

Australia Post Data Guide

Guidelines for using Australia Post data

Data Solutions Team
Effective December 2022

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Australia Post acknowledges the Traditional Custodians of the land on which we operate, live and gather as employees, and recognise their continuing connection to land, water and community. We pay respect to Elders past, present and emerging.

1 Contact Us

The Data Solutions team can assist with any questions relating to Australia Post data, including the Postal Address File (PAF).

The team will respond to your query within 72 business hours, depending on the severity of the query. The initial response may not include a problem solution, as an investigation may be required. If you have any concerns about a query that has not yet been acknowledged, please email apdata.help@auspost.com.au.

We operate during business hours (Australian Eastern Standard Time), Monday to Friday, excluding designated Victorian Public Holidays and the period between Christmas and New Year.

For participants seeking AMAS Certification, please refer to the [AMAS Developer Guide](#).

Contact us:

- Email: apdata.help@auspost.com.au
- Mail: Data Solutions Team
Australia Post
Level 11, 111 Bourke Street
Melbourne Vic 3000
- Website: <https://auspost.com.au/business/marketing-and-communications/access-data-and-insights>

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2 Using the Data Guide

The Data Guide is designed to provide technical information about the data available from the Australia Post Data Solutions team. This guide outlines the structure, formats, conventions, and examples for the data provided through the Australia Post Data Services Agreement.

Australia Post Postal Address File (PAF) Data

Information about Australia Post data is provided in this section, including an explanation of the PAF's core files and reference files.

The Data Cycle

Australia Post data is provided on an annual cycle. This section explains the cycle of the data releases, which will affect the timelines for data releases.

PAF Basic

PAF Basic is made up of core address and reference files that allow the construction of addresses along with common variations. These files may be used with other PAF data packages to look at possible solutions for customers.

Additional Reference Files

Information about the reference files is provided in this section. Additional Reference Files include: Incremental Change File, PAF Differences File, Primary of Secondary File and Other Additional Reference Files

PAF Data Packages

Information about the available PAF Data Packages is provided in this section. The packages provide additional information on the addresses to allow greater insight and developing a variety of solutions.

Geocoded PAF

Information about the available Geocoded PAF data is provided in this section. Geocoded PAF provides longitude and latitude of the delivery point.

National Change Of Address (NCOA) Service

Information about how the NCOA service allows you to match a database against the Australia Post Movers Database to identify if a consumer has moved or may need to update their details.

Glossary

The Glossary provides a comprehensive list of definitions and abbreviations used in this guide, as well as address abbreviations used in PAF Files.

3 Australia Post Postal Address File (PAF) Data

Australia Post data includes:

- PAF Basic
- Additional Reference Files
- PAF Data Packages
- Geocoded PAF
- National Change of Address (NCOA).

The PAF is an extract from Australia Post's core addressing database: the Address Topology Location and Spatial (ATLAS), which has been developed for the purpose of supporting Australia Post's mail processing and delivery operations.

The PAF is one of the most comprehensive address reference databases in Australia. It contains Australian addresses in a correct address format and their corresponding Delivery Point Identifiers (DPIDs) and Delivery Identifier (DID). The DPID can be used to link to other data relating to an address and is used as the key for additional data packages.

The PAF is an integral part of the AMAS Program for developing address matching software, as well as supporting many other use cases. Please refer to the [AMAS Developer Guide](#) for details on developing AMAS approved address matching software.

- DPIDs can only ever be assigned using AMAS approved software and the current PAF release.
- For more information on AMAS Certification or other uses of the PAF, please [contact us](#).

3.1 Acknowledgements

The address records supplied in the PAF are compiled from Australia Post's internal operations and processes. Some data supplied in additional PAF data packages may be sourced from external bodies. Indication will be provided where data is externally sourced along with an acknowledgement of the source.

3.2 DPID's and DID's explained

The PAF contains records that include Delivery Point Identifiers (DPID)'s and Delivery Identifiers.

The Delivery Point Identifier (DPID) is a randomly generated, unique 8-digit number, which is allocated for every new address added to the source address database. All DPIDs for complete addresses fall within the range of 30,000,000 to 99,999,999.

The Delivery Identifier (DID) is an 8-digit number which is assigned to a whole Street or Locality and represents all of the addresses in the Group or Locality. Group DIDs are within the range of 26,000,000 to 27,999,999.

Locality DIDs are within 28,000,000 to 28,999,999.

DIDs allow matching to partial addresses so additional information will assist with the delivery of the article. As a DID can represent many points in the Group or Locality, they should not be used to identify duplicate records in a database.

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DPIDs and DIDs can be processed through conversion software to produce the corresponding barcode on the associated mail piece. NOTE: for the purposes of simplicity, all further references to DPIDs and DIDs will be referred to collectively as DPIDs.

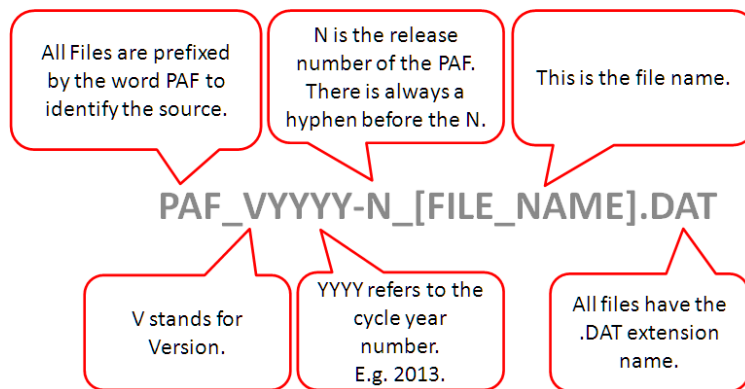
3.3 Naming Convention

All the files that make up the PAF follow the same naming convention.

The format is

PAF_VYYYY-N_[FILE_NAME].DAT

E.g. PAF_V2013-1_GROUP.DAT is the Group File as per the 1st release of the 2013 Cycle.



3.4 PAF Record Format

All the files that make up the PAF follow the same naming convention.

Each record in the PAF has a fixed length and is terminated with two ASCII characters:

“13” and “10” (carriage return and linefeed).

The record also carries an “action code”: (RECORD_ACTN_CODE), which indicates whether the record should be deleted, amended or inserted. For every release, this field will be set to:

I INSERT

Special Considerations – Character Justification

A consideration in address matching is the way computers store characters internally. Typically, alphanumeric characters are left aligned, and numeric characters are right aligned.

All numeric characters on the PAF are right aligned with leading “0” zeros **except for the Postcode fields**, which are 12 characters in length. The Postcode fields are left aligned to cater for Postcodes that start with “0” zero.

Postcodes will be output in the PAF as 4 digits and 8 blanks.

Examples:

If the house number is **1**: since the definition for this field is 5 characters it will be stored in the PAF as **00001**

If the shop number is **20**: since the definition for this field is 7 alphanumeric characters it will be stored in the PAF left justified as **20 and 5 blanks**

If the Postcode is **0800**: since the definition for this field is 12 characters (consistent with AS4590-1999) it will be stored in the PAF as **4 digits (0800) and 8 blanks**

If the Postcode is **3001**: it will be stored in the PAF as **4 digits (3001) and 8 blanks**

Please note that for mail presentation purposes the leading zeros are to be dropped for all fields except the Postcode.

