

**If you have any queries regarding the Census:**

Phone the Census Helpline on **0845 3020011** (local call rate) or if you have hearing problems, please call the text phone **0845 3032001** (local call rate).

Census information is also available on the internet at [www.nicensus2001.gov.uk](http://www.nicensus2001.gov.uk)



**count me in**  
Census2001



**count me in**  
Census2001

## **Guidance notes for the managers of communal establishments**

### **What you have to do**



#### **Step 1: Complete the Communal Establishment Form**

Describe your establishment by answering the questions on page 2 of the Communal Establishment Form.



#### **Step 2: Decide who is a usual resident**

A usual resident is:

- anyone who has been living, or intends to live, in your establishment for six months or more - remember to include anyone who is temporarily absent on Census night;
- anyone staying in your establishment who has no other usual address in the United Kingdom;
- a school child or student who lives at this address during term-time;
- any resident staff.

#### **A person is not a usual resident if:**

- they are staying at your establishment temporarily and usually live elsewhere, (in this case they must be included on a form at their usual address);
- they are a member of the armed forces with a spouse or partner living elsewhere, (in this case they must be included on a form at their home address);
- they are non-resident staff.

If you are in any doubt, treat the person as a usual resident. They will decide themselves if they should complete a form or not.



**Step 3: Prepare and issue the Individual Forms**

Give an Individual Form and Information Leaflet to each usual resident. You may find the attached table will help you to identify usual residents and keep track of the forms issued and returned. Alternatively, you may prefer to use a list you already have or can produce from your records.

Write the name of the person, the address and postcode of your establishment on the front page. If a privacy envelope is required for an Individual Form, write the person's name on the front of the envelope, as this will enable you to identify that the person has returned their form.

Leave an Individual Form and Information Leaflet for any usual residents who are absent on Census night. They can complete the form on their return. Contact the Census Helpline or ask your Enumerator if large postal envelopes are required.



**Step 4: Provide help as required**

Please help anyone who has difficulties completing their form.

If an individual cannot complete their own form, you may complete a form on their behalf. Complete, at least, the questions on name, sex, date of birth and marital status.



**Step 5: Return completed forms**

Collect completed forms from all usual residents.

Enter the number of forms issued and the number of forms collected on page 1 of the Communal Establishment Form.

Sign and date the Declaration on page 1 of the Communal Establishment Form.

*Return the completed Communal Establishment Form and the completed Individual Forms, using the large postal envelope provided, as soon as possible after 29th April 2001.*

If you have not been left an envelope, the Enumerator will have made arrangements with you to collect the completed forms.

**List of Usual Residents**

NAME	INDIVIDUAL FORM ISSUED ✓	INDIVIDUAL FORM COLLECTED ✓
TOTAL		