



ROADS AUTHORITIES & UTILITIES COMMITTEE
(SCOTLAND)

ADVICE NOTE 5

SCOTTISH ROAD WORKS REGISTER
ASSOCIATED DATA

GUIDANCE NOTES

Version 3.02

Scottish Road Works Register
Associated Data
Guidance Notes

Version History

Version	Date	Notes
1.00	Jun '03	First published & RAUC(S) approved version
1.10	Nov '05	Not yet approved by RAUC(S) pending total completion. Published by the Gazetteer Group in the interests of disseminating new information at the earliest possible date.
1.11	May '06	Notes as for V1.10. See Page 5 for further information.
1.12	July '06	Notes as for V1.10. See Page 5 for further information.
2.00	Nov '07	See 'Foreword' for further information.
2.10	Aug '08	RAs to provide Type 51 records for trunk roads. Changed export 'address'. Updates on Code 19 Traffic Sensitivity. Minor updates and 'readability' changes. See Page 6.
2.20	Mar '09	Change to layout of early paragraphs and technical changes, the more important of which are summarised on Page 6
3.00	Sept '10	Record tables removed as now held in Scottish Data Transfer Format (SDTF) document. Guidance in respect of the tables added to and adjusted to reflect the SDTF. Mandatory non-reuse of Sequence Numbers introduced. General realigning.
3.01	Aug '13	Bibliography updated.
3.02	Nov '14	Gazetteer Codes for Road Authorities and Transport Scotland removed.

Bibliography

This document is one of several aimed at providing guidance to Roads Authorities in Scotland in the creation and maintenance of their Local Street Gazetteers (the fundamental building blocks of the National Street Gazetteer) and their Scottish Road Works Register Associated Data files. This document is also intended to provide information to all users of the NSG and to other Authorities who may have the responsibility of creating and maintaining certain parts of the Associated Data.

Other relevant ‘documents’ which should be consulted are named below.

1. BS7666:2006 ‘Spatial datasets for geographical referencing’ Parts 0 and 1
2. Scottish Gazetteer Conventions V2 (April 2012)
Presents conventions for Scottish property and street gazetteers
3. Scottish Data Transfer Format V2 (April 2012)
Provides a specification of the SDTF

The latest versions of documents 2 and 3 can be downloaded from the *Knowledge Hub* website. To register or login, go to the following address,

<https://knowledgehub.local.gov.uk>

If help is required contact thinkWhere, the OSG custodians, email gazhelp@thinkwhere.com

4. Local Street Gazetteers in Scotland – Summary Guide to Requirements for National Partnership Projects.
Document 4 can be downloaded from the Scottish Road Works Commissioner website www.roadworksscotland.gov.uk under ‘Legislation & Guidance’ then ‘Further Guidance’ then ‘Gazetteer Guidance’.
7. Specification for the Reinstatement of Openings in Roads (October 2003)
8. Code of Practice for the Co-ordination of Works for Roads (April 2013)
Documents 7 and 8 can be downloaded from the Scottish Road Works Commissioner website www.roadworksscotland.gov.uk under ‘Legislation & Guidance’ then ‘Codes of Practice’.

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Roads Authorities & Utilities Committee (Scotland)

Advice Note 5

Scottish Road Works Register Associated Data

Guidance Notes

Foreword

Scottish Road Works Register Associated Data is usually abbreviated to ‘Associated Data’ or ‘ASD’.

Should further guidance on ASD issues be required, please contact the SRWR Gazetteer Group member representing your Area. Current representatives may be found on the RAUC(S)’ website (via www.raucs.org.uk) at ‘RAUC(S) & Community’ then ‘Community Contacts’.

Synopsis of Changes in Successive Versions

The changes made to ASD guidance from Version 1 up to and including Version 2.20 are recorded in brief in the Version History panel on Page 2. Greater detail of the various changes may be viewed in Version 2.20.

Version 3.00 has been introduced to accompany the new OneScotland Gazetteer Conventions and the introduction of the Scottish Data Transfer Format (SDTF). The most notable change is the removal of the tables describing the ASD fields and their attributes relevant to Record Types 51, 52 and 53, as well as the tables describing the Type 10 Header record and the Type 99 Trailer record. These are now to be found in the SDTF specification document referred to in the bibliography.

As part of the move to the Scottish standard, some new fields have been introduced and existing field names changed.

The mandatory non-reuse of Sequence Numbers has been introduced.

General Guidance

1. 'Associated Data' is the term used to describe the many items of technical information which are required by the Scottish Road Works Register (SRWR) in respect of each street in order that the Register may function entirely as intended.
2. The phrase 'technical information' above includes the maintenance responsibility for; the reinstatement category of and the special designations pertaining to, each street.

The definitive specification covering ASD and the attributes of the relevant record types is published in the SDTF.

Therefore, it is imperative that this Advice Note is read in conjunction with the OneScotland Gazetteer Conventions and, particularly, the Scottish Data Transfer Format (SDTF) and the other relevant documents listed in the Bibliography. The intention of this Advice Note is not to duplicate information contained in these other documents but rather to provide additional guidance in respect of Associated Data. These notes and guidance are no less important for that.

3. The Associated Data is loaded into the SRWR via the current SRWR concessionaire's software by means of a 'bulk loader'. The latter is simply the element of the current software which accepts Associated Data as a complete and unified file. The alternative loading procedure of entering or altering discreet items of data on-line was not chosen for the following reasons.
 - i) Reduces the chance of amendments being made by two persons at the same time through two routes,
 - ii) Each RA had, at the time the decision was made, still a considerable quantity of data to load for the first time,
 - iii) The bulk loader allows rules for the Associated Data belonging to Transport Scotland (via Trunk Road Operators) and Network Rail etc to be loaded properly and safely alongside that of the local RA,
 - iv) As of 2008 this loading format has facilitated the development of an extensive ASD validation suite within the SRWR.

However, the SDTF makes provision for 'Change Only' updates in the future.

4. The 'Unique Key' for any item of Associated Data may be determined from the undernoted four attributes. This is important for the reasons discussed in the next subparagraph and for any Unique Street Reference Number (USRN) for which data is loaded into the SRWR by more than one Authority. (See appropriate paragraphs below relating to 'Authorities'). The four attributes mentioned above are the USRN, the CUSTODIAN_CODE, the RECORD_IDENTIFIER and the Sequence Number within that Record Type. (The latter two terms will be defined later in this Advice Note.).

To facilitate the move to retaining historical ASD records within the SRWR (a requirement related to retaining the history of SRWR Notices), it is essential that the Unique Identifier is exactly that. Therefore sequence numbers must not be reused within any record type. This is a change to previous guidance. Relevant changes may need to be introduced by Street Gazetteer software suppliers.

While Sequence Numbers may not be reused, it is, with care, permissible to edit attributes of any item of ASD provided the basic type of ASD has not changed. For example, a Traffic Sensitivity entered against a USRN might be changed to reflect different periodicity i.e. to the hours, days etc the road is traffic sensitive or, as another example, a special designation indicating a traffic calming feature might have its co-ordinates changed if it had been moved along the road a little.