3.5 Additional Information about PAF content

It is intended that the PAF will contain:

1. Addresses to which mail is likely to be addressed.
2. The **preferred postal address** for a building/property in favour of the council rated address.
3. Only **Australian postal addresses**, as defined by the Australia Post postcode boundaries.
4. Only **English Alphabet** addresses.
5. **Full addresses** that have a minimum for Street addresses of Street Number, Street Name, Locality, State and Postcode and for Postal Delivery Type addresses of Postal Delivery Type, Postal Delivery Number, Locality, State and Postcode.
6. For selected areas there will be Group records that have a Group Delivery ID to which matching will be allowed. Group records must have associated Points and/or a Group_Delivery_ID. There will be no Group records that do not have associated Points and do not have a Group_Delivery_ID.
7. For selected areas there will be Locality records that have a Locality_Delivery ID to which matching will be allowed. Locality records must have associated Groups and/or a Locality_Delivery_ID. There will be no Locality records that do not have associated Groups and do not have a Locality_Delivery_ID.
8. **Primary Point addresses** to assist with address matching.
9. The AMAS Program defines a primary point street address as an address without secondary information (although they may have separated but associated address records that contain secondary information).
10. **Secondary Addresses**
11. Where Australia Post recognises specific secondary information pertaining to an address.
12. The **Postal Delivery Type** addresses of:
 - PO BOX (Post Office Box)
 - GPO BOX (General Post Office Box)
 - CARE PO (Care Post Office)
 - RMB (Roadside Mail Bag/Box)
 - RSD (Roadside Delivery)
 - CMA (Community Mail Agent)
 - CPA (Community Postal Agent)
 - PRIVATE BAG
 - LOCKED BAG
 - MS (Mail Service)
 - CMB (Community Mail Bay)
 - RMS (Roadside Mail Service)
13. Australia Post approved **locality synonyms**.
14. All **floor levels** for each building where any of the levels of that building are recorded as a postal delivery point.
15. The following specific occurrences where Australia Post recognises **relevant entity types** through the course of postal delivery –
 - alternative addresses
 - private road addresses and
 - addresses of a conglomerate nature like universities, schools, hospitals, shopping centres, and cemeteries.
16. **Building Property Names** for properties of recognised significant value. Australia Post has a continual program to capture and update these names in the PAF.
17. For further definition on where Australia Post delivers, please refer to the General Post Guide. <http://auspost.com.au/media/documents/general-post-guide.pdf>
18. The PAF will only contain **Address Component Type** values that are recognised by Australian Standards. See <http://auspost.com.au/parcels-mail/addressing-guidelines.html>
19. **Phantom to Real Primary Point:** Some Primary Points that have a small number of secondary addresses may have their Primary Point Indicator updated from Phantom to Real. These changes are made as a concession to increase the barcode match rate for addresses that do not contain secondary information. This concession is made on the understanding that in many cases it is possible for the Postal Delivery Officer to identify the correct recipient by reading the Addressee's name details. However, please note that mail addressed 'To The Householder' or similar may not be able to be delivered by Australia Post.
20. **Group** and **Locality** records in selected areas where matching is permitted to the Group or Locality level representing a match for all addresses in the Group or Locality.

21. **Bordering Localities:** A list of Localities that share a border or are close to the border of other Localities.
22. **Street Alternates:** A list of alternative names for selected thoroughfares. The alternative names for thoroughfares may be the renaming of the street, abbreviated names or common misspellings.

It is intended that the PAF will not contain:

- Reply Paid addresses.
- Large Volume Receiver (LVR) postcodes.
- Person Names.
- Company or Business Names.
- Descriptive addresses (e.g. corner of, near to, etc).
- Box addresses at non registered Australia Post facilities.
- Any floor levels for buildings where none of the levels of that building are recorded as a postal delivery point.
- Vacant parcels of land that have no house (street) number assigned.
- Duplicated points.
- The following where Australia Post does not recognise specific occurrences of the relevant entity types through the course of postal delivery:
 - Addresses that are unlikely to have mail deliveries. E.g. those that relate to non postal delivery points (parks, playgrounds, utility substations), with the exception of “Phantom Primary Points”.
 - Secondary addresses for some establishments of a conglomerate type like nursing homes, caravan parks, and holiday units.
 - Private road addresses.
- Any non-Australian addresses.
- Any non-English alphabet addresses.

Incomplete addresses without all the required address components (eg. A street number) with the exception of selected areas where matching is permitted to Group_Delivery_ID and Locality_Delivery_ID.

Any PAF records that do not have referential integrity with other PAF data files where applicable. Point records must always have associated Group and Locality records and Group records must always have associated Locality records.

Any Address Component Type values that are not recognised by Standards Australia. If an Address Component Type value is not recognised, it will not be stored in the PAF. In particular if a Street Type is not recognised it will appear as part of the Street Name and the Street Type will be blank.

For further definition on where Australia Post delivers, please refer to the General Post Guide available at

<http://auspost.com.au/parcels-mail/downloadable-post-guides.html>

Additional points about the contents of the PAF:

Australia Post acknowledges the difficulties of ensuring full address data coverage and accuracy, as addresses are created, changed, and deleted by a variety of third parties.

Australia Post is committed to a continuing program of improved address coverage. This program includes but is not limited to daily address capture by Australia Post delivery staff, reject/missort analysis within Australia Post mail centres and data sharing with State Land Authorities.

All addresses are provided in the format described by Australian Standard 4590-1999 for the Interchange of Client Information <http://auspost.com.au/media/documents/australia-post-addressing-standards-1999.pdf>

Australia Post makes no claim as to the extent of address coverage for the PAF and acknowledges that it is incomplete in some parts.

4 The Data Cycle

The Postal Address File (PAF) is issued on an annual cycle which runs from the 1st of January to the 31st of December each year.

Having an annual cycle period keeps the PAF format constant for all releases made during this cycle and it also helps users of Australia Post Data to plan their solutions and test their address matching software for compliance with the AMAS Program between cycles.

During the data annual cycle, Australia Post will make monthly updates of the PAF available to participants. These updates will be a full replacement of the previous PAF. It is mandatory for updates of the PAF in AMAS software to be made at least quarterly with monthly updates to end users being optional.




In July, current and potential users of PAF data will be provided with all the necessary information about the next data cycle including any changes to the PAF format, as this may affect the timelines around developing software or affect their use of PAF data. It is best practice to re-register in July each year with Australia Post to ensure seamless transitions between one data cycle year and the next.

4.1 Timeline of significant events

This diagram shows the monthly PAF release cycle and the associated timelines for end users who use PAF data. Specific dates for each release activity are listed on the following page.

Note: When reading the PAF issue number, the V stands for Version, YYYY refers to the cycle year number and the number refers to the release number of the PAF. E.g., PAF V2013.2 is the second release in the 2013 in the 2013 cycle year.

PAF Issue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
VYYYY.1												
VYYYY.11												
VYYYY.12												
VYYYY.2												
VYYYY.21												
VYYYY.22												
VYYYY.3												
VYYYY.31												
VYYYY.32												
VYYYY.4												
VYYYY.41												
VYYYY.5												

-  Data supplied to Solution Providers by Australia Post
-  PAF data supplied to End Users with solution
-  PAF data is used by end users

4.1.1 Release of the PAF

A new PAF may be used as soon as it is received. A full replacement of the PAF (which may include additions, deletions, and modifications) is reissued periodically. The PAF update timetable below provides:

- a detailed schedule for the planned PAF releases by Australia Post
- the distribution dates from solution providers to end users, and
- the expiry dates for the last use of each PAF.

Quarterly releases form part of the mandatory update requirements and monthly releases are additional.

Please read the Notes below the tables for a full explanation of the conditions.

PAF Version:	Australia Post releases the PAF to solution providers	Date end users must receive PAF version if bundled in Address Matching software	PAF Expiry Date: The last permissible date of use by end-users
VYYYY.0 ¹	1 July	N/A	
VYYYY.1	1 October	15 November	31 March
VYYYY.11	1 November	1 December	30 April
VYYYY.12	1 December	1 January	31 May
VYYYY.2	30 January	28 February	30 June
VYYYY.21	28 February	31 March	31 July
VYYYY.22	31 March	30 April	31 August
VYYYY.3	1 May	31 May	30 September
VYYYY.31	31 May	30 June	31 October
VYYYY.32	30 June	31 July	30 November
VYYYY.4	1 August	31 August	31 December
VYYYY.41	31 August	30 September	31 January
VYYYY.5 ²	1 October	15 November	31 January

When reading the PAF issue number, the V stands for Version, YYYY refers to the cycle year number and the number refers to the monthly release number of the PAF. For example:

- PAF V2014.2 is the second quarterly PAF release issued on the 30th of January.
- PAF V2014.21 is the first additional monthly release made in the second quarter, released on the 28th of February.
- PAFV2014.22 is the second additional monthly release made in the second quarter, released on the 31st of March.
- All three examples have the same PAF expiry date of the 30th of June.

