

**Asset Register Crib Sheet**

Asset Register Column definitions:

Column	Column Name	Column Information
A	Unique Property Reference Number (UPRN)	UPRN uniquely identifies land and properties. It is created by Local Authorities
B	Site Name	Common name for the building
C	Alternative Site Name	Name that the site/ property will be sometimes referred to
D	Street	Door number & Street name
E	Town	Town the site / property is in
F	Postcode	Postcode the site / property is in. <b>Only the beginning of this postcode is shown for vacant sites</b>
G	Ward	Ward the site / property is in
H	Eastings	The terms <b>eastings</b> and <b>northings</b> are geographic Cartesian coordinates for a point. Easting refers to the eastward-measured distance (or the x-coordinate), while northing refers to the northward-measured distance (or the y-coordinate). <b>This information is not shown for vacant sites</b>
I	Northings	
J	Tenure of the Site	Advises if the property is owned by the Council (Freehold), leased in for Council services used, mixed ownership or the Council have no legal interest (this will apply to some schools not managed by the Council)
K	Site Type	Vacant, School, Occupied by Local Authority, Land, Leased
L	Status of the Site	Whether the site is operational or non-operational. Operational properties are where the Council delivers a service, whether that be schools, our offices, parks and libraries amongst other services. Non-Operational are held for purposes other than providing services. These include investment properties, such as shops, industrial and trading units, and properties for sale etc
M	Site main function	Property use
N	GIA	Gross Internal Area of a building measured floor by floor and measured in metres