1965 No. 1262 (S. 53)

CENSUS

The Census (Scotland) Regulations 1965

Made - - - -	14*th June* 1965
Laid before Parliament	18*th June* 1965
Coming into Operation	19*th June* 1965

In exercise of the powers conferred on me by section 3(1), as read with section 9, of the Census Act 1920(a), and of all other powers enabling me in that behalf, I hereby make the following regulations:—

PART I

PRELIMINARY

Citation and Commencement

1. These regulations may be cited as the Census (Scotland) Regulations 1965, and shall come into operation on 19th June 1965.

Interpretation

2.—(1) In these regulations, unless the context otherwise requires—

"the Act" means the Census Act 1920;

"the Act and regulations" means the Act, these regulations and any other regulations made under the Act;

"census" means the census directed to be taken by the Census Order 1965(b) (hereinafter referred to as the Census Order);

"census day" means 24th April 1966;

"census district" means a district designated as a census district in a scheme of division having effect for the time being under regulation 3 of these regulations;

"census night" means the night beginning on census day and ending on the following day;

"census officer" means an officer appointed under regulation 5 of these regulations;

"enumeration district" means a district designated as an enumeration district in a scheme of division having effect for the time being under regulation 4 of these regulations;

"enumerator" means an officer appointed under regulation 6 of these regulations;

"prescribed person" means a person required by the Census Order to make a return;

(a) 10 & 11 Geo. 5. c. 41. (b) S.I. 1965/983 (1965 I, p. 2426).

" Registrar General " means the Registrar General of births, deaths and marriages in Scotland; and

" the sampling arrangements " means arrangements made by the Registrar General under article 3(*b*) of the Census Order.

(2) The Interpretation Act 1889(a) shall apply for the interpretation of these regulations as it applies for the interpretation of an Act of Parliament, and as if these regulations and the regulations hereby revoked were Acts of Parliament.

PART II

PROVISIONS FOR TAKING A CENSUS

Census Districts

3.—(1) The Registrar General may cause to be prepared a scheme for the division of Scotland into census districts.

(2) The census districts shown in any such scheme shall, until the scheme is superseded by a further scheme, be census districts for the purpose of the census.

Enumeration Districts

4.—(1) The Registrar General may cause to be prepared a scheme for the division of each census district into enumeration districts.

(2) The enumeration districts shown in any such scheme shall, until the scheme is superseded by a further scheme, be enumeration districts for the purpose of the census.

Census Officers

5. For the purpose of the census the Registrar General may appoint for any census district a census officer who shall perform in that district the duties assigned to him under the Act and regulations.

Enumerators

6. For the purpose of the census the Registrar General may appoint or authorise a census officer to appoint, for any enumeration district, an officer who shall perform in that district the duties of an enumerator under the Act and regulations.

Undertakings

7. Every census officer and enumerator, and every person assisting any such officer or enumerator in the performance of his duties, shall:—

(*a*) in the case of a census officer, when the Registrar General directs, and

(*b*) in any other case, before he acts as, or performs any duties as, enumerator or assistant,

grant an undertaking in the form set out in Schedule 1 to these regulations or a form substantially to the like effect, faithfully to perform his duties under the Act and regulations.

(a) 52 & 53 Vict. c. 63.

Forms of return

8. Every return made by a prescribed person shall be made on the form prescribed by Part III of these regulations which is appropriate in his case, and a prescribed person shall comply with any instructions contained in or delivered to him with that form.

Provision of forms, etc., for enumerators

9. Every census officer shall enter in the enumeration books provided for the purpose of the census by the Registrar General such particulars as the Registrar General may require, and shall, before census day—

(*a*) if he is a census officer for a census district in any of the areas specified in Schedule 3 to the Census Order, provide every enumerator appointed to act for an enumeration district within his census district with an enumeration book and a sufficient number of forms of return and such other forms as may be necessary for the purpose of the census; and

(*b*) if he is a census officer for any census district elsewhere in Scotland, provide every enumerator appointed to act for an enumeration district within his census district with an enumeration book showing the addresses within the enumeration district which have been selected under the sampling arrangements, a sufficient number of forms of return, and such other forms as may be necessary for the purpose of the census.

Delivery of forms of return

10.—(1) The enumerator shall, on such date or dates or within such period as may be specified by the Registrar General, deliver the appropriate forms of return in accordance with the succeeding paragraphs of this regulation and, on delivering each form, shall enter thereon and in the enumeration book such particulars as the Registrar General may require.

(2) The enumerator for any enumeration district in any of the areas specified in Schedule 3 to the Census Order shall deliver to the head, or person for the time being acting as the head, of every private household within his district, the form of return No. 1 in Schedule 2 to these regulations.