- Note 1: This version (VYYYY.0) is for development purposes only and may not be distributed to end-users. It is used for testing AMAS Developers software against the rules for the new AMAS cycle in preparation for gaining approval.
- Note 2: PAF YYYYY.5 is a contingency version of the PAF which allows customers additional time for integration of new cycle software. It is only made available to approved customers upon written request.

4.2 PAF Distribution

The PAF is available as a zipped file available via a file transfer protocol (FTP) site. The file is able to be downloaded directly by participants who have purchased PAF data packages.

The PAF file is released according to the schedule listed above, and the most current version is available from the download page when it is ready to be accessed.

5 PAF Basic

PAF Basic is made up of core address and reference files that allow the construction of addresses along with common variations. These files may be used with the other PAF data packages to look at possible solutions for customers.

Core Address Files

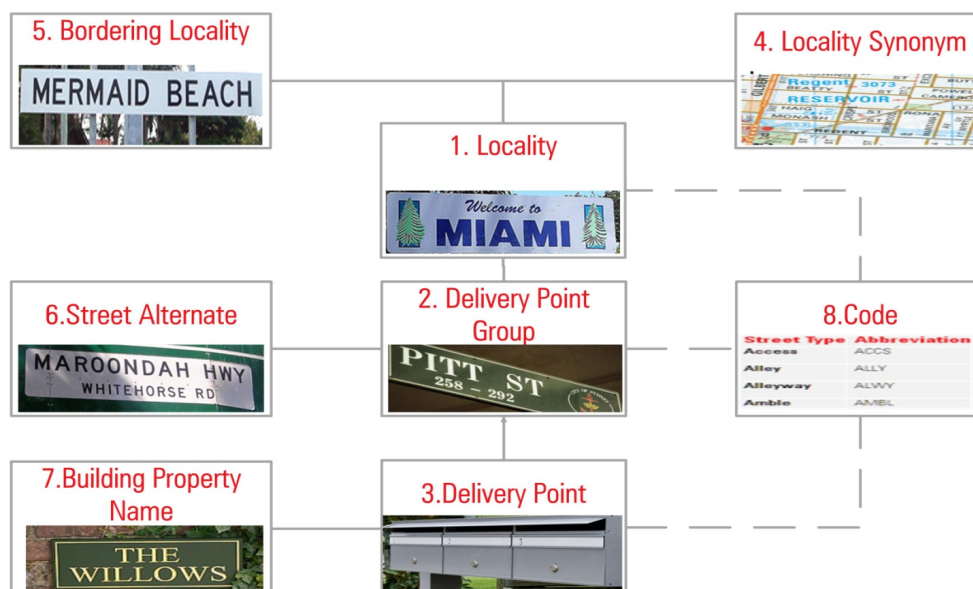
- Point File contains information on each delivery point and Delivery Point Identifier (DPID).
- Group File contains information on thoroughfares or postal delivery types with delivery points.
- Locality File contains information on each locality (suburb), including the associated state and postcode.

Reference Files

- Locality Synonym File contains common variations of Localities such as misspellings, abbreviations and commonly used alternatives.
- Building Property Name File contains the associated Building Property Name for an address and may contain multiple names for the one address.
- Code File contains the standard abbreviations, full description and common variations for Flat/Unit Type, Floor/Level Type, Thoroughfare Type, Thoroughfare Suffix, State and Postal Delivery.
- Bordering Locality File contains the details of associated Localities that adjoin those listed in the Locality file
- Street Alternate File contains common alternative names and spellings of selected Thoroughfares.

5.1 PAF Basic File Relationships

The diagram below shows the associated relationship between the core and reference files supplied in the PAF. The files contain an identifier that provides a link to associated records in each file. The Code file shows different representations of common values. The following pages provide more detail about each file.



5.2 General File Information

The following conventions apply to all files listed in the tables within this document:

- Files contain no header information
- Field column provides the name of the related field within the file
- Description column provides information relating to the data contained within the field
- Sample column provides an example of the data that may be contained in the field
- Size column provides the data type and length of the field based on the following parameters
- A indicates alphabetic character (no numeric digits)
- X indicates alphanumeric character
- 9 indicates numeric digit only (0 – 9)
- The length of each field is specified as an integer within parentheses in the Size column
- All character fields are left aligned
- All numeric fields are right aligned with padding zero in front to make up the length
- The one exception is the postcode field where both rules apply, i.e., left aligned and padded with zero. This field is set at 12 characters long, but it will always contain a 4-digit postcode number, e.g., “3001”, “0832”, plus 8 blanks.

5.3 PAF Basic Contents

PAF Basic is made up of the following files which when joined together using the related identifiers allows the construction of the full address. It also consists of reference files that provide common variations to the relevant address components.

5.3.1 Delivery Point File

File name: PAF_VYYYYY-N_POINT.DAT

This file contains information on each delivery point and Delivery Point Identifier (DPID). E.g., the thoroughfare number and any associated details such as unit or level or postal delivery type number. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
DELIVY_POINT_ID	Unique identifier for an address (DPID).	9(8)	34567890	Mandatory
DELIVY_POINT_GROUP_ID	Delivery point group ID for this delivery point. (The link to the Delivery Point Group file).	9(8)	00061234	Mandatory
THOROUGHFARE_NBR_1	Thoroughfare number for a property (first number in a property ranged address).	9(5)	00023	00000 if not used
THOROUGHFARE_NBR_SFX_1	Suffix for the thoroughfare number.	A(1)	A	Optional. Only used if Tfare_Nbr_1 exists.
THOROUGHFARE_NBR_2	Second thoroughfare number (only used if the property has a ranged address eg 23-25).	9(5)	00025	Greater than Tfare_Nbr_1 00000 if not used
THOROUGHFARE_NBR_SFX_2	Suffix for the second thoroughfare number.	A(1)	A	Optional. Only used if Tfare_Nbr_2 exists.
FLAT_UNIT_TYPE	Type of flat or unit for the address.	X(7)	U = UNIT	Optional
FLAT_UNIT_NBR	Unit number (including suffix, if applicable).	X(7)	2A	Optional
FLOOR_LEVEL_TYPE	Type of floor or level for the address.	X(2)	FL	Optional
FLOOR_LEVEL_NBR	Floor or level number (including alpha characters).	X(5)	2	Optional
LOT_NBR	Allotment number for the address.	X(6)	20	Optional
POSTAL_DELIVERY_NBR	Postal delivery number if the address is a postal delivery type.	9(5)	00002	00000 if not used
POSTAL_DELIVERY_NBR_PFX	Postal delivery number prefix related to the postal delivery number.	A(3)	N	Optional
POSTAL_DELIVERY_NBR_SFX	Postal delivery number suffix related to the postal delivery number.	A(3)	A	Optional
PRIMARY_POINT_IND	Indicates if and the type of primary delivery point for the record.	X(1)	R	R= Real, P = Phantom Else BLANK

5.3.2 Delivery Point Group File

File name: PAF_VYYYY-N_GROUP.DAT

The file contains information on thoroughfares or postal delivery types with delivery points. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
DELIVY_POINT_GROUP_ID	Unique identifier for a delivery point group. (The link to the Delivery Point file.)	9(8)	00061234	Mandatory
LOCALITY_ID	Locality ID for this delivery point group. (The link to the Locality file.)	9(8)	00002281	Mandatory
STREET_NAME	The name of the street.	X(30)	SMITH	Mandatory if thoroughfare
STREET_TYPE	The street type. (The link to the Code file.)	X(4)	ST	Optional
STREET_SFX	The street type suffix. (The link to the Code file.)	A(2)	W = WEST E = EAST	Optional
POSTAL_DELIVERY_TYPE	Postal delivery type.	X(11)	PO BOX, CARE PO	Mandatory if postal type
DELIVY_POINT_GROUP_ID	Unique Delivery ID for a delivery point group. Formed by adding 26,000,000 to the Delivly_Point_Group_ID	9(8)	26061234	Optional

