

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.

MAILING_ADDRESS

Please write any changes to your name / address below:



To be completed for:

TRADING_AS

From:

NISRA Department of Finance
Economic and Labour Market Statistics
PO Box 4971
LANCING, BN99 8SL

Quarterly Business Survey - 2017/Q4

Reference Number: 12345678911

Return Due By: 25 April 2018



If you would prefer to complete this survey electronically, please register online:

www.surveys.finance-ni.gov.uk

Survey: **Quarterly Business Survey**

eform Registration Code: 1234567

You are required to complete this form, which provides information important to the Government's economic planning. Please note carefully the definitions provided in the guidance notes overleaf.

Given the importance of this inquiry, it is conducted on a statutory basis under the **Statistics of Trade and Employment (Northern Ireland) Order 1988**, which creates a legal obligation on your business / organisation to make a return. A prompt response will ensure we do not trouble you with reminder forms. **Please note that failure to make a return can incur penalties under Article 8 of the Order.**

All the information you provide is kept secure via a range of physical and technical security arrangements and disclosure control methods. It is illegal for us to reveal your data or identify your business to unauthorised persons. Further information is available at <https://www.economy-ni.gov.uk/publications/statistical-protocols-and-compliance-data-security>

If the guidance notes do not answer your question(s) or if you require further guidance or advice, please contact us on telephone 028 9052 9726 or e-mail qbshelp@finance-ni.gov.uk quoting the above Reference Number.

Thank you for your co-operation.

DR J GILLAN
Senior Principal Statistician



IMPORTANT: PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS QUESTIONNAIRE

1. Employees

Include employees at **all** sites across **Northern Ireland** working for the business named on the front of the questionnaire on: **1 April 2018**

Full-time Males	Part-time Males	Full-time Females	Part-time Females	Total Employees
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

NOTE: Part-time means those who normally work 30 hours a week or less.

2. Value of Work carried out in Northern Ireland

Please provide the total value of construction output (in pounds sterling) carried out in **Northern Ireland only** for the period **1 April 2018 - 30 June 2018** for which your firm is employed directly by a client (**MAIN CONTRACTOR, NOT ANOTHER CONSTRUCTION FIRM**).

For example, value of £1,234,567 should be shown as

£ 1 , 2 3 4 , 5 6 7

If you have a NIL Return in any category, please enter as

£ , , 0

a. New Construction Work

Housing – Public Sector Clients £ , ,

Housing – Private Sector Clients £ , ,

Infrastructure – Public Sector Clients £ , ,

Infrastructure – Private Sector Clients £ , ,

Other Work – Public Sector Clients £ , ,

Other Work – Private Sector Clients £ , ,

b. Repair and Maintenance Construction Work

Housing – Public Sector Clients £ , ,

Housing – Private Sector Clients £ , ,

Infrastructure – Public Sector Clients £ , ,

Infrastructure – Private Sector Clients £ , ,

Other Work – Public Sector Clients £ , ,

Other Work – Private Sector Clients £ , ,



3. Value of Work Outside Northern Ireland

Please provide the total value of construction output (in **pounds sterling**) carried out **outside of Northern Ireland** for the period **1 April 2018 - 30 June 2018** for which your firm is employed directly by a client (**MAIN CONTRACTOR, NOT ANOTHER CONSTRUCTION FIRM**).

Great Britain (England, Scotland and Wales)

All construction work carried out for Public Sector Clients

£ , ,

Great Britain (England, Scotland and Wales)

All construction work carried out for Private Sector Clients

£ , ,

Republic of Ireland – **All** construction work

£ , ,

Rest of the World (all other countries) – **All** construction work

£ , ,

4. Comments

Please provide any reasons for significant changes in the value of work or the number of employees. Please also detail any business changes (e.g. takeover, merger) or if the business is not generating an output for the specified period.

5. Contact Information

Please give contact details should we have any queries regarding information provided in this questionnaire. (Please write inside the box and use BLOCK CAPITALS)

Contact Name

Telephone Number

E-mail Address

Guidance Notes

Employees

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme in Northern Ireland.

Please include:

- All Workers paid directly from this business's payroll(s), who are based in Northern Ireland.
- Those temporarily absent but still being paid, e.g. maternity leave.
- Seconded /Agency staff paid directly by you.

Please exclude:

- All employees based outside Northern Ireland
- Agency Workers paid directly from the agency payroll.
- Voluntary workers.
- Former Employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE



Construction

The Quarterly Construction Enquiry measures the value and volume of construction activity carried out in Northern Ireland and outside Northern Ireland. It is an important economic indicator which is used in the calculation of UK GDP and in the monitoring of the performance of the Construction Sector in Northern Ireland and the wider Northern Ireland Economy.

We are interested in the value of construction output carried out by your firm for which your firm is employed directly by a client (i.e. is the **main contractor**). It is important that you tell us about main contract work only so that we do not double count sub-contract work.

Construction Output is defined as follows:

- Cost of materials used
- Costs associated with demolition and site preparation
- Payments made to subcontractors
- Labour Costs
- Overheads
- Profits

The following is not included as output:

- Payments made to consultants or architects
- Vat Charges

PLEASE EXCLUDE construction projects that are:

- SUB- CONTRACTED to you by another construction firm.
- Carried out for the Ministry of Defence, Prison Service or Police Authority.

Construction Output is broken down further into the following two main categories:

New Construction Work – this covers all new construction work on housing, infrastructure and other work.

Repair and maintenance and Housing Improvements – this covers any repairs, maintenance, improvements to existing housing buildings and any repairs, maintenance or redecoration on existing non-housing buildings or structures.

Within each of these two main categories we would like you to also tell us about the value of work carried out in the following categories:

Housing – any construction work on new housing or existing housing

Infrastructure – covering the following types of construction activity:

- Water / Sewerage
- Waterways
- Roads / Bridges/Car Parks/Footpaths
- Electricity (power stations and distribution networks, for example, lines and transformers, etc)
- Gas (Gas storage and distribution facilities, pipelines and gasometers, etc)
- Communications (television, telephone and radio masts, exchanges, cables and conduits, etc)
- Air Transport (Airports, air traffic control facilities, radar installations, etc)
- Railways
- Harbours

Other Work – covering all remaining non-housing and non-infrastructure work including the following:

- Factories, warehouses, oil steel and coal, schools, colleges, universities, hospitals, health centres, offices, banks, shops, garages, hotels, clubs, cinemas, and other entertainments, churches, agriculture, miscellaneous.

Finally, for each construction activity that you have carried out we would like you to tell us whether the client was from the public or private sector. E.g. the public sector covers clients like central government, local government, NIHE, Health Trusts, Education Boards, etc.