(3) The enumerator for any enumeration district in any of the areas specified in Schedule 3 to the Census Order shall deliver

(*a*) to the manager, chief resident officer or other person in charge of any premises mentioned in article 6(*b*), 7(*b*) or 8(*b*) of the Census Order or, as the case may be, to the officer or other person appointed for the purpose of the census by the Government Department concerned, and

(*b*) to the captain or other person for the time being in charge of any vessel mentioned in article 9 of the Census Order

or to some responsible person acting on behalf of such manager, officer, captain or person, the number of forms of return No. 2, 4, 6, 8 or 9 in Schedule 2 to these regulations as may be appropriate.

(4) The person to whom forms of return are delivered under the last preceding paragraph, shall deliver a form of return No. 9 in Schedule 2 to these regulations to every person in the said premises or vessel after having caused to be entered on each such form the address of the premises or the name of the vessel.

(5) The enumerator for any enumeration district elsewhere than in any of the areas specified in Schedule 3 to the Census Order shall deliver to the head, or person for the time being acting as the head, of every private household

appearing to him to reside in the dwellings in his district selected under the sampling arrangements, the addresses of which are shown in his enumeration book, the form of return No. 1 in Schedule 2 to these regulations.

(6) The enumerator for any enumeration district elsewhere than in any of the areas specified in Schedule 3 to the Census Order shall deliver

(*a*) to the manager, chief resident officer or other person in charge of any premises mentioned in article 6(*b*), 7(*b*) or 8(*b*) of the Census Order or, as the case may be, to the officer or other person appointed for the purpose of the census by the Government Department concerned, and

(*b*) to the captain or other person for the time being in charge of any vessel mentioned in article 9 of the Census Order

or to some responsible person acting on behalf of such manager, officer, captain or person, the number of forms of return No. 2, 3, 5, 7 or 9 in Schedule 2 to these regulations, as may be appropriate.

(7) The person to whom forms of return are delivered under the last preceding paragraph, shall deliver a form of return No. 9 in Schedule 2 to these regulations to every person in the premises or vessel in respect of whom a return is required under the sampling arrangements, after having caused to be entered on each such form the address of the premises or the name of the vessel.

(8) The enumerator shall, if so requested by any prescribed person or by any person acting on his behalf, give such explanations as are reasonably necessary to enable the prescribed person to make a proper return.

Particulars to be obtained by enumerator

11.—(1) The enumerator shall make such enquiries as are reasonably necessary from the head, or person for the time being acting as the head, of a private household to ascertain the particulars relating to rooms and to the use of kitchen sinks, cooking stoves or ranges as set out in paragraphs 9(*a*) and 9(*d*) respectively of Schedule 2 to the Census Order and shall enter the particulars so ascertained on the form of return.

(2) Before delivering a prescribed form of return to a private household, the enumerator for any enumeration district elsewhere than in any of the areas specified in Schedule 3 to the Census Order shall make such enquiries as are reasonably necessary to establish that the private household is one in respect of which a return is required under the sampling arrangements.

Personal returns

12.—(1) Any person who is aged 16 years or over on census day, and is not a prescribed person by whom a return is to be made with respect to any other person, may make a personal return if he fulfils the conditions and complies with the procedure hereinafter prescribed, so far as applicable.

(2) Subject to the foregoing provisions of this regulation, a person claiming to make a personal return as aforesaid (hereinafter in this regulation called "the applicant") or a person acting on his behalf shall apply for a separate form of return to the enumerator, when he attends to deliver the form of return to the prescribed person who, but for the provisions of this regulation, would be required to make a return in respect of the applicant;

Provided that if the applicant cannot reasonably obtain a form of return from the enumerator he may apply in person to the census officer.

(3) The enumerator or census officer shall then issue to the applicant or the person acting on his behalf a separate form of return and shall, if so requested, give such explanations as are reasonably necessary to enable the applicant to make a proper return.

(4) The applicant shall enter on his separate form of return the required particulars in respect of himself (other than particulars relating to living accommodation or motor cars) and shall comply with any instructions contained in or delivered to him with that form, so far as they are applicable to him.

(5) The prescribed person referred to in paragraph (2) of this regulation shall enter on his form of return in respect of the applicant no particulars other than his name and the relationship in which he stands to the prescribed person and particulars with regard to any motor car owned or used by the applicant.

Collection of returns

13.—(1) Where under regulation 10(4) and 10(7) of these regulations forms of return have been delivered to a person in any premises mentioned in articles 6(*b*), 7(*b*) or 8(*b*) of the Census Order or in any vessel mentioned in article 9 of the Census Order, the person responsible for delivering the form shall collect the completed form on the day after census day or as soon after as is reasonably practicable.

(2) The enumerator shall on the day after census day, or as soon after as is reasonably practicable, collect all forms of return delivered by him and all separate returns made in accordance with the last foregoing regulation by persons within his enumeration district, and shall examine each return and satisfy himself that the entries thereon are properly and sufficiently made, and shall make all such inquiries as are reasonably necessary for that purpose.

