

Data specification

The data from the NDR system should be extracted as at 31.12.20 but include start date of rates liability and reliefs. This will ensure all amendments after 17 March which may be relevant are included.

Non-domestic rates system

Field	Data Format	Comments
Business Rates Account Reference	Character	This should be unique
Business Registered Name	Character	
Business Trading Name	Character	
Company Number (CRN)	Character	If available. A company registration number is a unique number issued by Companies House. This will facilitate checks to Companies House data.
VAT Registration Number	Character	If available. This is to assist in the verification of the trading status of a Company.
Title of Ratepayer	Character	Name details are to assist in the verification of the identity of individuals in receipt of grants
Forename of Ratepayer	Character	
Middle Name or Middle Initials of Ratepayer	Character	
Surname of Ratepayer	Character	
Date of Birth of Ratepayer	Date	
Start date of rates liability	Date	

Small Business Bonus Scheme (SBBS) Flag	Character	Enter 'S' or 'Small Business' where small business rate relief is in place
SBBS Relief Start Date	Date	Where applicable. If no relief is applied then the record should still be submitted
SBBS Relief Expiry Date	Date	Where applicable. If no relief is applied then the record should still be submitted
Rural Relief Flag	Character	Enter 'R' or 'Rural' where rural rate relief is in place
Rural Relief Start Date	Date	Where applicable. If no relief is applied then the record should still be submitted
Rural Relief Expiry Date	Date	Where applicable. If no relief is applied then the record should still be submitted
Nursery Relief, Disabled Relief, Fresh Start Relief, Business Growth Accelerator Relief, Enterprise Areas Relief, Sports Relief, or Charitable Rates Relief flag	Character	Enter 'S' or 'Small Business'
Nursery Relief, Disabled Relief, Fresh Start Relief, Business Growth Accelerator Relief, Enterprise Areas Relief, Sports Relief, or Charitable Rates Relief Start Date	Date	Where applicable. If no relief is applied then the record should still be submitted

Nursery Relief, Disabled Relief, Fresh Start Relief, Business Growth Accelerator Relief, Enterprise Areas Relief, Sports Relief, or Charitable Rates Relief Expiry Date	Date	Where applicable. If no relief is applied then the record should still be submitted
Flag for Retail, Hospitality, and Leisure (RHL) property with a RV < £18,001	Character	Enter 'S' or 'Small Business'
Flag for Retail Leisure and Hospitality (RHL) properties with RV between £18001 and £51000.	Character	Enter 'RHL' where property would have been eligible for the RHL grants
Billing Address 1		If applicable. This could be called a 'forwarding address' on your system
Billing Address 2		
Billing Address 3		
Billing Address 4		
Billing Postcode		
Bank Sort Code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, e.g. 20-45-23
Bank Account Number	Character	Usually 8 numeric characters
Building Society Roll Number	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.
Rateable Value	Numeric	