5. Care should be taken to follow the guidance contained within this document when compiling data. Transfer to the SRWR will be by upload as described in the following section, 'Submission of ASD to the SRWR'.
6. There is a requirement for local RAs as well as the TRO to provide Maintenance Responsibility Records for trunk roads (see Note 5 of Maintenance Responsibility).

Requirements in respect of ASD for Private Roads have changed and may be reviewed in the appropriate section below.

7. In appropriate circumstances, the SRWR rules demand that certain non-local RA Associated Data 'owners' input their own data rather than having to rely on the local RA to do so. Note that this statement does not, of course, apply to Base Gazetteer Data for which the local RA is solely responsible. ASD data submitted by an authority other than a local RA is generally known as 'uncoupled' as, unlike a local RA's submission, the former is not 'coupled' to the submission of the base gazetteer data. Effectively, the SRWR now holds the CUSTODIAN_CODE of all potential uncoupled ASD providers. This allows the latter to compile their ASD file (which, of course, includes their CUSTODIAN_CODE for each record) and have it recognised as a legitimate submission.

In the case of Trunk Road Operators, the Maintenance Responsibility record, in particular, will indicate that the street 'belongs' to them for ASD submission purposes. Notwithstanding that local RAs will be providing Maintenance Responsibility records for motorways and trunk roads, Trunk Road Operators (as, effectively, trunk road authorities) shall continue to supply Maintenance Responsibility records as well.

Network Rail on the other hand will be able to add data to any street for which the primary responsibility for ASD lies with the RA or TRO. In the event of a conflict in the data between RAs and TROs, this will be flagged within the SRWR and the relevant parties asked to resolve the matter before loading takes place. It should be noted that if such a conflict remains unresolved, whichever submits quarterly data in respect of that street after the other will overwrite the ASD previously submitted by the other.

In the case of Network Rail level crossings and bridges, any data held by RAs may be submitted meantime. While this may duplicate data in certain circumstances, this will not cause the loading to fail or to overwrite data. Removal of RA data from their file might be appropriate later in conjunction with Network Rail once the latter confirms the relevant details are loaded. If the crossing is on a private or heritage railway do not remove it from the RA's data.

8. Gazetteer Managers are strongly requested to inform 'Other Body' Associated Data providers such as Network Rail when a street is 'closed' in the base gazetteer and to provide a note of any replacement USRNs. This will allow the Other Bodies to amend

their own Associated Data file if necessary on the same update cycle as the base gazetteer.

9. Except if 'whole road' applies, every item of ASD must include start and end coordinates in the form of Ordnance Survey Grid References (OSGRs). These OSGRs are nominally 14 digits (7 digits each for Eastings & Northings) but the SDTF requires OSGRs in 'Number 7.2' format (See tables in SDTF). The two digits after the decimal point will be provided by software by adding in the decimal point and the subsequent digits automatically.
10. Collecting, recording and loading of the huge number of items of Associated Data is a formidable task and local RAs and TROs should be aware of this. In addition, of probable greater difficulty is the maintenance of this data as a complete and accurate up-to-date file. This latter task should not be underestimated and management tools and resources should be provided for undertaking it.
11. For the avoidance of doubt, all coordinates used within ASD are to be OS Grid References.

Submission of ASD to the SRWR

1. In all cases, files for submission will be named as per the following format:

[CUSTODIAN_CODE]_[CCYYMMDD]_[FILE_TYPE]_[VOLUME NUMBER].CSV

where FILE_TYPE will be either 'C' for the base gazetteer file or 'G' for the ASD file. Roads Authorities (RAs) may not load a Base Gazetteer file without an accompanying ASD file and vice versa. This is a change from previous guidance.

In contrast with the foregoing, Trunk Road Operators or Concessionaires (hereinafter both referred to as Trunk Road Operators (TROs)) and Network Rail etc will always provide ASD via a FILE_TYPE 'G' as their ASD is always 'uncoupled'. See later.

An example of a file name would be: 9065_20091128_G_01.csv

This indicates that currently that Falkirk Council ('9065') is submitting its ASD ('G') on 28 November 2009 and the file comprises only one volume (which will most often be the case).

Custodian Codes (formerly 'Authority Codes') for RAs are held in the OneScotland Gazetteer Conventions while those for TROs, Network Rail etc are held towards the end of this document until such time as the Conventions incorporates these.

2. Having created the upload file(s) (see above), this is submitted to the SRWR under the following rules.
 - i) Subject to the validation procedures referred to below, submission will be quarterly at the end of February, May, August and November.

ii) It is mandatory for the ASD belonging to local RAs to be submitted in conjunction with their Base Gazetteers.

iii) All submissions will be via the procedures outlined in the current SRWR Concessionaire's 'The SRWR National Street Gazetteer Self Service System'. This document provides the information necessary to submit the ASD file to the SRWR and information on the validation regime. This latter regime allows submission generally at any time in advance of the deadlines outlined in Paragraph (i) above so that an iterative process may be entered into in order to resolve difficulties shown up by the validation. However, a final formal submission will be required before the end of the relevant month at which time the Concessionaire will lock the process until valid submissions are uploaded to the live SRWR.

iv) A complete Associated Data file (i.e. containing all Maintenance Responsibilities, Reinstatement Categories and Special Designations) for the organisation supplying the data must be loaded on each occasion the file in the SRWR is updated. No attempt should be made to load change only data or new data on its own. To do so would erase the contents of all data fields not addressed within the update thereby effectively destroying that authority's section of the SRWR Associated Data file. For identical reasons no attempt should be made to send only one type of data, e.g. Maintenance Responsibilities, at a time.

For clarity, it should be noted that this procedure differs from that relating to loading or amending of Base Gazetteer data as all such latter data is retained until a record is closed. (And then it is archived not lost).

Note for Undertakers

The information contained in this Advice Note is not solely for the use of the RAs and other Associated Data 'owners'. It is essential also to the understanding of Utilities as to the nature of the road on which they are working or planning to work. Further, the significance of the items of Associated Data may not always be evident at first sight but require to be recognised **and acted on**. Examples are the implications of Reinstatement Category or Traffic Sensitivity. Even more important are the safety implications of a school crossing patrol designation in relation to proposed works as a patrol has restrictions placed on him/her in moving his/her stance. Another example might be the significance of the start and end coordinates designating traffic management features which may be the start and end of a series of features rather than of a continuous feature. See also Notes 3 & 18 following the Special Designation Record discussion.

Trunk Roads

1. For the purposes of Associated Data (and for the Gazetteer in general), Trunk Roads include Motorways which are the responsibility of Transport Scotland.
2. In passing, it should be noted that the local Roads Authority (RA) is responsible for the creation and maintenance of the base Gazetteer for all roads within its boundaries. This includes, *inter alia*, Trunk Roads. It may be worth repeating here the format for the

description of Gazetteer Type 3 Records in respect of Trunk Roads as indicated in the Gazetteer Conventions. They are of the form M9, M876, A74(M), A80T, A876T i.e. there are no brackets or spaces within the 'string' except for the brackets in A74(M), the only known instance of such a classification in Scotland nor is a T appended to an M designation. These numbers, in identical format, are, of course, the leading characters in Base Gazetteer Type 2 Records for Trunk Roads.

