Local government open data incentive scheme
Submission guidance

This document describes how to comply with the requirements of the local government open data incentive scheme. In addition to these general requirements, there are rules for the format of data for each theme.

Sign-in

You can view your and other council's submissions under the scheme without sign-in, but you must sign in to apply to participate on behalf of your council.

Sign in to the LG Inform Plus pages at esd.org.uk and go to the incentive scheme submissions page. Sign-in uses the same details as for the LGA's LG Inform and LG Inform Plus applications. If you don't already have a sign-in, register here.

You must use your .gov.uk email address to register and sign in but your authority does not have to be subscribed to LG Inform Plus for you to participate in the scheme.

Application

After sign-in, the submissions page shows the status of your council's submissions under each theme. If your council has not already applied under a theme, use the 'Apply' link to apply.

Then complete application details as prompted. Most information is taken from your registration details.

You can only complete your application if you check the box to say that you are authorised to apply on behalf of your council.

Note that only one application is allowed per theme per council. The person applying is the only one who is allowed to input and change details.

If your council ever wishes to change the registered applicant for a theme, email support@esd.org.uk.
Following application, wait for LGA acceptance, which will be notified by email to you and shown online for your submission.

Acceptance is normal if you represent an English council and all the scheme's funds have not already been committed by prior acceptances. If funds have been committed, you will be rejected, but we shall contact you again if funds become available.
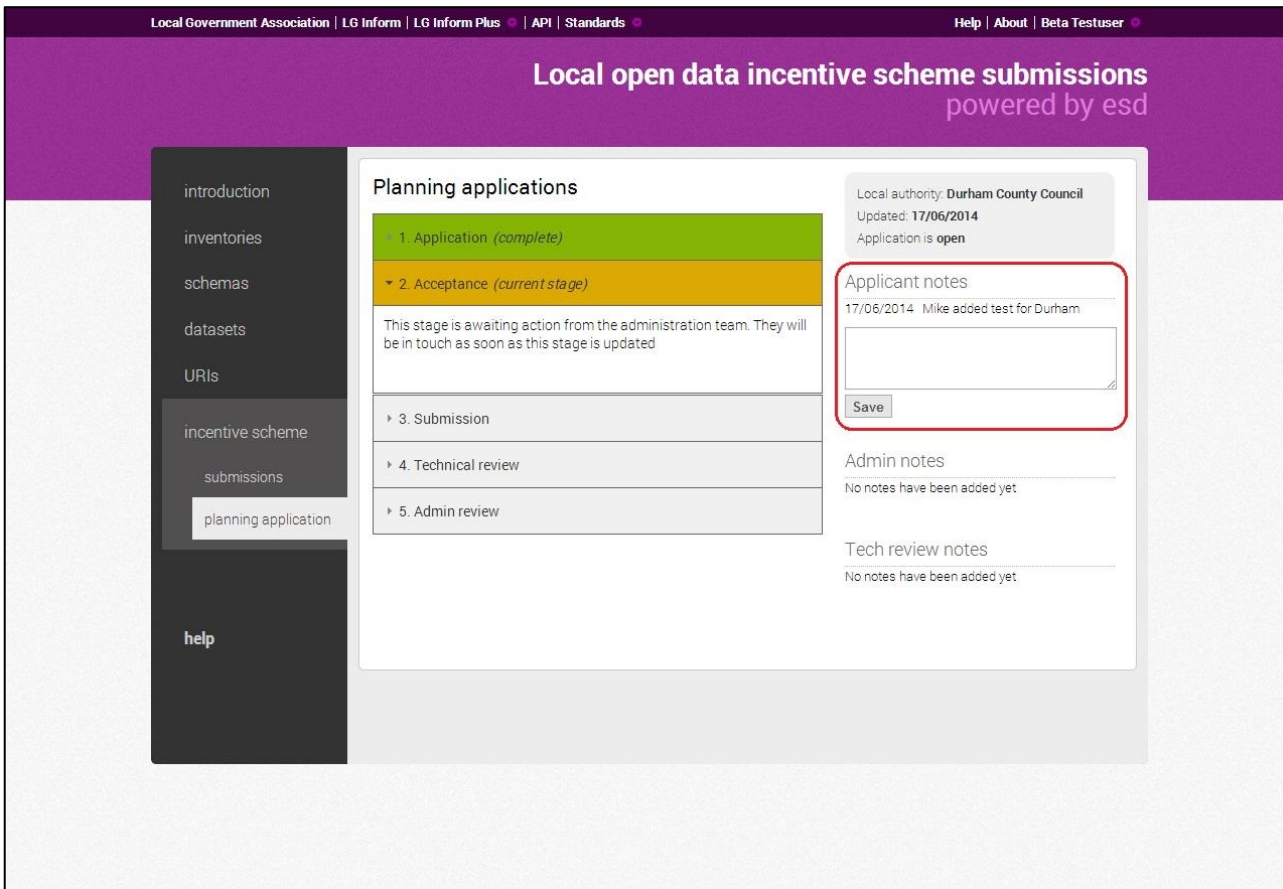
opendata.esd.org.uk
support@esd.org.uk
@LGInformPlus

