordinates ‐ Northings**  |
| **J**  | **Council Tenure**  | This will either be: ‘Freehold’ where the council owns the asset ‘Leasehold’ where the council rents or leases the asset which is owned by a third party or ‘Other’ where the council neither owns or formally leases the asset.  |
| **K** | **Tenure Characteristics** **Describes the council’s use of the building which may be:** **‘Occupied by the LA’ where the asset is occupied & used by the council in the provision of its services,** **‘Leasehold’ where the asset is owned by the council but leased out to a third party,** **‘Sub‐Leasehold’ where the assets is leased in by the council and sub‐let to a third party,** **‘Licence’ where either the council has been granted a licence to occupy or has granted a licence to occupy to a third party. These are normally short‐term arrangements without any change of formal ownership,** **‘Ground Leasehold’ usually involves a long lease of land to a third party for the erection or development of buildings. At the end of the lease the land, and possibly the properties depending on the lease arrangements, would revert back to the council or ‘Vacant’ where the property is vacant pending disposal or alternative use.** |  |
|  **L**  | **Land Only?**  | Describes assets which are land only without permanent buildings. |