3. Trunk Road Operators & Concessionaires (TROs) are usually responsible, under Transport Scotland (as Trunk Road Authority), for determining and supplying Associated Data relating to the Trunk Roads under their control.
4. TROs may obtain, through the SRWR, the Gazetteer for each local RA within whose boundaries they operate.
5. Apart from the renewed requirement to provide Type 51 records in respect of each trunk road, the local RA should not supply any trunk road ASD.
6. It should be noted that the Maintaining Authority for Trunk Roads to be specified in the Associated Data Maintenance Responsibility Records is no longer 'Scottish Executive' (Code 19) irrespective of the actual TRO. The Maintaining Authority Code to be entered is the Code for the relevant area or concession.

Private Roads

1. Formerly, the advice was not to provide ASD for Private Roads even though the road itself had to be included in the RA's Base Gazetteer. However, in order to better serve the Council Tax/Non-domestic Rate payers who happen to have property on private roads and in light of practicalities especially for Undertakers and for the RA itself (e.g. Street Lighting which often has apparatus in private roads), this advice has changed over time and is currently as follows. Note that, ideally, designations should be made in conjunction with the Private Road Managers (RMs) but there are certain aspects which it is reasonably safe for the RA to include in ASD without consultation.
2.
 - i) Provide a Maintenance Responsibility Record (Record 51)
 - ii) Provide a Reinstatement Category (Record 52) where this can reasonably be ascertained. Mostly it will be a Type 4 Category. Other Reinstatement Categories may also apply e.g. footways, setted carriageway etc.
 - iii) Provide observed or reported Special Designation Records as appropriate eg Traffic Sensitivities at its junction with a public road, conservation areas etc.

Other Bodies

1. Apart from local RAs and TROs, other bodies have the right to enter Associated Data in certain circumstances. The commonest examples of this would be Network Rail in respect of bridges and level crossings/precautionary areas where any of these are associated with roads entered in the NSG by the RA or, similarly, British Waterways in respect of canal bridges. See also Paragraph 8 of the 'General Guidance' section.

2. Each of the above and similar bodies which are subscribers to the SRWR would also have the right to enter other Associated Data in respect of private streets for which they are the roads authority/manager provided these streets were open to the public and in all other respects appropriate for the RA to enter in its base gazetteer.
3. As is the case for TROs (through Transport Scotland), 'Other Bodies' who are subscribers to the SRWR will have access to the current Scotland-wide Street Gazetteer held within that Register. Bodies who are not members will require to make their own arrangements for supply of the Gazetteer through the SRWR.

Maintenance Contractors for Non-Trunk Roads

1. It is perfectly feasible for a local RA, or RAs jointly, to appoint a maintenance contractor to look after one, several or all of its or their roads. A case in point is 'Connect Roads' which will be carrying out the maintenance function on the Glasgow Southern Orbital (A726) (running partly in South Lanark and partly in East Renfrew). Another example is Bear's agency in Angus Council area on the A92. Such contractors may even carry out part of the 'client' function of determining and implementing works.
2. However, unless such contractor is legally appointed as agent for the RA(s) in like manner to the TROs, the responsibility for submitting both the Base Gazetteer and the Associated Data information remains with the relevant RA(s). This is not to say that the contractor may not provide the information to the RA(s) but the submission to the SRWR must be by the relevant RA. The contractor will not have an authority code allowing him access to the SRWR for data loading purposes.

Cross Border Issues

1. ASD compilers will be familiar with the need for agreements to be reached between adjacent RAs; RAs and Road Managers of private roads; RAs and Transport Scotland/TROs etc as to the start and end co-ordinates where roads maintained by such differing bodies meet.
2. Similar considerations apply to ASD data at these meeting points but not only in terms of specific co-ordinates. It may be that, without agreement or at least communication between bodies, an inappropriate break in designation might occur. Examples are traffic sensitivity, special engineering difficulties etc etc.

Header Record (Record Type 10)

1. Any upload file (entitled as foregoing) must commence with a Header Record whether the file following relates to an RA's Base Gazetteer alone or to the combined Base Gazetteer and ASD or whether the file following relates to a TRO's or Other Body's uncoupled ASD.

Of course, any body providing an ASD file must have a valid Custodian Name and Custodian Code as these are required in the Header Record. These two, of course, must correspond.

The information in the Header Record authenticates the data following and allows for an audit trail relating to data submissions to be established.

2. The value entered into the VOLUME_NUMBER field will almost always be '1' but this value could be '2' or more in the case of very large files or if ASD compiler's systems exports data in relatively small batches. The relevant value will generally be generated automatically by the system.
3. In the DTF_VERSION field of the Header Record, the data type is 'numerical' and the 'value' is quoted as 2.1. These mean that there may be up to two digits before the full stop and one digit after. Thus an example value might be 1.3 indicating the third modification to Version 1 in the accepted modern style. Note that a leading zero is not included.
4. In the FILE_TYPE field, only the value of 'G' is currently available in respect of ASD files.
5. The format of the date has changed from yyyy/mm/dd to match latest UK national guidance i.e. yyyy-mm-dd. Leading zeros in month and day numbers are required.

Gazetteer Metadata Record (Record Type 29)

This record must be included in any ASD file compliant with the SDTF. The SRWR will ignore it but other systems may expect its presence.

Maintenance Responsibility Record (Record Type 51)

General

1. This table provides for the recording of data relating to the authority or authorities responsible for maintaining a road. At least one record must exist for each road of Types 1 and 2. Where, in respect of any road, a closed record (USRN) as well as an open record exists in the Gazetteer, no Maintenance Responsibility record should be provided in respect of the closed record, only the current open one.
2. More than one record may exist for a road of Type 1 or 2 only if sections of the road are maintained by more than one responsible authority e.g. roads authority and frontagers (i.e. private owners).
3. Do not provide records for Type 3 and 4 roads as such must be cross referenced to appropriate Type 1 or 2 roads within the Gazetteer where such information will be held.

Data Field Information

1. The only currently available value for the field CHANGE_TYPE is 'I' as change only updates are not yet allowed. This value will be computer generated.
2. The value for the field PRO_ORDER will be computer generated and indicates the order in which records should be processed.
3. Examples of the values for the fields, CUSTODIAN_CODE and MAINTAINING_AUTHORITY_CODE, are 9065 = Falkirk; 6980 = North East Trunk Road Unit; 7093 = Network Rail
4. Note that the custodian is the custodian or provider of the data file to the SRWR while the maintaining authority is the body which actually maintains the road. Most records will relate to RA Public Roads where custodian and maintaining authority entry will be the same.