Local Government Association

Councils are normally expected to complete submissions within 3 months of application acceptance.

Commenting on your submission

At any stage while your submission is open, you can add comments in the 'Applicant notes' box. Notes are seen by the LGA and are publicly visible.

Figure 1. Use the 'Applicant notes' box to make comments on your submission.

Making your submission

After acceptance you can complete the 'Submission' part of the page. You can add information to the page when you are ready. It will only be considered final when you check 'Submission complete'.

Provide the following information.

opendata.esd.org.uk
support@esd.org.uk
@LGInformPlus

- Dataset URL (required) – the link to your council's open dataset that complies with the schema.

- Schema (required) – the name of the schema with which your data complies. There is normally only one valid schema available for selection.

- Guidance (optional) – link to a page or document on your council's website that describes the dataset and how to use it.

- ODI certificate (required) – link to the certificate on the Open Data Institute website for your datasets. You obtain the certificate by self-certifying at https://certificates.theodi.org.

- Inventory link (optional) – link to an inventory of datasets in the standard local government inventory format that references your dataset. See http://inventories.opendata.esd.org.uk.

- data.gov.uk link (required) – link to the page on data.gov.uk where the dataset is referenced.

- Local codes used (required) – check this if you are using your own local labels for URIs. See the 'Referencing URIs' section for more details. If you leave the box unchecked this means you are not using local URIs.

- Publishing frequency (required) – select the option which indicates the frequency with which your council is committed to publishing the dataset. This must be at least annually. If it is more frequent, pick the closest frequency available.

- Annual number of FOI requests (required) – input an estimate of the annual number of Freedom of Information requests for which this dataset provides an answer. This number is required. It can be zero.

- Bank reference (optional) – input any bank reference that you want to accompany the LGA's payment to your council. The reference can be a maximum of 18 characters long.

- Submission complete (required) – check this when you consider your submission complete and ready for review.

After completion, your submission cannot be changed unless the technical or admin reviewers re-open it requesting more information. You can continue to comment on your submission while it is being reviewed.

Local Government Association

opendata.esd.org.uk
support@esd.org.uk
@LGInformPlus

Figure 2. Use the 'Submission' pane to create your submission.

Review of your submission

The ESD technical team will review your submission for compliance with requirements. In particular the team will check that your data conforms with the schema for its theme.

opendata.esd.org.uk
support@esd.org.uk
@LGInformPlus

If there are any issues, we shall note these online and advise you by email.

When technical compliance is confirmed, the LGA will process final acceptance and payment of your submission. The amount paid will be shown and the submission will be closed.

Schema compliance

A schema has been published for each theme along with a document describing rules for compliance. See the following pages.

- Planning applications – http://schemas.opendata.esd.org.uk/PlanningApplications
- Premises licences – http://schemas.opendata.esd.org.uk/PremisesLicences
- Public toilets – http://schemas.opendata.esd.org.uk/PublicToilets

Getting more help

Our help page gives answers to common questions. The Knowledge Hub's Local Open Data Community includes a forum where the scheme is discussed. You need to register separately to participate in discussion. If your email address does not belong to a public sector organisation, email knowledgehub@capacitygrid.com to request access.

If the above don't address your query, email us at support@esd.org.uk.

opendata.esd.org.uk
support@esd.org.uk
@LGInformPlus