5.3.3 Locality File

File name: PAF_VYYYY-N_LOCALITY.DAT

The file contains information on thoroughfares or postal delivery types with delivery points. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
LOCALITY_ID	Unique identifier for a locality. (Used to link to data in the Delivery Point Group and Locality Synonym files).	9(8)	00002281	Mandatory
LOCALITY_NAME	Full name of locality.	X(46)	RICHMON D	Mandatory
POSTCODE	Postcode for the locality.	X(12)	3024	Mandatory
STATE	State in which the locality belongs.	A(3)	VIC	Mandatory
LOCALITY_DID	Unique Delivery Identifier (DID) for a locality. Formed by adding 28,000,000 to the Locality_ID	9(8)	28002281	Optional

5.3.4 Locality Synonym File

File name: PAF_VYYYY-N_SYNONYM.DAT

This file contains common variations of Localities such as misspellings, abbreviations and commonly used alternatives. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
TYPE_ID	Identifies synonym type. Currently only LOC (for Locality synonym) is used.	X(3)	LOC	Mandatory
LOCALITY_ID	Unique identifier for a locality. (The link to Locality table.)	9(8)	00003081	Mandatory
SYNONYM	Locality synonym for the locality in the Locality table that is linked via the LOCALITY_ID.	X(46)	WINDSOR	Mandatory
POSTCODE	Postcode for the locality.	X(12)	3024	Mandatory
TYPE_ACTN_CODE	Record status	A(1)	V =VALID	Mandatory

5.3.5 Building Property Name File

File name: PAF_VYYYY-N_BLDG_PROP_NAME.DAT

This file contains the associated Building Property Name for an address and may contain multiple names for the one address. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
DELIVY_POINT_ID	Unique identifier for an address (DPID). (The link to the Delivery Point file)	9(8)	34567890	Mandatory
BLDG_PROP_NAME_1	Building/Property name 1.	X(30)	CAPITAL HOUSE	Mandatory
BLDG_PROP_NAME_2	Building/Property name 2.	X(30)		Optional

5.3.6 Code File

File name: PAF_VYYYY-N_CODE.DAT

This file contains the standard abbreviations, full description and common variations for Flat/Unit Type, Floor/Level Type, Thoroughfare Type, Thoroughfare Suffix, State and Postal Delivery Type. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
TYPE_ID	Identifies record type.	X(3)	STA, STT	Mandatory
TYPE_ITEM	Item containing common representations of address components.	X(40)	U, FLOOR	Mandatory
TYPE_ITEM_ABBR	AMAS valid abbreviations for individual address type item.	X(25)	U, F	Mandatory
TYPE_ACTN_CODE	Record status	A(1)	V = VALID	Mandatory

5.3.7 Bordering Locality File

File name: PAF_VYYYY-N_BORDERING_LOCALITY.DAT

This file contains the details of associated Localities that adjoin those listed in the Locality file. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	This value is always set to I = Insert	A(1)	I	Mandatory
PARENT_LOCALITY_ID	Unique identifier for a locality associated with the Bordering Locality (The link to Locality table). To be padded out with leading zeroes	9(8)	00003262	Mandatory
BORDERING_LOCALITY_ID	ID of the Locality that borders the above associated locality	9(8)	00003145	Mandatory
BORDERING_LOCALITY_NAME	Locality Name associated with the BORDERING_LOCALITY_ID.	X(46)	TOORAK	Mandatory
BORDERING_POSTCODE	Postcode associated with the BORDERING_LOCALITY_ID.	X(12)	3142	Mandatory

5.3.8 Street Alternative File

File name: PAF_VYYYY-N_STREET_ALTERNATE.DAT

This file contains common alternative names and spellings of selected Thoroughfares. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Default value set to I = Insert	A(1)	I	Mandatory
DELIVY_POINT_GROUP_ID	Unique identifier of the associated official PAF Street. (The link to the Delivery Point Group Table.)	9(8)	00012345	Mandatory
ST_ALT_STREET_NAME	The alternate name of the street.	X(30)	MAROOND AH	Mandatory
ST_ALT_STREET_TYPE	The street type of the alternate street name.	X(4)	HWY	Optional
ST_ALT_STREET_SFX	The street type suffix. (The link to the Code Table.)	A(2)	W= WEST	

6 Additional Reference Files

Along with the PAF Basic files, there are also additional reference files available to assist with address matching and validation.

Additional files can be provided dependent on your arrangement with Australia Post and specific data needs. [Contact us](#) regarding additional reference file requirements.

Additional Reference Files include:

- Incremental Change File
- PAF Differences File
 - Point PDF File
 - Group PDF File
 - Locality PDF File
- Primary of Secondary File
- Other Additional Reference Files
 - Overlapping Address File
 - Phantom to Real File
 - Secondary No Primary File.

6.1 Incremental Change File

File name: PAF_YYYY-(N-1)_YYYY-N_ICF.DAT

This file contains DPIDs, action codes and indicators to indicate deleted addresses and changed address information for those DPIDs that have had some address components modified since the previous PAF. This file is released to participants with every general release of the PAF except for the VYYYY.0 release.

The PAF Incremental Changes File will not contain the DPID of any Inserts. That is, it will not contain details of any new DPIDs that have been added to the PAF since the previous PAF was released.

The Record Action Code signifies that a change has occurred to the associated address details of this DPID since the previous PAF was released. The address component indicator signifies which address component has changed.

The following seven action codes used in the ICF are:

D (Delete)	Any DPID in the PAF Incremental Changes File that has this action code means that the DPID and its associated address components have been deleted since the previous PAF was released.
G (Group)	Any DPID that has this action code means that Point records for the associated Group have been added to the PAF since the previous release.
L (Locality)	Any DPID in that has this action code means that Point or Group records for the associated Locality have been added to the PAF since the previous release.
M (Modify)	Any DPID that has this action code means that at least one of the associated address components in the PAF have changed since the previous PAF was released. These records will contain values in the address component indicator fields to indicate which address fields have changed.
P (Primary)	Any DPID that has this action code means that the secondary address components associated with this Primary Point have either been modified or additional secondary points have been added. For details on the definitions of Primary Points and Secondary information, please refer to the Glossary section.

S (Street) Any DPID that has this action code means that a Point record with similar Street details has been added to the PAF since the previous release.