Technical Data

Field	Description	Conventions
MAINTENANCE_SEQ_NUM	Sequential reference of the Record Type 51 entries for the road	Mandatory. On initial entry the sequence will start at '1' and use consecutive numbers. [Note 1]
WHOLE_ROAD	A code to indicate if this authority maintains the whole road	Mandatory. Must equal one of: 0 – does not apply i.e. more than one maintaining authority 1 - does apply i.e. only one maintaining authority [Note 2]
SPECIFIC_LOCATION	Description of the section	Mandatory unless Whole Road Flag

	of road maintained by this authority	set i.e. = 1. Note that the description is limited to 120 characters.
ROAD_STATUS	A code to indicate the status of the road [Note 3]	Mandatory. Must equal one of: 1 - Public Road 2 - Prospective Public Road (Temporarily private) 3 - Private Road [Note 4] 4 - Trunk Road [Note 5]

Notes:

1. Sequence Numbers may not be reused. See Paragraph 4 of the ‘General Guidance’ chapter.
2. For the avoidance of doubt, in the case of Maintenance Responsibility ‘Whole Road’ applies to the complete geographical area of the road. That is, the carriageway and any footways, cycleways and verges comprised in the road. In an otherwise fully public road, a private footway or section thereof, for example, would require the return of ‘0 – does not apply’ in both records.
3. Note that the leading zeros formerly shown in the ROAD_STATUS code are no longer to be provided.
4. Local RAs must also provide a Maintenance record in respect of each private road otherwise users of the SRWR will not recognise that it is a private road. Authority Code 9998 is to be used. The exception to this requirement may be for a larger corporate private owner such as an airport or dock authority should such ever obtain a custodian code and thereby acquire the right to enter its own ASD.

Note that it is possible for a road which is maintained by the Roads Authority or by Transport Scotland to have a status of ‘Private’ if it is not on the Authority’s statutory List of Public Roads. This is true even if the road is ‘open’ to the public.

An example might be a road owned by a Local Authority but maintained by the Housing Service rather than being held on the List of Public Roads.

5. As of Version 2.20 of the Advice Note, there is a renewed requirement for the local RA to provide a Maintenance Record for each motorway and trunk road within its area. It has been determined that this is a necessary fail-safe device to ensure the full working of the SRWR. **The appropriate code for the local RA must be entered in the CUSTODIAN_CODE field and the code for the relevant TRO in the MAINTAINING_AUTHORITY_CODE field.** See the ‘Custodian & Maintaining Authority Codes For Scotland’ chapter. Under ROAD_STATUS, Code 4 shall be entered for all motorways and trunk roads. The local RA’s Authority code will appear in the CUSTODIAN_CODE field when such a record is entered by the local RA.

All motorways which are the responsibility of Transport Scotland should have the status ‘Trunk Road’. Currently this applies to all motorways in Scotland.

6. Strictly, for the area of roads which lie within Network Rail railway boundaries and form level crossings, the Road Manager and Maintenance Authority is Network Rail. However, with the issue being so obvious to all SRWR users, there is no requirement to provide maintenance records in the name of Network Rail for these small sections of roads.

Reinstatement Category Record (Record Type 52)

General

1. This table provides for the recording of data relating to the reinstatement category of a road or of particular sections or elements of a road. At least one record must exist for each road of Types 1 and 2. For Private Roads see Note 7 below. Where, in respect of any road, a closed record (USRN) as well as an open record exists in the Gazetteer (the road having been renamed or similar), no Reinstatement Category record should be provided in respect of the closed record, only the current open one.
2. More than one record may exist for any road of Types 1 or 2 only if sections or elements of the road are of different reinstatement categories. Example 1: a major traffic route turning off a particular road leaving the remainder with limited traffic or, Example 2: the road having footways which are, of course, of different reinstatement category from the carriageway.
3. Do not provide a record for Type 3 and 4 roads as such must be cross referenced to appropriate Type 1 or 2 roads within the Gazetteer where such information will be held.

Data Field Information

1. The only currently available value for the field CHANGE_TYPE is 'I' as change only updates are not yet allowed. This value will be computer generated.
2. The value for the field PRO_ORDER will be computer generated and indicates the order in which records should be processed.
3. Examples of the values for the field, CUSTODIAN_CODE, are 9065 = Falkirk; 6980 = North East Trunk Road Unit; 7093 = Network Rail

Technical Data

Field	Description	Conventions
CATEGORY_SEQUENCE_NUM	Sequential reference of the Record Type 52 entries for the road	Mandatory. On initial entry the sequence will start at '1' and use consecutive numbers. [Note 1]
REINSTATEMENT_CATEGORY	A code to indicate the reinstatement category of the road, footway etc [Note 2]	Mandatory [Note 3]. Must equal one of: 0 - c/w special type (> 30msa) 1 - c/w type 1 (10 – 30 msa) 2 - c/w type 2 (2.5 – 10msa) 3 - c/w type 3 (0.5 – 2.5msa) 4 - c/w type 4 (<0.5msa) 5 - high duty footway/path, cycleway [Note 4] 6 - high amenity footway/path, cycleway [Note 5] 7 - other/standard footway/ path, cycle-

		way 8 - unused 9 - unused 10 - c/w friction coatings 11 - c/w coloured surfacing 12 - c/w porous asphalts 13 - high amenity carriageway [Note 5]
WHOLE_ROAD	A code to indicate if this category applies to the whole road	Mandatory. Must equal one of: 0 – does not apply 1 - does apply [Note 6]
SPECIFIC_LOCATION	Description of the part of the road the particular description applies to	Mandatory unless Whole Road flag is set (i.e. equal to 1). Property numbers, road junctions or permanent features should be used to describe locations e.g. north footway from No. 2 – 12; outside Bogbrae Farm. Note that the description is limited to 120 characters.

Notes

1. Sequence Numbers may not be reused. See Paragraph 4 of the ‘General Guidance’ chapter.
2. Note that the leading zeros formerly shown in the REINSTATEMENT_CATEGORY code are no longer to be provided.
3. Each carriageway, footway and footpath (or section thereof) must, in accordance with the Code of Practice, have an associated Reinstatement Category as indicated by Codes 1 to 7 as appropriate. A further record may be added in respect of any section, or the whole, of a carriageway or footway or other element, if one or more of the surface conditions as indicated in Codes 10 to 13 apply. The intention being, as for all Associated Data, to give Utilities and others, including the Roads Authority itself, the best indication possible of conditions in the street when planning work.

Note that the term, ‘section’ used above is not to be interpreted as requiring an artificial split of carriageway or footway. The most obvious example of this would be a footway split into sections by the entry of side roads. If the reinstatement category of such sections are identical, ‘whole road’ applies.

For the avoidance of doubt, in situations such as setted roads (Code 13) where much of the traffic loading is carried by the high amenity element (See Note 4) acting as a structural layer of the road, the basic category, (probably Code 4 only) is still determined by the appropriate ‘million standard axle’ (msa) count.

Inclusion of an item from Codes 10 to 13 does not necessarily mean that there is no agreed ‘statutory’ reinstatement procedure within the relevant Code of Practice. Care should be taken to check this.

The feature need not cover the complete carriageway. For example, red bars or Textureflex-style ribs etc across a road. A series of such within a street can be indicated by the start co-ordinate of the initial feature and the end co-ordinate of the final. Similarly red longitudinal centre strips and such like can be so indicated as can bus lanes of distinctive colour etc.

