Housing waiting list

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 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 only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.

- Data should be provided for all named applicants who are either actively bidding or eligible to bid for properties as they have been judged higher priority, as the best results are achieved when the data is limited to these individuals.

Field name	Data format	Comments
Waiting list reference	Character	This uniquely identifies the person or the application if there is more than one named applicant
Surname	Character	
Forename(s)	Character	
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	Provide if held
Date of birth	Date	
National Insurance Number (NINO)	Character	Provide if held
Housing benefit reference	Character	Include the housing benefit reference if applicable
Application start date	Date	Date application was made
Application end date	Date	Included as an independent check that only current waiting list applicants are included