T (Targeted) Any DPID that has this action code means that a Point record has been targeted for rematching to overcome a previous issue.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Action made to the record since the last PAF.	A(1)	M=MODIFY D=DELETE	Mandatory
DELIVY_POINT_ID	Unique identifier for an address (DPID).	9(8)	34567890	Mandatory
THOROUGHFARE_NBR_1_IND	First house (street) number change indicator.	A(1)	N=No, Y=Yes	Mandatory
THOROUGHFARE_NBR_SFX_1_IND	First house (street) number suffix change indicator.	A(1)	N=No, Y=Yes	Mandatory
THOROUGHFARE_NBR_2_IND	Second house (street) number change indicator.	A(1)	N=No, Y=Yes	Mandatory
THOROUGHFARE_NBR_SFX_2_IND	Second house (street) number suffix change indicator.	A(1)	N=No, Y=Yes	Mandatory
FLAT_UNIT_TYPE_IND	Flat/Unit type change indicator.	A(1)	N=No, Y=Yes	Mandatory
FLAT_UNIT_NBR_IND	Flat/Unit number change indicator.	A(1)	N=No, Y=Yes	Mandatory
FLOOR_LEVEL_TYPE_IND	Floor/Level type change indicator.	A(1)	N=No, Y=Yes	Mandatory
FLOOR_LEVEL_NBR_IND	Floor/Level number change indicator.	A(1)	N=No, Y=Yes	Mandatory
BLDG_PROP_NAME_1_IND	Building/Property name 1 change indicator.	A(1)	N=No, Y=Yes	Mandatory
BLDG_PROP_NAME_2_IND	Building/Property name 2 change indicator.	A(1)	N=No, Y=Yes	Mandatory
LOT_NBR_IND	Lot number change indicator.	A(1)	N=No, Y=Yes	Mandatory
POSTAL_DELIVERY_NBR_IND	Postal delivery number change indicator.	A(1)	N=No, Y=Yes	Mandatory
POSTAL_DELIVERY_NBR_PFX_IND	Postal delivery number prefix change indicator.	A(1)	N=No, Y=Yes	Mandatory
POSTAL_DELIVERY_NBR_SFX_IND	Postal delivery number suffix change indicator.	A(1)	N=No, Y=Yes	Mandatory
PRIMARY_POINT_CHN_IND	Primary point change indicator.	A(1)	N=No, Y=Yes	Mandatory
STREET_NAME_IND	Street name change indicator.	A(1)	N=No, Y=Yes	Mandatory
STREET_TYPE_IND	Street name change indicator.	A(1)	N=No, Y=Yes	Mandatory
STREET_SFX_IND	Street name change indicator.	A(1)	N=No, Y=Yes	Mandatory
POSTAL_DELIVERY_TYPE_IND	Postal delivery type change indicator.	A(1)	N=No, Y=Yes	Mandatory
LOCALITY_IND	Locality change indicator.	A(1)	N=No, Y=Yes	Mandatory
POSTCODE_IND	Postcode change indicator.	A(1)	N=No, Y=Yes	Mandatory
STATE_IND	State change indicator.	A(1)	N=No, Y=Yes	Mandatory

Identifying the changed fields for a modified address

Classification: PUBLIC

The address component indicators are only supplied with modified records i.e. records that have a record action code of M. Records with a record action code of “D” (Deleted) or “P” (Primary) will have all the “address component indicator” fields set to spaces.

The address component indicator values used are Y (Yes) or N (No) that identifies which component fields of the address record have changed. There is an address component indicator for every address component of the record as contained in the PAF/ICF. These are the fields:

Therefore a modified record of the PAF ICF where the Flat Unit Type (field 5), Street Type (field 17) and Locality (field 20) have changed would look like;

Field positions	Action Code	DPID	Followed by each address component indicator field value as shown in the following table
Indicators	M	99999999	

Field Number	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22
Indicator Value	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	Y	N	N

6.2 PAF Differences File

The PDF consists of three files that make up the addresses; Point, Group and Locality.

The file contains Record Action Codes, DPIDs and the individual Address Component fields that make up the address for the Insert and Modify records.

6.2.1 Point PDF File

File name: PAF_VYYYY-N_POINT_PDF.DAT

The PAF Differences file (PDF) Point is a list of DPIDs and addresses details of the differences between two releases of the PAF. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF. Refer to 7.1 Record Action Codes for I, M and D	A(1)	I = INSERT	Mandatory
DELIVY_POINT_ID	Unique identifier for an address (DPID).	9(8)	34567890	Mandatory
DELIVY_POINT_GROUP_ID	Delivery point group ID for this delivery point. (The link to the Delivery Point Group PDF file).	9(8)	00061234	Mandatory
THOROUGHFARE_NBR_1	Thoroughfare number for a property (first number in a property ranged address).	9(5)	00023	00000 if not used
THOROUGHFARE_NBR_SFX_1	Suffix for the thoroughfare number.	A(1)	A	Optional. Only used if Tfare_Nbr_1 exists
THOROUGHFARE_NBR_2	Second thoroughfare number (only used if the property has a ranged address eg 23-25).	9(5)	00025	Greater than Tfare_Nbr_1 00000 if not used
THOROUGHFARE_NBR_SFX_2	Suffix for second house (street) number. This field must be used in conjunction with the house (street) number 2 field (HOUSE_NBR_2).	A(1)	A	Optional. Only used Tfare_Nbr_2 exists.
FLAT_UNIT_TYPE	The flat/unit type	X(7)	U = UNIT	Optional
FLAT_UNIT_NBR	Unit number (including suffix).	X(7)	2A	Optional
FLOOR_LEVEL_TYPE	Floor or level type. No digit allowed. (The link to Code file)	X(2)	FL	Optional
FLOOR_LEVEL_NBR	Floor or level number.	X(5)	2	Optional

Classification: PUBLIC

BLDG_PROP_NAME_1	Building/Property name 1.	X(30)	CAPITAL HOUSE	Optional
BLDG_PROP_NAME_2	Building/Property name 2.	X(30)		Optional
LOT_NBR	Lot number.	X(6)	20	Optional
POSTAL_DELIVERY_NBR	Postal delivery number.	9(5)	00002	00000 if not used
POSTAL_DELIVERY_NBR_PFX	Postal delivery number prefix.	A(3)	N	Optional
POSTAL_DELIVERY_NBR_SFX	Postal delivery number suffix.	A(3)	A	Optional
PRIMARY_POINT_IND	Primary delivery point indicator.	X(1)	R	P = Phantom Else BLANK

6.2.2 Group PDF File

File name: PAF_VYYYY-N_GROUP_PDF.DAT

The PAF Differences file (PDF) Group is a list of Groups and Group details of Addresses in PAF Differences File (PDF) – Point. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

This file uses a Record Action Code to record the action that has occurred at the address between releases of the PAF. The only Record Action Code used in the Group file is I (Insert).

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
DELIVY_POINT_GROUP_ID	Unique identifier for a delivery point group. (The link to the Delivery Point file.)	9(8)	00061234	Mandatory
LOCALITY_ID	Locality ID for this delivery point group. (The link to the Locality file.)	9(8)	00002281	Mandatory
STREET_NAME	The name of the street.	X(30)	SMITH	Mandatory if thoroughfare
STREET_TYPE	The street type. (The link to the Code file.)	X(4)	ST	Optional
STREET_SFX	The street type suffix. (The link to the Code file.)	A(2)	W = WEST E = EAST	Optional
POSTAL_DELIVERY_TYPE	Postal delivery type.	X(11)	PO BOX, CARE PO	Mandatory if postal type

6.2.3 Locality PDP File

File name: PAF_VYYYY-N_LOCALITY_PDF.DAT

The PAF Differences file (PDF) Locality is a list of Localities and Locality details of Groups in PAF Differences File (PDF) - Group. NOTE: Refer to 5.2 General File Information for the conventions used within this table.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Record action to the record since last PAF.	A(1)	I = INSERT	Mandatory
LOCALITY_ID	Unique identifier for a locality. (Used to link to data in the Delivery Point Group and Locality Synonym files).	9(8)	00002281	Mandatory
LOCALITY_NAME	Full name of locality.	X(46)	RICHMOND	Mandatory
POSTCODE	Postcode for the locality.	X(12)	3024	Mandatory
STATE	State in which the locality belongs.	A(3)	VIC	Mandatory

6.3 Primary of Secondary File

File name: PAF_VYYYY-N_PRIMARY_OF_SECONDARY.DAT

The PAF Primary Of Secondary file provides the link between a secondary point and the associated primary point.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Default value set to I.	A(1)	I = INSERT	Mandatory
SECONDARY_DPID	Unique identifier for the secondary address.	9(8)	30000012	Mandatory
PRIMARY_DPID	Unique identifier for the associated primary address of the secondary address.	9(8)	53724001	Mandatory

6.4 Other Additional Reference Files

The reference files provide the associated referential point.

Field	Description	Size	Sample	Conditions
DPID	Unique identifier for the address	9(8)	67891234	Mandatory

6.4.1 Overlapping Addresses File

File name: PAF_VYYYY-N_OVERLAPPING_ADDRESSES.DAT

This file contains the DPIDs of all the associated addresses where one number in a range is the same as that of a single numbered address in the same street. For example: 10-14 and 14A.

6.4.2 Phantom to Real File

File name: PAF_VYYYY-N_PHANTOM_TO_REAL.DAT

This file contains the DPIDs of all the associated addresses identified as Phantom Primary Points in the source database where the Primary Point Indicator has been updated to Real in the PAF

The addresses are identified as those that have two or less associated secondary addresses. The Primary Point Indicator is updated to allow matches to the Primary Point when the customer address does not contain secondary information.