4. 'High Duty' (Code 05) refers to two way traffic (pedestrian and/or cyclist) of greater than 22 persons per minute.
5. 'High Amenity Carriageway' and 'High Amenity Footways' could include setts, block paving etc. These are most likely to be used in pedestrianised town centre areas. Authorities making this designation are encouraged to hold stocks of the special materials and to supply them to statutory undertakers at reasonable cost as required. Subject to normal agreements, careful handling etc.
6. 'Whole Road' in the context of Reinstatement Categories applies separately to each of the three groups of categories, 0 – 4 (for basic carriageway), 5 – 7 (for footways) and 10 – 13 (for surface condition). Of course not every street will have a carriageway (e.g. a footpath which may be a Gazetteer 'Street' in its own right) or footway(s) or have special surface condition. See Note 3.

For example, a street which was Reinstatement Category 3 by virtue of the traffic carried; of which the running surface was porous asphalt (Cat. 12) and which had standard footways (Cat. 07) would have three (perhaps four if the footways are given individual records) Record Type 52 entries in the Associated Data. Each of Categories 3, 7 and 12 would be represented by one of those entries. See 'Data Presentation by Written Representation of a CSV File' later in this Advice Note.

7. For long term Private Roads, the local Roads Authority should provide a default value for Reinstatement Categories of '4' unless they have identified the owner and accept a (realistic) different category at his behest.

For roads, footpaths etc constructed by developers or by or for the RA itself and soon to be 'adopted', the Roads Authority will be able to provide the appropriate category from the beginning.

8. Geotextiles may be used in road construction for several purposes and hence placed at various levels within and below the road structure. Such geotextiles are mentioned both in the Reinstatement Spec when within the structural elements of the road and in the Co-ordination CoP under Special Engineering Difficulties when below these layers. Where recording of the presence of geotextiles is considered appropriate this should be as a Special Engineering Difficulty.
9. The prime references to Reinstatement Categories may be found in Sections 1.3 & 1.4 of the 'Specification for Reinstatement of Openings in Highways'.

Special Designation Record (Record Type 53)

General

1. This table provides for the recording of data relating to special designations applying to the road in general; to sections of the road or to specific points on the road.
2. A road may have no special designations applying to it but equally may have several. Special Designations may only be attached to Type 1 or 2 roads.
3. Do not provide a record for Type 3 and 4 roads as such must be cross referenced to appropriate Type 1 or 2 roads within the Gazetteer where such information will be held.

Data Field Information

1. The only currently available value for the field CHANGE_TYPE is 'I' as change only updates are not yet allowed. This value will be computer generated.
2. The value for the field PRO_ORDER will be computer generated and indicates the order in which records should be processed.
3. Examples of the values for the fields, CUSTODIAN_CODE and AUTHORITY_CODE, are 9065 = Falkirk; 6980 = North East Trunk Road Unit; 7093 = Network Rail.
4. Note that the custodian is the custodian or provider of the data file to the SRWR while the authority is the body which actually makes the designation. Mostly the latter will be the RA but a number of other bodies may designate items for inclusion in the ASD.

Technical Data

Field	Description	Conventions
DESIGNATION_SEQ_NUM	Sequential reference of the Record Type 53 entries for the road	Mandatory. On initial entry the sequence will start at '1' and use consecutive numbers. [Note 1]
SPECIAL_DESIGNATION	A code to indicate the type of special designation applying on the road [Note 2]	Mandatory. [Note 3] Must equal one of: 1 – Protected Road 2 – Traffic Sensitivity [Note 4] 3 – Special Engineering Difficulty [Note 5] 4 – 'Not in Use' [Note 6] 5 – Unidentified Plant [Note 7] 6 – 'Not in Use' [Note 6] 7 – Level Crossing (non-NR) [Note 8] 8 – Bridge [Note 9]

		<p>9 – Road Trees</p> <p>10 – Other Structure [Note 10]</p> <p>11 – Conservation Designation [Note 11]</p> <p>12 – Loops etc in road surface [Note 12]</p> <p>13 – Pedestrian Crossings [Note 13]</p> <p>14 – Service Strips</p> <p>15 – Private Apparatus</p> <p>16 – Traffic Calming Features [Note 14]</p> <p>17 – Traffic Signals [Note 15]</p> <p>18 – Network Rail Level Crossing/ Precautionary Area [Note 8]</p> <p>19 – Traffic Sensitive Side Road when Temporary traffic control is Employed [Note 16]</p>
WHOLE_ROAD	A code to indicate if this special designation applies to the whole road	<p>Mandatory. Must equal one of:</p> <p>0 – does not apply i.e. special designation does not apply to the whole road</p> <p>1 - does apply i.e. special designation applies to the whole road [Note 17]</p>
SPECIFIC_LOCATION	Description of the location of the special designation in the road	Mandatory unless Whole Road flag is set (i.e. equal to 1)
DESCRIPTION	Description of the Special Designation	Mandatory unless the designation is uniquely informative e.g. as are Codes 1, 5, 7, 8, 9, 14, & 17. This field includes details of periods of traffic sensitivity in Code 2.

Notes:

1. Sequence Numbers may not be reused. See Paragraph 4 of the ‘General Guidance’ chapter.
2. Note that the leading zeros formerly shown in the SPECIAL_DESIGNATION code are no longer to be provided.
3. It is a statutory requirement that all special designations of Types 1, 2 and 3 must be included in the SRWR. Inclusion of the other types of designation is strongly recommended as best practice. For the avoidance of doubt, all data for these designations (1 – 3 inclusive) relevant to Other Bodies must be entered by the RA.

Note to Undertakers: It should be noted that the absence of information in respect of designations of Types 1 – 3 inclusive has the implication that the relevant designation(s) does/do not apply. However, the absence of information on designations of Types 4 and above does not guarantee that any relevant feature is not present.

4. Note firstly that the CoP states that an RA may designate certain roads as Traffic Sensitive. That is, designation is not mandatory, even if criteria are met, should the RA be comfortable with non-designation.

Criteria for designation are held within 'The Road Works (Scottish Road Works Register, Notices, Directions & Designations) (Scotland) Regulations 2008, (SSI 2008 No.88).

Recent versions of this Advice Note referred to changes having been made in the criteria for designating roads as traffic sensitive within specified distances of signalised and gyratory junctions as part of the adoption of the purely Scottish CoP and Regulations. This advice that no such designations could be made has been found to be incorrect and has now been removed. Designation for such areas may therefore be made as before contrary to the recent guidance referred to.

A new recommendation is that appropriate traffic sensitivities be designated for private roads (and entered in the ASD on behalf of the RM) where information is available in respect of traffic or occasional or time-limited issues such as markets.

See also Note 16 in respect of Code 19, 'Traffic Sensitive Side Road when temporary traffic control is employed'.

5. A definition of 'Special Engineering Difficulty' may be found in the current Code of Practice on Co-ordination in Chapter 2.3. Paragraphs 4.8.7 et seq of the CoP provide further information as to notice procedures when an SED is present. To some degree, most of the other road conditions given individual mention and codes within this table are simply particular cases of Engineering Difficulties considered worthy of specific note. In brief, apart from the categories with their own codes already mentioned, Engineering Difficulties could include cuttings and embankments which could be destabilised; high lighting masts, tramway tracks; the presence of peat or other weak sub-grade and the presence of geotextiles.

