

# ADVICE NOTE

## Postcodes

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### INTRODUCTION

This Advice Note provides advice on how to obtain information on Postcodes which is necessary in order to define your “community”. You need Postcode information in two parts of your application namely: -

1. A list of Postcodes is required as part of your Memorandum and Articles of Association
2. A map needs to be prepared showing the boundaries of your community defined by Postcodes.

Depending on the size and complexity of your community, obtaining the necessary information can be problematic. For the Memorandum and Articles of Association you need to obtain a **simple list** of Postcodes. For the map you need to obtain the **boundaries** of the Postcodes.

Before starting to find the Postcodes you will need, you should have a fairly good idea of how you wish to define your community in geographical terms. You should do this by drawing a boundary line around the area you wish to define.

The task then becomes one of finding out what Postcodes are included within that boundary and where their boundaries are. These Postcodes will then need to be incorporated into your Memorandum and Articles of Association and the external boundary that the Postcodes collectively form will be the boundary of your community and need to be plotted on a map.

### HOW TO OBTAIN THE INFORMATION

The Community Right to Buy Guidance claims that this information can be obtained from the General Register Office of Scotland (GROS). In practice this is not possible since the GROS are only in a position to supply such data at the level of a local authority and there are significant costs in obtaining the data.

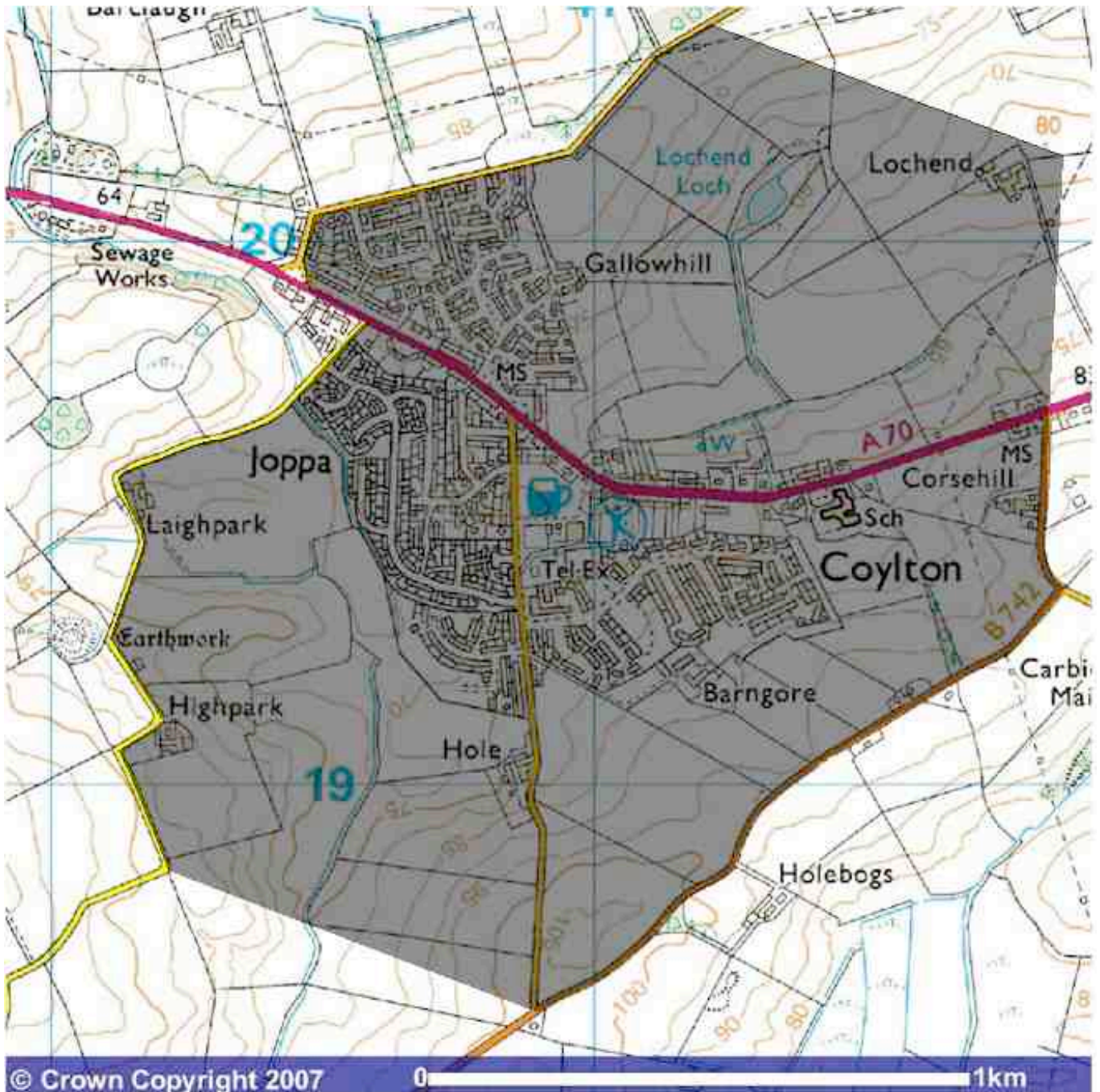


Image produced from Ordnance Survey's Get-a-map service. Image reproduced with permission of Ordnance Survey and Ordnance Survey of Northern Ireland.

***A MAP showing boundaries of a community as defined by Postcodes.***

***This map was generated using the graphics functions within a standard word processing programme.***

The Royal Mail website ([www.royalmail.com](http://www.royalmail.com)) incorporates a Postcode Finder with which you can find the Postcode associated with any address and all the addresses associated with a particular Postcode. For a small community of a few hundred people, there will only be a handful of Postcodes and they can be easily located using the Finder. The number of searches are limited to 12 per day so you may have to arrange for a number of people to undertake the searches and/or do them over several days.

Your local Library or Post Office may hold a list of Postcodes which can be consulted. In addition, some Electoral Rolls are organized on the basis of Postcodes. Contact your Local Authority to find out what they can provide - they may be able to provide both postcodes *and* associated maps.

For larger communities, a great number of Postcodes will have to be sourced and in such cases it is advisable to seek assistance from your Local Authority or from the Scottish Executive Land Reform Branch. It may be that your community can be defined by a higher level Postcode sector (e.g. AB22).

Please note that you may have to revise your definition and accompanying map once you find out the geographical distribution of the Postcodes which may or may not align themselves with your desired geographical community. It is thus a task that is worth initiating early on in the process.

Also remember that your map needs to conform with the *Community right to Buy (Specification of Maps) (Scotland) Regulations 2004*. You can find a link to these regulations on the Information page at [www.landreformact.com](http://www.landreformact.com).

In summary, the sources of information for Postcodes are: -

- Royal Mail website
- Local Authority
- Post Office
- Local Library
- Scottish Executive Land Reform Branch.