6.4.3 Secondary No Primary File

File name: PAF_VYYYY-N_SECONDARY_NO_PRIMARY.DAT

This file contains the DPIDs of a list of secondary addresses in the PAF that do not have an associated Primary Point.

7 PAF Data Packages

Australia Post will create PAF data packages that can be used with the PAF to provide greater insight relating to the addresses. It is intended to continue to build upon the packages and make them available to licensees of the Australia Post Data. The following packages are due for release with the PAF since the 2014 data cycle:

- Permission & Delivery Package
- Suppression Package.

7.1 Record Action Codes

The following Record Action Codes indicate whether a change that has occurred to the associated record in the data package. All records in the PAF data packages contain the DPID linking them (except Deleted records) to the associated address record in the Delivery Point file of the PAF.

NOTE: Not all codes may apply to each file.

- D (Delete) The associated record is no longer contained in the PAF or the additional information in the data package is no longer in effect therefore the related content in the data package is no longer valid. The records with this record action code will only contain the DPID. All of the other fields will be left blank.
- I (Insert) The associated record is new to the PAF data packages therefore the associated details in the data file are new.
- M (Modify) The details of the associated record contained in the data package have been modified since the previous release of the PAF. The modification only applies to the details in the data package not to the address itself.
- N (No Change) No changes have occurred to the details of the associated record in the data package since the previous release of the PAF.

7.2 Permission and Delivery Package

File name: PAF_VYYYY-N_PERMISSION_DELIVERY.DAT

This file contains information relating to the permissions and deliverability of the associated address

The data contains in this file indicates:

- Whether the address receives a physical delivery by Australia Post
- The reason for no delivery, if the address does not receive a physical delivery
- The primary purpose of the property as either residential or non-residential. Where visible signage that a business is operating out of a household then both the residential and non-residential indicators will be flagged as yes
- If the address accepts advertising material based on signage

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Action applied to the record since the previous release of data.	A(1)	I, M, D or N	Mandatory
DELIVY_POINT_ID	DPID (The link to the Delivery Point table.)	9(8)	34567890	Mandatory
DELIVER_MAIL_INDICATOR	Indicates if the address receives a physical delivery.	A(1)	Y = Yes N = No	Mandatory

Classification: PUBLIC

NON_DELIVERY_REASON_CODE	The reason mail is not physically delivered to the address. Refer to the Translation Value file for full descriptions of the codes.	X(3)	NYB = Not yet built	Optional
ADVERTISING_MAIL_INDICATOR	Indicates whether the address has signage stating they do not want to receive advertising mail. Yes means no sign is present at the address.	A(1)	Y = Yes N = No	Mandatory
RESIDENTIAL_INDICATOR	Indicates whether primary purpose of the address is for residential use.	A(1)	Y = Yes N = No	Mandatory
NON_RESIDENTIAL_INDICATOR	Indicates whether the address is used for commercial or non-residential purposes. A business operating from a residential address may be indicated if there is visible signage of the business.	A(1)	Y = Yes N = No	Mandatory

Translation Value File

File name: PAF_VYYYY-N_TRANSLATION_VALUE.DAT

This file contains the translation of any codes used within the PAF data packages to the full description.

Field	Description	Size	Sample	Conditions
CODE_TYPE_ID	Identifies the type of code the record relates to. Currently only NDR – Non Delivery Reason is used.	X(3)	NDR	Mandatory
CODE	Uniquely identifies the code used in the related file.	X(3)	NYB	Mandatory
CODE_DESCRIPTION	Conveys the meaning of the code.	X(100)	Not Yet Built	Mandatory

7.3 Suppression Package

The suppression package consists of two files. The first file indicates if someone has moved from the address the second file indicates if someone has passed away at the address.

7.3.1 Moved Suppression File

File name: PAF_VYYYY-N_MOVED_SUPPRESSION.DAT

This file contains non personalised information that may be used as an indication of when someone has moved from the related address and whether consent was provided to Australia Post to pass on the information. The date will remain associated with the address until an update is received.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Action applied to the record since the previous release of data.	A(1)	I, M, D or N	Mandatory
DELIVY_POINT_ID	DPID (The link to the Delivery Point table.)	9(8)	34567890	Mandatory
CONSENT_INDICATOR	Identifies whether consent was provided to pass on the information when someone has moved from the address.	A(1)	Y = Yes N = No	Mandatory
DATE	Date of the customer's move at the associated Delivery Point.	X(10)	2012-10-03	Mandatory

7.3.2 Deceased Suppression File

File name: PAF_VYYYY-N_DECEASED_SUPPRESSION.DAT

This file contains non personalised information that may be used as an indication of when someone has passed away at the related address. The date will remain associated with the address until an update is received.

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Action applied to the record since the previous release of data.	A(1)	I, M, D or N	Mandatory
DELIVY_POINT_ID	DPID (The link to the Delivery Point table.)	9(8)	34567890	Mandatory
DATE	Date provided that someone passed away at the associated Delivery Point.	X(10)	2012-10-03	Mandatory

Classification: PUBLIC

8 Geocoded PAF

Australia Post will create Geocoded PAF data files that can be used with the PAF to provide greater insight relating to the addresses. It is intended to continue to build upon the packages and make them available to licensees of the Australia Post Data. The following data is due for release with the PAF from the 2018 data cycle:

8.1 Record Action Codes

The following Record Action Codes indicate whether a change that has occurred to the associated record in the data file. All records in the Geocoded PAF data file contains the DPID linking them (except Deleted records) to the associated address record in the Delivery Point file of the PAF.

- D (Delete)** The associated record is no longer contained in the PAF therefore the related content in the Geocoded PAF data file is no longer valid. The records with this record action code will only contain the DPID. All of the other fields will be left blank.
- I (Insert)** The associated record is new to the Geocoded PAF data file therefore the associated details in the Geocoded PAF data file are new.
- M (Modify)** The details of the associated record contained in the Geocoded PAF data file have been modified since the previous release of the PAF. The modification only applies to the details in the Geocoded PAF data file not to the address itself.
- N (No Change)** No changes have occurred to the details of the associated record in the Geocoded PAF data file since the previous release of the PAF.

8.2 Geocoded PAF

The Geocoded PAF files contains latitude, longitude and level of confidence of the delivery point for both “centroid” and “Letterbox” types.

Longitude and Latitude values are decimal values based on measurement standard GDA94.

8.2.1 Geocoded PAF – Letterbox type

File name: PAF_VYYYY-N_GEOCODED_PAF_FEATURE_LETTERBOX.DAT

The “Letterbox” data set contains the longitude and latitude geo co-ordinates of the delivery location for an address. The majority of time, this will be the location of the letterbox. This data has been collected by Australia Post’s Posties. The Australia Post DPID is appended to the data set.

The data structure is set out below, where the “Confidence Level” of 7 indicating that the data has been “Postie Collected”

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Action applied to the record	A(1)	I	Mandatory
DELIVY_POINT_ID	DPID (The link to the Delivery Point table.)	9(8)	34567890	Mandatory
FEATURE	Feature of Delivery Point	A(30)	Letter Box	Mandatory
FEATURE_LABEL	Additional description of the Feature	A(30)	Letter Box	Mandatory
LATITUDE	Latitude of the Delivery Point	X(10)	-34.320525	Mandatory
LONGITUDE	Longitude of the Delivery Point	X(11)	148.285299	Mandatory
CONFIDENCE LEVEL	Identifies level of confidence	A(2)	7	Mandatory

Classification: PUBLIC

DATE	Date Geo information added to Delivery Point.	X(10)	2017-09-01	Mandatory
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8.2.2 Geocoded PAF – Centroid Type

File name: PAF_VYYYY-N_GEOCODED_PAF_FEATURE_CENTROID.DAT

The “Centroid” data set contains the longitude and latitude geocoded co-ordinates representing the centre of a land parcel for an address. The Australia Post DPID is appended to the data set. As the primary components of the reference data are the individual address components joined to their most precise location, addresses are flagged with an attribute indicating the geocode type.