It should be noted also that HAUC Advice Note No. 2009/00 has relevance to SEDs in Scotland as well as in the rest of the UK.

6. Special Designation Codes 4 and 6 were, until recently, 'reserved' to the SRWR directly to allow the latter to indicate that notices under Section 117 of the NRSWA (embargo on works following substantial works for road purposes) or Section 144 (no contribution to undertaker's diversion works if the relevant apparatus is placed after notification of major works for road purposes) had been served by the RA. This use of these codes is no longer required as such notices will be retained as visible notices on the SRWR for the duration of the relevant periods.
7. Reference should also be made to the 'Code of Practice for Recording Underground Apparatus' once published.
8. Special Designations 7 and 18 refer to Level Crossings. The former refers to non-Network Rail Crossings and such must be entered by the RA. These will normally be on private lines or on Heritage Railways. Code 18 refers, not only to Network Rail crossings, but also to their adjacent Precautionary Areas. See the current COP for Co-

ordination, Appendix D (formerly published as RAUC(S) Advice Note 9). Designations 18 are entered by Network Rail, **not the relevant RA**.

The RA must, in due course having checked that Network Rail have entered the appropriate Code 18 record for a level crossing and precautionary area, remove the relevant 07 record at the next update.

In cases of other records mentioned in previous notes which do require to be entered by the RA and by another authority as above, unless location and OS co-ordinates are mutually agreed, there will apparently be two instances of the 'item' on that street. RAs should, in due course, seek agreement with the other Authority as to locational information and the other Authority should co-operate in this.

9. Bridges refer to both over- and under-bridges (relative to the road). The relevance of 'over-bridges' (relative to the road) may not be immediately obvious but a track dug between abutments and/or piers could destabilise the bridge if it is relying on the strutting effect of the ground. This may be the case particularly in 'non-designed' masonry bridges.

In the case of under-bridges, the structure may be the responsibility of a non-RA Bridge Manager (e.g. Network Rail, British Waterways) while the surfacing (usually down to but not including the waterproofing) is the responsibility of the RA. An entry under the Authority Code for each may be advisable to allow Utilities and others to be aware of the dual responsibility. Where the non-RA party submits its own ASD file (e.g. Network Rail) the foregoing is accomplished by both ASD files containing an entry referring to the bridge. If the non-RA does not submit its own ASD file, the RA or TRO should submit the reference on behalf of the other party using the other party's code in the relevant place.

Road-over-road bridges are a special case and a record should be created on both roads. On occasion, when different RAs are involved (e.g. Local Authority and TRO) each should enter the bridge in the data for the relevant road.

RAs will generally enter only their own bridges but may, by agreement with other bridge managers, enter others' data although Network Rail at least will enter their own. Agreement may be appropriate in the case of 'private' bridge managers or where the bridge manager does not have access to the SRWR.

10. Structures also may be either the responsibility of the RA or of some other authority. Aspects of stability are again also relevant. Generally, guidance given for bridges in Note 7 should be applied. 'Structures' may be of many types and include, for example, retaining walls and Traffic Scotland gantries. Cellars are another example of 'Other Structure' particularly in older urban areas. If known to be present, the AUTHORITY_CODE would be 9998 but cellars are a prime example of items which the RA may be unaware of and, hence, a lack of records may not be an absolute indication that such does not exist.

11. Conservation Designations

- 1) Conservation Areas consist of three broad categories, as shown at the 'headers' of the following paragraphs. Each category and sub-category has certain restrictions

imposed and each has a correct way of seeking permission for work within or adjacent to the feature. Generally, Roads Authorities and Utilities are affected even if their works remain within the road boundary.

2) Nature Conservation

Designations in descending order of importance and the respective bodies from whom permissions are sought are listed below:

SAC	Special Area of Conservation	SNH	Scottish Natural Heritage
SPA	Special Protection Area	SNH	
SSSI	Site of Special Scientific Interest	SNH	
WS	Wildlife Site	SWT	Scottish Wildlife Trust
SINC	Site of Importance for Nature Conservation	LA	Local Authority
TPO	Tree Preservation Orders	LA	

Tree Preservation Orders affect work under the spread of the canopy and can relate to a wood, to an area, to a group of trees or an individual tree.

There are also entities known as Ancient Woodlands.

3) Man Made

In the case of individual buildings, certain rules make the designation cover the whole of the curtilage and/or adjacent areas without necessarily specifying this to be the case.

Of special interest to Roads Authorities and Utilities are the bridges and other road structures listed.

Designations in descending order of importance and the respective bodies from whom permissions are sought are listed below:

Outstanding Conservation Area		HS	Historic Scotland (via LA)
Conservation Area		Ditto	
Article 4 Area		LA	
Listed Building	- Cat A	HS	
	- Cat B & C	LA	
Ancient Monument		HS	

4) In respect of Special Designation of Conservation Areas within the Associated Data, it should be relatively simple to accommodate those which are area based. The start and end co-ordinates are the points where the road crosses the boundaries of the area or where it 'meets' and 'leaves' such an area immediately adjacent to it. Point designations are less easily handled particularly if there are multiple designations such as individual trees. The usual device of using the co-ordinates of the first and last would be appropriate.

Within the Special Designation, the 'Responsible Authority' should be listed as that from whom permission for work should be sought as listed above. See the 'Custodian & Maintaining Authority Codes For Scotland' chapter.

As a category of designation outwith the control of the Roads Authority, robust arrangements require to be set in place with Planners in order that changes are recognised and are reflected in the Associated Data as soon as possible.

12. 'Loops' include traffic signal detectors, vehicle counting and ice detection cables. A fuller listing may be found in the Records Code of Practice. The main issue in respect of loops is that they are generally close to the road surface and are therefore very vulnerable.
13. A 'Pedestrian Crossing' may be a Pelican, Puffin, Toucan, Zebra or a School Crossing Patrol location. Although arrangements may vary between Roads Authorities, School Crossing Patrols are especially sensitive because of the dangers of works etc to young children crossing; because the Patrol person may not have authority to move or because unannounced changes in position albeit relatively small might have a bearing on safety or the legal responsibility of the Authority in the event of an accident. Further, even a limited move could take the crossing very near (if not outwith) its protective signs and flashing lights with the greater possibility of accidents thereby.

Traffic Signals at junctions, even if they have pedestrian phases, are included under Code 17. See Note 15 below.

14. Traffic Calming Features could include islands, build-outs, cushions, tables etc. A calming scheme within a street would be indicated by the start co-ordinate of the initial feature and the end co-ordinate of the final feature. Further detail should be provided within the 'Description' field. Calming features provided by thermoplastic or Textureflex-style applications should be indicated within 'Reinstatement Category'.
15. Traffic Signals in this context are those permanent signals at carriageway junctions, narrow bridges etc and do not include those covered by stand-alone 'Pedestrian Crossings' as defined in Note 11 above. Traffic Signals as defined here often have pedestrian phases. This of itself does not change their characterisation. The fact that the pedestrian phases may be displayed on separate poles does not change anything as long as the phases of carriageway and pedestrian control are under the one controller. It should be borne in mind that 'statutory' Traffic Sensitivities apply adjacent to traffic signal installations. See Note 4 above. The recording of these Sensitivities in the appropriate place may be deemed sufficient without recording the signals themselves under Code 17. While Authorities may decide for themselves, the overall intention is to further emphasise the presence of signals on a road and so inclusion of Code 17 data is recommended.

