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**From:** [REDACTED]@geoplace.co.uk>

**Sent:** Friday, January 23, 2026 10:02 AM

**To:** [REDACTED]@manchester.gov.uk>

**Subject:** GeoPlace reference: 00807922. Freedom of Information Request Advice from Ordnance Survey and GeoPlace

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**ALERT** This message originated outside of the Manchester City Council network. **BE CAUTIOUS** opening any attachments. Please remember your Cyber Training and report anything suspicious.

Hi [REDACTED]

### **Guidance for Local Authorities that have disclosed Address data in response to FOI request in error**

Many local authorities, including Manchester City Council, have received an FOI request for information along the lines of the following: *the Council's current list of all domestic properties within its area, including the full address, the assigned Council Tax band, the Council's property reference, and the Unique Property Reference Number (UPRN) for each property on the list.* The request typically asks for the information to be provided electronically in a re-usable file format such as Excel or CSV.

In addition, many of the FOI requests are accompanied by a request to reuse the data in accordance with regulation 6 of the Re-use of Public Sector Information Regulations 2015, for the purpose of combining that information with data from existing open public datasets and making the outputs available to others in a re-usable electronic form under an open licence.

We have set out on the Khub joint guidance from GeoPlace and OS in relation to these FOI requests.

In summary, we believe that the vast majority of Local Authorities will (i) be able to release the UPRN together with the Council Tax band and the Council's property reference, (ii) **not** be entitled to release addresses (detailed advice is given in the earlier guidance [REDACTED]  
[REDACTED])

Since the publication of the joint GeoPlace/OS guidance on the Khub, a number of Local Authorities have contacted us to let us know that they have disclosed their addresses in error, often under the terms of the Open Government Licence (OGL). We set out here joint GeoPlace/OS guidance as to what a Local Authority should do if it considers that it has disclosed its addresses in error in response to an FOI request.

**GeoPlace and OS ask that you check your response to the FOI referred to above, to confirm that it is in accordance with the guidance, and notify us when this has been done.**

## Recommended steps if addresses published in error

1. First, if you have published the addresses on your website as part of your FOI publication scheme, we advise that you cease making the addresses available by such route as soon as practicable. This will prevent the further download/use of the data. In addition, we suggest you include this wording on your website, in connection with the relevant request:

*“Please note that Manchester City Council released our list of Council Tax addresses in error in response to this FOI request. Please note that third parties, namely Ordnance Survey, GeoPlace and Royal Mail, own intellectual property in such addresses, which should not have been disclosed. Any use of the Council Tax addresses which we disclosed in error is subject to the database rights and copyright of Ordnance Survey, GeoPlace and Royal Mail. Therefore, you may not reproduce, re-use, distribute, or publish it without the express permission of those three organisations. This restriction does not apply to reasonable use for your own non-commercial research purposes, private study, or any other uses permitted under the Copyright, Designs and Patents Act 1988.”*

2. In the event that you released the data under the terms of the OGL, please also include some wording on the website, in connection with the relevant request, along the lines of the following: *“Note that, although Manchester City Council released the Council Tax addresses under the Open Government Licence (OGL), we draw your attention to the fact that the licence granted in the OGL does not cover “third party rights the Information Provider is not authorised to license”; we confirm that we are not authorised to license intellectual property rights of Ordnance Survey, GeoPlace or Royal Mail.”*
3. Contact the individual who made the FOI request, stating as set out in 1 above and, where the information was disclosed under the OGL, 2 as well.
4. Where you have given anybody permission under the Re-use of Public Sector Information Regulations 2015 (**PSI Regs**) to re-use the Council Tax addresses without restriction, please contact them to inform that: *“Note that, although Manchester City Council granted you permission to re-use the Council Tax addresses without restriction and/or for your requested purpose and/or under the Open Government Licence (OGL), this was granted in error. We note that regulation 5(1)(b) of the PSI Regs makes it clear that they do not apply where a third party owns relevant intellectual property rights in the information; in this case, Ordnance Survey, GeoPlace and Royal Mail all own intellectual property rights in the information, which we are not authorised to license.”*

If you have any questions about the above, then please contact us  
at [REDACTED]@geoplace.co.uk

Kind regards,

[REDACTED]

[REDACTED]

020 [REDACTED]

[REDACTED]@geoplace.co.uk

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[www.geoplace.co.uk](http://www.geoplace.co.uk) | [www.snn.geoplace.co.uk](http://www.snn.geoplace.co.uk)

[www.findmyaddress.co.uk](http://www.findmyaddress.co.uk) | [www.findmystreet.co.uk](http://www.findmystreet.co.uk)