



In strict confidence

1981 Census England/Wales

L Form for Communal Establishments

(Hotels, Boarding Houses, Hospitals, Schools, Institutions and HM Forces' Establishments, etc)

To the Manager, Chief Resident Officer, Commanding Officer or other person in charge:

The census depends on the co-operation of those taking part in it and you have certain legal obligations for the enumeration of the people in your establishment. The instructions opposite tell you how to carry out the enumeration and should be followed carefully.

The Individual forms with which you have been supplied are for the returns to be made by each person in the establishment. To assist you in issuing and collecting them, spaces have been provided overleaf for listing the people who spend the night of 5/6 April at this establishment.

This census is being held in accordance with a decision made by Parliament. You have a legal obligation to list the names of the people in your establishment, to distribute forms to them and collect the forms on completion, to see that forms are completed for people who are incapable of completing them for themselves, and to give the Enumerator the information he needs to carry out his instructions.

The replies given will be treated in STRICT CONFIDENCE. They will be used to produce statistics but names and addresses will NOT be fed into the census computer. After the census, the forms will be locked away for 100 years before they are passed to the Public Record Office.

A R THATCHER
Registrar General

Office of Population Censuses and Surveys
P.O. Box 200 Portsmouth PO2 8HH
Telephone: 0329-42511

Instructions

Listing of names

List the names of all people present, that is: everyone who spends Census night 5/6 April 1981 in this establishment; and everyone who arrives in this establishment on Monday 6 April before the forms are collected and who has not been included as present on a Census form elsewhere.

Do not list the names of any non-resident staff/personnel who happen to be on duty in your premises on Census night.

The Enumerator will supply further forms if you need them.

You may start drawing up the list in advance of Census day, but before collection by the Enumerator you must bring it up to date.

Distribution of Individual forms ('I' forms in England; 'Iw' forms in Wales)

An Individual form is required to be completed for each person listed; where a person is incapable of making a return, you must arrange for a form to be completed on his or her behalf.

Before you issue each form, enter the name of the establishment in the appropriate panel on the form (a rubber stamp may be used).

Please issue an envelope to any person who wishes to make their return undersealed cover.

Collection of the forms

Please fill in and sign the panel below and have all the completed forms ready for collection by the Enumerator who will call on Monday 6 April or shortly thereafter.

To be completed by the Enumerator		
Census District	Enumeration District	Form No.
Name and address of the establishment		
.....		
.....		
.....		
.....		
Post code		

To be completed by the Manager, Chief Resident Officer, Commanding Officer or other person in charge	
If more than one 'L' form is used you need complete this panel on only the first form.	
Type of establishment	
..... 'L' forms for this establishment are complete with the names of all people present as defined above.	
..... 'I' or 'Iw' forms have been collected.	
Hotels, boarding houses, etc only Please state the number of rooms in the establishment (including any annexes in which meals are not provided)	
Number of rooms..... Count rooms used by guests or staff for living, eating or sleeping but do not include storerooms, offices, kitchens, bathrooms, closets.	
Signature	Date
..... (Manager, Chief Resident Officer, Commanding Officer or other person in charge)	

List the names of all people present, that is:

everyone who spends Census night 5/6 April 1981 in this establishment; and everyone who arrives in this establishment on Monday 6 April before the forms are collected and who has not been included as present on a Census form elsewhere.

Please put a tick in the appropriate column when you issue each form and when you collect it.

Name	'I' or 'Iw' form	
	Issued	Collected
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Name	'I' or 'Iw' form	
	Issued	Collected
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