Note that detector loops associated with traffic signals may be entered as Code 12 if desired alongside other type of 'loops'.

16. Code 19 Traffic Sensitivities were introduced to Special Designations while the relevant legislation was being drafted. The eventual legislation was not as initially anticipated so, strictly, Code 19 is no longer required and Code 2 may be used for those types of Traffic Sensitivity for which Code 19 was intended. Code 19 will continue to exist for those RAs who find it convenient to separate the two categories of Sensitivity.

Bearing in mind the foregoing, Code 19, 'Traffic Sensitive Side Road when temporary traffic control is employed' was introduced by the Code of Practice for Co-ordination which came into effect in April 2008. The relevant traffic sensitivity is effective when works employing temporary traffic control take place within 50m from a traffic sensitive road. Code 19 has been introduced to avoid confusion as, otherwise, it would require an entry under Code 4 to be used and that Code is better left to reflect permanent traffic sensitivities applicable to all work, not the 'conditional work' now covered by Code 19.

A Code 19 Traffic Sensitivity has no different legal status from one created under Code 2.

For the avoidance of doubt, if the traffic sensitive street is a Trunk Road, the TRO should advise the RA of the nature of the sensitivity and then the Code 19 information relating to the side road will be input by the RA.

Several special circumstances have been identified in respect of streets for which Code 19 designations are appropriate. The first relates to streets less than 100m long adjoining traffic sensitive roads at both ends. The second relates to the circumstance in which a second street joins the first within the '50 metre length' of the first. Further guidance in respect of these issues will be forthcoming in due course.

It can be advised however that no purpose is served by designating one-way streets leading to a traffic sensitive road as works in the one-way street could not cause traffic block back to the traffic sensitive street. So these areas may be omitted.

Strictly, RAs have no authority to designate private streets but see the 'Private Roads' chapter for recommendations.

17. In the context of Special Designations, 'Whole Road' applies to each individual designation.
18. **Note to Undertakers:** Do not consider that the above codes cover every sensitive or difficult location. Examples of other sensitive locations are at the fire tender exit from fire stations, at bus station entries, etc. Care must be taken to reconnoitre prospective sites prior to planning work. If site visits do not take place at times when School Crossing Patrols may be in operation, the survey should be extended for a short distance to determine if signs or 'flasher' lights units indicate the presence of a patrol at the appropriate times of day. Indeed, the message conveyed by any road sign should be taken on board.
19. The prime references to Protected Streets may be found at Sections 120 & 121 of the NRSWA and Chapter 2.2 of the current Co-ord CoP; to Special Engineering Difficulties at S122 of the Act and Chapter 2.3 of the 'Co-ord CoP' and to Traffic Sensitivities at S123 and Ch 2.4.

Trailer Record (Record Type 99)

1. This table indicates the mandatory information which must be forwarded as the final record of any batch of Associated Data to be loaded. The Trailer Record confirms to the system that the file transfer has been completed. It also allows the system to check that the number of records received matches the intended number in the batch before the (potentially destructive) loading is commenced
2. A Trailer Record must terminate files submitted by each Roads Authority and by each Trunk Road Operator or other relevant body such as Network Rail i.e. the Roads Authority does not create a Trailer Record on behalf of any TRO or other body which is empowered to create Associated Data records.
3. The value in the NEXT_VOLUME_NUMBER field will always be 0 (zero) unless a further volume follows. In the latter case the value will be one greater than the volume number entered in the header record of the current volume. The foregoing means that the value can never = 1.
4. The format of the date matches the latest UK national guidance i.e. yyyy-mm-dd. Leading zeros in month and day numbers are required.

Presentation of Associated Data

Data Transfer: Data transfer of associated data will commonly be by means of a Comma Separated Values (CSV) file although XML transfer is covered in the SDTF. This file will be named in accordance with the rule set out in, 'General', Paragraph 6. An example of road details and the associated CSV file is shown below. To interpret the file, it is necessary to read the notes which follow it.

Example of Associated Data:

Road Details: NSG ID 14309999. The maintenance responsibility lies partly with Falkirk Council and partly with frontagers (CUSTODIAN_CODE 9998). The reinstatement category of Falkirk's section is 2 and, of the frontagers' section, 4. Footways exist throughout and are all normal (Reinstatement Category Code 07). Both sections are traffic sensitive (Special Designation Code 02) at morning and evening rush hours and Falkirk's section has a school crossing patrol (Special Designation Code 13) on it. The frontagers' section is lined with on-road trees (Special Designation Code 09).

Data Presentation by Written Representation of a CSV File:

Caution: This file and those following should preferably not be viewed on-screen with the word processor 'formatting tool' switched on as this allows normal word processor carriage return symbols to appear which are **not** part of the csv format. In the csv data stream, carriage returns are required **only** at the absolute end of each record and these are shown in the following by the symbol, ↵. However, carriage returns shown by this symbol are mandatory parts of the data stream marking, as they do, the end of each record.

At present, the SRWR accepts only separate files for the base Gazetteer and ASD. The following example of an ASD file is constructed as such a separate file. Following the notes on this file, an example of a combined file is given should, as expected, both the SRWR allow uploading of such a file and Gazetteer software allow the creation of a such a unified file.

```
9065_20091127_G_01.csv↵
10,Falkirk Council,9065,2009-11-27,1,2009-11-25,103015,1.0,G,↵
51,I,1,14309999,9065,1,9065,0,From No.1 to No.30,1,0288911.12,0679665.34,0288934.56,
0679556.78,↵
51,I,2,14309999,9065,2,9998,0,From No30 to east end,3,0288934.90,0679556.01,0288955.12,
0679457.34,↵
52,I,3,14309999,9065,1,2,0,From No.1 to No.30,0288911.56,0679665.67,0288934.78,
0679556.89,↵
52,I,4,14309999,9065,2,4,0,From No.30 to east end,0288934.12,0679556.23,0288955.34,
0679457.56,↵
52,I,5,14309999,9065,3,7,1,,,,,↵
53,I,6,14309999,9065,1,2,1,,,,,08.00 – 09.30 & 16.30 – 17.45,9065,↵
53,I,7,14309999,9065,2,9,0,Both sides,0288934.13,0679556.24,0288955.46, 0679457.68,,9065,↵
```

53,I,8,14309999,9065,3,13,0,Outside Primary School,0288929.89,0679585.21,0288931.41,
0679571.54,School Crossing Patrol,9065.↵
99,0,8,2009-11-25,103015.↵

Notes:

1. Be aware of the differences of the several dates quoted. The PROCESS_DATE (4th field in Record 10) is the date when the transfer file was created while the ENTRY_DATE (6th field) is the date of the last new entry or correction within the actual data. The date within the file name, [CCYYMMDD], is the PROCESS_DATE . (Note that this latter date style is the one exception to the date format set out in Table 2 of the SDTF. Thus

[CCYYMMDD] = PROCESS_DATE ≥ ENTRY_DATE

Note also that each of the ENTRY_DATE and TIME_STAMP fields hold identical values in Records 10 & 99. The TIME_STAMP is the time equivalent to the PROCESS_DATE i.e. time and date when the file was created.