This is **USUALLY** an:

"Address-Site Geocode" (ie the actual address point), indicated by CONFIDENCE_LEVEL = 1

, but **MAY BE:**

"Street-Locality Geocode" (a central location on the street centreline within the locality), indicated by CONFIDENCE_LEVEL = 2

OR:

Just the "Locality Geocode" (centre point of the locality), indicated by CONFIDENCE_LEVEL = 3

No CONFIDENCE_LEVEL = 3 are expected to be supplied as only DPIDs from a successful address match will be supplied.

The data structure of this file is set up as follows:

Field	Description	Size	Sample	Conditions
RECORD_ACTN_CODE	Action applied to the record	A(1)	I	Mandatory
DELIVY_POINT_ID	DPID (The link to the Delivery Point table.)	9(8)	31567990	Mandatory
FEATURE	Feature of Delivery Point	A(30)	Centroid	Mandatory
FEATURE_LABEL	Additional description of the Feature	A(30)	Centroid	Mandatory
LATITUDE	Latitude of the Delivery Point	X(10)	-31.320525	Mandatory
LONGITUDE	Longitude of the Delivery Point	X(11)	148.185699	Mandatory
CONFIDENCE LEVEL	Identifies level of confidence	A(2)	1, 2, or 3	Mandatory
DATE	Date Geo information added to Delivery Point.	X(10)	2017-09-01	Mandatory

The “Centroid” Latitude and Longitude values provided in the PAF for a street address are generally the frontage centre setback location values, as defined in AS4819:2011 Rural and Urban Addressing, Table 2, Geocode Feature Types and Descriptions and not the true Centroid as defined in the standard. Frontage centre setback is a location mid-point between the property side boundary and set back generally a few metres from the property front boundary. This location is considered more appropriate for the purposes of location addressing and mail-delivery. Refer Section 7 of AS4819:2011 for more information on Mapping and Geocoding of addresses.

9 National Change of Address (NCOA) Service

The National Change of Address (NCOA) service allows you to match your customer's database (name and address) against Australia Post's Movers Database and determine if any consumers have moved home and not updated their addresses.

The data in the Movers Database is derived from our Mail Redirection service, which captures over 84% of the 1.4 million Australians that move permanently each year.

To complete an NCOA wash, you need to have access to our purpose-built software, which uses an encrypted NCOA dataset that is updated weekly. The design of the software means that you will not see data from the Movers Database, but instead will generate the following selected data files when a wash is completed:

1. Mail Ready file

Based on the default set up, the Mail Ready file contains all address records provided by the customer. File containing all records and old addresses replaced with new addresses where consumers have moved, if consumers gave consent to pass on the new details to mailers.

2. Moved File

A file containing matched names and address records of a person who has moved and consented for their new address to be released. A new address is released. It will also contain the Mail redirection start and end dates based on the information collected from the Mail Redirection application.

3. Deceased File

A file containing matched names and address records of a person who has passed on. Their executors or legal representatives may lodge a Mail Redirection form to capture and manage their mail. Using this information, the NCOA Application can release output of any records matched with the Deceased information collected. No new address details are released, simply the Name, Mail redirection dates and an indicator showing that the record matches a deceased estate application received. The Data Partner may then decide how to best to proceed with this information. The data is not cross referenced with the Birth Deaths and Marriages Registry.

4. Inactive Address File

A file containing matched names and address records of a person who has moved but who has not consented for their new address to be released. No new address details are released, simply the Redirection Start Date and Redirection Expiry date is released as output – based off the data collated from the Mail Redirection application process. An indicator is also released to show how the record is deemed inactive. Businesses can use this flag to suppress mailing to those records.

The files will include the following appended codes:

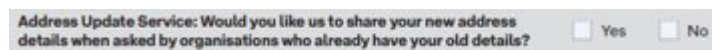
NCOA Message Field	Meaning
M {1}	NCOA output consent move
M-D {1}	NCOA output consent move, but DPID needed adjustment
INA {1}	Inactive address found
INA-D {1}	Inactive address found but DPID needed adjustment
DSD {1}	Deceased estate found
DSD-D {1}	Deceased estate found, but DPID needed adjustment
(W:-256 CIRCULAR)	Warning circular move occurred
(W:-1023 NAMES)	Warning – comma found in names

9.1 Our approach to capturing consent for National Change of Address (NCOA)

Australia Post is one of Australia's most trusted brands. To retain this status, we take a conservative approach to capturing consent for any data that is classified as Personal Information (PI), including NCOA. This approach encourages trust with our customers, the Australian Public, and means that you know that we are doing the right thing when it comes to supplying you with consumer information.

How does Australia Post capture consent for the NCOA Moved and Deceased flags?

Simple, we ask consumers "Would you like us to share your new address details when asked by organisation who already have your old details?" As shown below.



If consumers select yes, then we will provide you with their move information.

What happens if a consumer selects "no" and what do I need to do?

If the consumer selects "no", those records will be flagged as "Inactive" and will appear in the Inactive File.

If you and/or your customers want:

to use those Inactive flagged records for your business purposes (excluding mailhouses) OR

AP to disclose those Inactive flagged records with you

then

You and/or your customers need to be comfortable that you have consent from the individuals (consumers).

The consent you and/or your customers collect needs to permit you to use and obtain information from third party sources including Australia Post. This type of consent collection can be express or inferred consent.

AP does not have consent from the individuals who have selected 'no' to use or disclose their new address with you, other than for fulfilling the mail redirection. This means that if you are a mailhouse, this does not apply to you because the nature of your business is fulfilling the mail redirection purpose, which AP has already collected consent for.

How do I collect consent?

To collect consent for the Inactive data, you can write your own clauses best fit for your contracts.

For more information, refer to the NCOA User and Technical Manual.

¹ Statistic valid as of 2022

10 Glossary

This Glossary contains the key terms and abbreviations used in this Data Guide and their definitions.

In addition, at the end of the Glossary, a comprehensive list of address component abbreviations is provided to ensure consistency with abbreviations contained in *AS 4590 - 2006 Australian Standard for Interchange of Client Information*.

Please note that not all Address Component Type values are recognised by Standards Australia and therefore are not stored in the PAF. For example, if a Street Type is not recognised it will appear as part of the Street Name, and the Street Type will be blank.

Many of the abbreviations used are reproduced below and can also be found in the PAF Code file.

The address component abbreviations listed are for Flat/Unit Types, Floor/Level Types, Street Types, Street Suffixes, State Types and Postal Delivery Types.

Term / Abbreviation	Description
Address Matching Software	Software that can match and correct addresses and has the capability of appending the correct Delivery Point Identifier (DPID) to each address record.
AMAS	Australia Post's Address Matching Approval System - a system that evaluates and approves software based on the software's ability to validate, match and append the correct DPID.
ATLAS	Address Topology Location and Spatial - Australia Post's core addressing database
Australia Post's Address Presentation Standards	Standards which have been specifically developed for the "machine readable" addressing of small letters. It is recommended that they apply to all categories of mail, including hand addressed mail items.
Barcode	A series of vertical lines of specific variety of lengths, used to represent numerical and alphabetical characters.
Code file	Contains details of acceptable and unacceptable representations of individual address components and forms part of the PAF. It is named Code.zip
Customer	Refer to End User.
DID - Delivery Identifier	An eight-digit code identifying either an entire street, or an entire locality. Selectively populated.
DPID - Delivery Point Identifier	An eight-digit code developed by Australia Post which enables each delivery point in Australia to be uniquely identified.
End User	A third party licensed to use the Licensee Software and sub-licensed to use the PAF by or on behalf of the Licensee or otherwise authorised by the Licensee to use the PAF.
Flat Unit Type	The term used to generically describe Flats, Units, Apartments, Suites, Shops, and Offices
Floor Level Type	Descriptions used to identify the floor or level of a multi-storey building or complex
Lot	Lot/section reference allocated to a property, recorded by the appropriate Government Department, during the sub-division of a particular parcel of land
PAF	Refer to Postal Address File.
ICF - PAF Incremental Changes File	The file created by the AMAS Program containing DPIDs, action codes and indicators to indicate deleted addresses and changed address information for those DPIDs that have had some or all address components modified since the previous PAF.
PAF Update	The next issue of a PAF or an updated version of the PAF including deletions, additions and modifications of the addresses and the DPIDs incorporated within it and any other structural changes that Australia Post may make to the PAF.
Participants	Any organisations who have registered for the AMAS Program.
POST	Australia Post.
Postal Address File (PAF)	The database created by Australia Post containing Australian addresses in a correct address format, with their corresponding DPIDs.
Postal Delivery Types	Identification of a specific postal address, and the service number, if applicable. Eg, PO Box
Postcode	A four digit numeric code for a postal delivery area, usually aligned with placename, suburb or locality and in some circumstances a unique Postal Delivery Type
Ranged Address	Signifies an address that includes a number range eg. 317-321

