



Rugby Borough Council

What does the rule relate to?	Rule	Live example (before and after)
Registration Date, Charge Type, Charge Geographical Description, Further Information Location, Originating Authority, Migration Supplier.	All text mandatory items as defined in the schema are present for every charge.	Before: Some mandatory fields were missing. After: All text mandatory items are now present for every charge.
Supplementary Information	Charge text suggests charge has expired.	Before: Supplementary Information suggested that the charge had expired. After: Charge is now cancelled
Supplementary Information	Supplementary information should have clear and valid values.	Before: Information provided in Supplementary Information was duplicated. After: Text is unique in Supplementary Information for each charge.
Duplicate Charges	De-duplicate Charges using Further Information Reference with a combination of Registration Date, Charge Geographical Description and Supplementary Information.	Before: Duplicates were present for the same charge. After: Now only a single version of the charge remains
Originating Authority	Consolidate multiple variations into a single agreed version and replace any incapable of being an Originating Authority with a valid version.	Before: Multiple variations of the same Originating Authority or an invalid Originating Authority were present. After: Now only single versions of the same agreed Originating Authority, and valid Originating Authority remains
Further Information Location	Consolidate multiple variations into a single agreed version and replace any that are invalid with a correct version.	Before: Multiple variations of the same Further Information Location and invalid Further Information Location were present.

		After: Now only single versions of the same agreed Further Information Location, and valid Further Information Location remains.
Statutory Provision	Statutory provision variations aligned to HMLR's defined list. Consolidate multiple variations of the same Statutory Provision into a single agreed version. Where not on HMLR's defined list, the same style and format is adopted.	Before: Charges contained incorrectly formatted Statutory Provisions in Supplementary Information. After: Statutory Provisions have been extracted from Supplementary Information and formatted correctly.
Charge Type, Charge Subcategory, Instrument	Charge Type & Charge sub-category aligned to HMLR's defined list. Add Charge Type and (where required) a Charge Sub-Category.	Before: Charges had missing charge types and sub-categories. After: All charges now have correct charge types and sub-categories.
Charge Geographic Description	Charges with addresses that are incomplete (e.g. missing postcode) have the existing address moved to Charge Geographic Description, such that only Charge Geographic Description is populated.	Before: Charges had incomplete addresses (e.g. missing or invalid postcode, missing values). After: Address was populated into Charge Geographic Description field using Decision Notice value, postcodes were updated by LA response.
Charge Geographic Description	Addresses were different in Charge Geographic Description in NEC M3 to Decision Notices.	Before: Addresses were different in Charge Geographic Description in NEC M3 to Decision Notices. After: Address in Charge Geographic Description and Decision Notices have the same values.
Entries that are not actually charges	Remove charges from the dataset.	Before: entries in the dataset were determined not to be valid LLCs. After: These entries have now been removed from the dataset.

Listed buildings	Listed buildings comparison between LA dataset and national dataset, to make sure both contain the same information.	Before: Listed building information may be missing from the dataset. After: Missing listed building information is now added to the dataset.
Listed buildings	Listed building charges (Part 10) have the LA as the originating authority.	Before: Listed building charges had a missing or incorrect Originating Authority. After: Listed building charges now have the LA as the originating authority.
Ancient monuments	Ancient monument charges (Part 4) must have Secretary of State as the originating authority.	Before: Originating Authority for Ancient monument charges is incorrect. After: Secretary of State is now added as Originating Authority for Ancient monument charges
TPO	Tree preservation order (TPO) Charges (Part 3b) have LA as the originating authority	Before: Tree preservation order (TPO) Charges had a missing or incorrect Originating Authority. After: Tree preservation order (TPO) Charges now have the LA as the originating authority.
Creation Date	Date originally shown in M3 searches as Decision date will now be shown under Creation date.	Before: Date Originally shown in M3 Searches as Decision date After: Decision date will now be shown under Creation date field
Single Flat Charges	For charges that only effect an individual flat in a building, these will now appear on searches for every flat in that building.	Before: Charges that affected individual flats were only shown in searches concerning those individual flats. After: Charges for individual flats now show in searches for every flat within a building.