Local Government Open Data Incentive Scheme
Common mistakes in data submissions

This scheme, which offers monetary incentive to English local authorities to publish three themes of business data (public conveniences, planning application, premises licences (alcohol and light entertainment outlets), has been underway since early July 2014. A very positive reception has been achieved with all the grant available now fully committed to 91 councils promising to publish 240 data sets in the coming months.

A steady stream of submissions is now being received by the technical team after which a technical review takes place to monitor compliance of the data against the schemas and the guidelines of scheme participation.

After some six weeks of technical reviews, we are beginning to see a small number of common mistakes that are being made when participants make their first attempts at submission. We set them out below in the hope that they might prove helpful in speeding rates of success and minimising wasted time and effort in data preparation.

Here's a list of the most common mistakes and how to avoid them in your submissions:

1. **Including licensed spatial geo-reference data**
   For planning applications, leave northing and easting (if derived from OS data) and UPRN blank in the the published dataset, but make available on request a copy of the dataset with the coordinates (and optionally UPRNs) that is subject to the PSMA licence. Say in your submission and in your entry on data.gov.uk that licensed data for these fields is available n request.

   For public toilets data GeoX and GeoY co-ordinates must be provided. If these are derived from Ordnance Survey data or if UPRNs are given, the GeoPointLicensingURL field must contain a URL that attributes the data to Ordnance Survey, such as http://www.ordnancesurvey.co.uk/business-and-government/help-and-support/public-sector/guidance/derived-data-exemptions.html,

   If your data is not derived from Ordnance Survey data or any other licensed source, it can be included without the above provisions..

2. **Incorrect URIs**
   URIs normally contain "id". For example http://opendatacommunities.org/def/concept/planning/application/6000/6001 is the URI for the "Q1 Major dwellings" planning classification.

   URIs redirect in browsers to pages describing them. These pages often have "def" or "doc" in their addresses.

Your data should contain the URI (with "id"), not the the URL of the page to which it redirects.

3. **Labels not matching URLs**
   The label "Q1 Major dwellings" applies to the planning classification with the URI
   http://opendatacommunities.org/def/concept/planning/application/6000/6001.

   You may only use a different label if you register it as an alternative at the the Map to URI page.

4. **Links to pages rather than CSV data**
   Your "Dataset URL" link from the submissions page should go to a CSV file or feed. Not to a web page from which that CSV is available. That page can be referenced in the "Guidance" field if you wish.

5. **GeoX and GeoY co-ordinates the wrong way round**
   GeoX should hold the longitude or easting.
   GeoY should hold the latitude or northing.

   Theses fields are mandatory in the open dataset for public toilets. If derived from Ordnance Survey data they need to be provided on request subject to separate licensing.

6. **Misspelt headings**
   Column headings (ie field names) in the first row of your CSV must precisely match the headings given in the schema and guidance, including the corrected spelling of GeoPointLicensingURL.

7. **Currency in ChargeAmount column**
   In the public toilets file, occasionally organisations add "£" or "GBP" in the ChargeAmount column, which should just contain a numerical value.

8. **Wrong version of WGS**
   Some organisations use "WGS86", rather than "WGS84" (as specified in the guidance).

   The scheme details and online open administration system is available here:
   http://incentive.opendata.esd.org.uk/

   This document is available for download and will remain updated here:
   http://esd.org.uk/esdtoolkit/Documents.ashx?doc=ESD03916p&agency=573