State Types	The defined State or Territory in Australia (in abbreviated format).
Synonym File	This file contains details of acceptable and unacceptable locality synonyms to aid in address matching. It forms part of the PAF and is named Synonym.zip
Validate	Compare customer data with the data in the PAF.

Address Component Abbreviations

Flat/Unit Type Abbreviation

Flat/Unit Type	Abbreviation	Flat/Unit Type	Abbreviation	Flat/Unit Type	Abbreviation
Apartment	APT	Marine Berth	MB	Stall	SL
Cottage	CTGE	Office	OFF	Studio	STU
Duplex	DUP	Penthouse	PTHS	Suite	SE
Factory	FY	Rear	R	Townhouse	TNHS
Flat	F	Room	RM	Unit	U
House	HSE	Shed	SHED	Villa	VLLA
Kiosk	KSK	Shop	SHOP	Ward	WARD
Maisonette	MSNT	Site	SITE	Warehouse	WE

Floor/Level Type Abbreviation

Floor/Level Type	Abbreviation	Floor/Level Type	Abbreviation
Basement	B	Lower Ground Floor	LG
Floor	FL	Mezzanine	M
Ground Floor	G	Upper Ground Floor	UG
Level	L		

Street Type Abbreviation

Street Type	Abbreviation	Street Type	Abbreviation	Street Type	Abbreviation
Access	ACCS	Causeway	CAUS	Crossroad	CRD
Alley	ALLY	Centre	CTR	Crossway	COWY
Alleyway	ALWY	Centreway	CNWX	Cruiseway	CUWY
Amble	AMBL	Chase	CH	Cul-De-Sac	CDS
Anchorage	ANCG	Circle	CIR	Cutting	CTTG
Approach	APP	Circlet	CLT	Dale	DALE
Arcade	ARC	Circuit	CCT	Dell	DELL
Artery	ART	Circus	CRCS	Deviation	DEVN
Avenue	AVE	Close	CL	Dip	DIP
Basin	BASN	Colonnade	CLDE	Distributor	DSTR
Beach	BCH	Common	CMMN	Drive	DR
Bend	BEND	Concourse	CON	Driveway	DRWY
Block	BLK	Copse	CPS	Edge	EDGE
Boulevard	BVD	Corner	CNR	Elbow	ELB
Brace	BRCE	Corso	CSO	End	END
Brae	BRAE	Court	CT	Entrance	ENT
Break	BRK	Courtyard	CTYD	Esplanade	ESP
Bridge	BDGE	Cove	COVE	Estate	EST
Broadway	BDWY	Crescent	CRES	Expressway	EXP
Brow	BROW	Crest	CRST	Extension	EXTN
Bypass	BYPA	Cross	CRSS	Fairway	FAWY
Byway	BYWY	Crossing	CRSG	Fire Track	FTRK

Street Type	Abbreviation	Street Type	Abbreviation	Street Type	Abbreviation
Firetrail	FITR	Highway	HWY	Outlook	OTLK
Flat	FLAT	Hill	HILL	Parade	PDE
Follow	FOLW	Interchange	INTG	Park	PARK
Footway	FTWY	Intersection	INTN	Parklands	PKLD
Foreshore	FSHR	Junction	JNC	Parkway	PKWY
Formation	FORM	Key	KEY	Part	PART
Freeway	FWY	Landing	LDG	Pass	PASS
Front	FRNT	Lane	LANE	Passage	PSGE
Frontage	FRTG	Laneway	LNWY	Path	PATH
Gap	GAP	Lees	LEES	Pathway	PHWY
Garden	GDN	Line	LINE	Piazza	PIAZ
Gate	GTE	Link	LINK	Place	PL
Gardens	GDNS	Little	LT	Plateau	PLAT
Gates	GTES	Lookout	LKT	Plaza	PLZA
Glade	GLD	Loop	LOOP	Pocket	PKT
Glen	GLEN	Lower	LWR	Point	PNT
Grange	GRA	Mall	MALL	Port	PORT
Green	GRN	Meander	MNDR	Promenade	PROM
Ground	GRND	Mew	MEW	Quad	QUAD
Grove	GR	Mews	MEWS	Quadrangle	QDGL
Gully	GLY	Motorway	MWY	Quadrant	QDRT
Heights	HTS	Mount	MT	Quay	QY
Highroad	HRD	Nook	NOOK	Quays	QYS
Ramble	RMBL	Round	RND	Tor	TOR
Ramp	RAMP	Route	RTE	Towers	TWRS
Range	RNGE	Row	ROW	Track	TRK
Reach	RCH	Rue	RUE	Trail	TRL
Reserve	RES	Run	RUN	Trailer	TRLR
Rest	REST	Service way	SWY	Triangle	TRI
Retreat	RTT	Siding	SDNG	Trunkway	TKWY
Ride	RIDE	Slope	SLPE	Turn	TURN
Ridge	RDGE	Sound	SND	Underpass	UPAS
Ridgeway	RGWY	Spur	SPUR	Upper	UPR
Right of way	ROWY	Square	SQ	Vale	VALE
Ring	RING	Stairs	STRS	Viaduct	VDCT
Rise	RISE	State highway	SHWY	View	VIEW
River	RVR	Steps	STPS	Villas	VLLS
Riverway	RVWY	Strand	STRA	Vista	VSTA
Riviera	RVRA	Street	ST	Wade	WADE
Road	RD	Strip	STRP	Walk	WALK
Roads	RDS	Subway	SBWY	Walkway	WKWY
Roadside	RDSO	Tarn	TARN	Way	WAY
Roadway	RDWY	Terrace	TCE	Wharf	WHRF
Ronde	RNDE	Thoroughfare	THOR	Wynd	WYND
Rosebowl	RSBL	Tollway	TLWY	Yard	YARD
Rotary	RTY	Top	TOP		

Street Suffix Abbreviation

Street Suffix	Abbreviation	Street Suffix	Abbreviation
Central	CN	North West	NW
East	E	South	S
Extension	EX	South East	SE
Lower	LR	South West	SW
North	N	Upper	UP
North East	NE	West	W

State Type Abbreviation

State Type	Abbreviation	State Type	Abbreviation
Australian Antarctic Territory	AAT	South Australia	SA
Australian Capital Territory	ACT	Tasmania	TAS
New South Wales	NSW	Victoria	VIC
Northern Territory	NT	Western Australia	WA
Queensland	QLD		

Postal Delivery Type Abbreviation

Postal Delivery Type	Abbreviation	Postal Delivery Type	Abbreviation
Care Of Post Office	CARE PO	Poste Restante	CARE PO
Community Mail Agent	CMA	Private Mail Bag Service	PRIVATE BAG
Community Mail Bag	CMB	Roadside Delivery	RSD
General Post Office Box	GPO BOX	Roadside Mail Bag	RMB
Locked Mail Bag Service	LOCKED BAG	Roadside Mail Box	RMB
Mail Service	MS	Roadside Mail Service	RMS
Post Office Box	PO BOX	Community Postal Agent	CPA