2. The '1.0' in the penultimate field of the Header Record represents SDTF Version 1.0 (the SDTF version is unlikely to be identical to the SDTF Document Version Number). The 'G' in the final field of the Header Record indicates the file type, here an ASD file only. Note that the character in this field must be the same as that for the file type in the file name. The digit in the third field of Records 51, 52 & 53 is the computer-generated 'PRO_ORDER' value. The number in the third field of the Trailer Record represents the number of records in the file, in this case, 8, since Records 10 and 99 are not counted. Note that there are no leading zeros in these fields. The TIME_STAMP of the Records 10 & 99 should be identical.
3. The multiple adjacent commas (e.g. as contained in the third Record Type 52) are significant as each field must always exist in the data stream. If there is no data in a particular field, the field's terminating comma is abutted to the terminating comma of the preceding field. Thus:-

A Record 10 has 9 fields i.e. contains 8 commas and a carriage return. (↵)

A Record 51 has 14 fields i.e. contains 13 commas and a carriage return (↵).

A Record 52 has 13 fields i.e. contains 12 commas and a carriage return (↵).

A Record 53 has 15 fields i.e. contains 14 commas and a carriage return (↵).

A Record 99 has 5 fields i.e. contains 4 commas and a carriage return (↵).

Example of Associated Data entered by RA on behalf of another, Non-roads Authority

For illustrative purposes consider a Special Designation relating to a Conservation Designation made by Scottish Natural Heritage on a road (USRN 14307777) within Falkirk Council area. Assumptions made are that it is the fifth Special Designation for the street in question, that it is a designation of an SSSI (Spec. Des. Code 11). SNH's Authority Code is 7286. To save space, only the single record will be shown. 'x' in the third field represents the pro_order value.

53,I,x,14307777,9065,5,11,1,,,,,SSSI,7286.↵

Presentation of Associated Data entered directly by a Non-roads Authority

Data submitted by a TRO will, include the Authority Code for its area or concession in the appropriate places including in the maintenance field. The former practice of placing the Scottish Office/Scottish Executive's Code 19 in the maintenance field is no longer allowed.

An authority such as Network Rail (Authority Code 7093) which submits limited data might do so in the following format using as an example a fictional road (USRN 14308888) with both a Network Rail Bridge (Special Designation Code 08) and a Network Rail level crossing and associated Precautionary Zone (Special Designation Code 18).

Certain earlier notes are relevant here.

7093_20091127_G_01.csv

10,Network Rail,7093,2009-11-27,1,2009-11-10,151030,1.0,G,↵

53,I,x,14308888,7093,1,8,0,Approx 100m from east end of road,0288950.12,0679580.34,0288960.56,0679590.78,,7093.↵

53,I,x,14308888,7093,2,18,0,East of Castle Road junction,0288934.98,0679540.87,0288955.76,0679457.65,,7093.↵

99,0,2,2009-11-10,151030,↵

Glossary

ASD	Associated Street Data
Authority Code	Department for Transport (DfT) allocated codes for Roads authorities, other road managers and bodies responsible for entering Associated Data. Synonymous with Custodian etc Codes.
Base Gazetteer	Each authority's actual local street gazetteer incorporating USRN, street name or description and relevant co-ordinates etc
Developer	The company responsible for the construction of roads in residential and, often, industrial areas in conjunction with the construction of new houses and industrial or business premises. Such roads are usually 'adopted' by the roads authority in due course but other arrangements are occasionally made. The developer is the 'roads manager' for the road until adoption or until the other arrangement is put in place.
Frontagers	Owners of properties fronting onto a road. Often, jointly, the 'roads manager' for a private road. Used also for the acknowledged single owner of a multi-property private road.
Geotextiles	Synthetic fabric used to 'strengthen' the road structure or for drainage or fine particle exclusion purposes.
Network Rail	Network Rail is the operator of Britain's rail infrastructure, responsible for the maintenance of all infrastructure and for the day-to-day management of operations on the railway.
RAUC(S)	Roads Authorities & Utility Committee (Scotland)
Roads Authority (RA)	This term is used in this Advice Note to include both local Roads Authorities (local RAs) and Trunk Road Operators (TROs) (acting as trunk roads authorities).
SRWR	Scottish Roads Works Register. The electronic register of all Utility and RA works in roads as well as works by third parties authorised by the RA.
Trunk Road Operator/ Concessionaire (TRO)	An organisation contracted to Transport Scotland (as trunk road authority) to 'run' and maintain the trunk roads and motorways. Current examples are Amey, Autolink, Scotland TranServ and Bear Scotland.
Further Glossary Entries	Should anyone in the Associated Data 'Community' feel that there are other words or terms within this document which require definition, please e-mail roy.mcquaker@falkirk.gov.uk and consideration will be given to including them in the next update.

Custodian & Maintaining Authority Codes for Scotland

Unitary Authorities as Road Authorities See ‘Gazetteer Codes’ under Advice Note 5 on the Scottish Road Works Commissioner website.

These codes are also used by Unitary Authorities under other guises such as Private Road Owner or Conservation Body.

Scottish Government (per Transport Scotland) as Maintenance Authority has been allocated 19 **but** this is not now used and the appropriate number of the TRO Unit or Concession listed below is substituted.

Transport Scotland Trunk Road Operator Units and Concessions:

See ‘Gazetteer Codes’ under Advice Note 5 on the Scottish Road Works Commissioner website.

Frontagers & Other Private Road Managers and
Developers of Prospective Public Roads (normally temporarily) 9998
[Strictly, this code is officially entitled ‘Street Managers Without A Specific Code’]

Transport Authorities:

Network Rail	7093
British Waterways	7187

Non-utility Pipeline Companies

Shell/BP Pipelines	7070
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Conservation Authorities

Historic Scotland (HS)	7285
Scottish Natural Heritage (SNH)	7286
Scottish Wildlife Trust (SWT)	7287

Note: Authority Codes for Undertakers, Pipeline Companies etc may be found via the procedure on the next page albeit such will seldom be required for Associated Data purposes.

Authority Codes for Undertakers, Pipeline Companies and Others
(See previous page for local authority codes)

These may be found using the following procedure.

Go to:

<http://www.dft.gov.uk/pgr/roads/network/local/streetworks/swregister/data/>

‘Street Works Register – Data Capture Codes’ is presented in both Ascii and Access versions.

In the Ascii version, click link, ‘Open’ and select SWA_ORG_ . (The final characters of this file name ‘REF’ do not appear to be present.)

In Access version, click link, ‘Open’ and select ‘db1’. Then ‘Open’, negotiate two dialogue boxes and select SWA_ORG_Ref