Further duties of enumerators

14. The enumerator shall, on receiving a return, enter on it and in his enumeration book such particulars as the Registrar General may require and shall within 8 days after the census day—

(*a*) enter in the enumeration book and in all forms of return collected by him such further particulars as the Registrar General may require; and

(*b*) deliver to the census officer the enumeration book and all returns collected by him, duly completed as aforesaid.

Further duties of census officers

15.—(1) The census officer shall examine the enumeration books so delivered to him, and where it appears to him that any book is incomplete he shall require the enumerator from whom it was received to take such steps as may be reasonably necessary to complete the book and to send the book duly completed to the census officer within the period specified by the census officer for that purpose.

(2) If so required by the census officer, the enumerator shall take such steps as may be reasonably necessary to secure the completion of any insufficient return.

(3) The census officer shall, when so directed by the Registrar General, send to the Registrar General the enumeration books duly completed for all enumeration districts within his census district, together with the returns delivered to him as aforesaid.

Giving of information

16.—(1) Every prescribed person shall give to the enumerator such information as he may reasonably require for the performance of his duties under this part of these regulations, and every other person in respect of whom it is the

duty of a prescribed person to make a return shall give to that prescribed person such information as he may reasonably require for that purpose.

(2) No person shall use, publish or communicate to any other person any information given under the provisions of this part of these regulations otherwise than in accordance with these regulations.

PART III

FORMS OF RETURN FOR THE CENSUS

17. Subject to the provisions of the next succeeding regulation, the appropriate form of return to be made by a prescribed person belonging to any of the classes set out in column 1 of the table hereunder shall be the form set out in Schedule 2 to these regulations which bears the identification particulars shown opposite to the class in column 2 of the table hereunder, or a form substantially to the like effect:

Provided that the Registrar General shall cause to be inserted in every copy of forms No. 3, 5 and 7, in Schedule 2 to these regulations a number, being any number from 1 to 10 inclusive and, in all enumeration districts elsewhere than in any of the areas specified in Schedule 3 to the Census Order, such number shall designate the line in which all persons whose names are entered shall supply particulars on form of return No. 9 in Schedule 2 to these regulations.

TABLE

Column 1 *Classes of Persons*	Column 2 *Identification Particulars of Form*
(*a*) The head or person for the time being acting as the head of every private household to whom the enumerator delivers such a form.	Form No. 1 marked "H" entitled Form for private households.
(*b*) The managers or other persons in charge of any premises mentioned in Group II in Schedule 1 to the Census Order.	Form No. 2 marked "C" entitled Certification form for hotels, etc.
(*c*) The chief resident officers or other persons in charge of any premises mentioned in Group III in Schedule 1 to the Census Order elsewhere than in any of the areas specified in Schedule 3 to the Census Order.	Form No. 3 marked "L.10" entitled Listing form for hospitals, nursing homes, schools, etc.
(*d*) The chief resident officers or other persons in charge of any of the premises mentioned in Group III in Schedule 1 to the Census Order in any of the areas specified in Schedule 3 to the Census Order.	Form No. 4 marked "L.100" entitled Listing form for hospitals, nursing homes, schools, etc.

(*e*) The persons appointed for the purposes of the Census Order by the Government department responsible for any premises mentioned in Group IV in Schedule 1 to the Census Order elsewhere than in any of the areas specified in Schedule 3 to the Census Order.	Form No. 5 marked "F.10" entitled Listing form for H.M. Forces establishments etc.
(*f*) The persons appointed for the purposes of the Census Order by the Government department responsible for any premises mentioned in Group IV in Schedule 1 to the Census Order in any of the areas specified in Schedule 3 to the Census Order.	Form No. 6 marked "F.100" entitled Listing form for H.M. Forces establishments etc.
(*g*) The persons in charge of any vessel mentioned in Group V in Schedule 1 to the Census Order elsewhere than in any of the areas specified in Schedule 3 to the Census Order.	Form No. 7 marked "S.10" entitled Listing form for vessels.
(*h*) The persons in charge of any vessel mentioned in Group V in Schedule 1 to the Census Order in any of the areas specified in Schedule 3 to the Census Order.	Form No. 8 marked "S.100" entitled Listing form for vessels.
(*i*) The persons spending census night in any vessel mentioned in Group V and in any premises mentioned in Groups II, III, or IV in Schedule 1 to the Census Order.	Form No. 9 marked "P" entitled Form for making an individual or personal return.

Personal Returns

18. The form to be used in respect of a person making a personal return under regulation 12 of these regulations shall be the form No. 9 in Schedule 2 to these regulations.

PART IV

MISCELLANEOUS

Giving of instructions by Registrar General

19. The Registrar General may give to a census officer and may himself give, or authorise a census officer to give, to an enumerator such instructions or directions, whether particular or general, as he may think necessary for the due performance by census officers or enumerators of their duties under the Act and regulations, and any such instructions or directions shall be complied with by any census officer or enumerator to whom they are given.

Replacement of census officer or enumerator

20. Where a census officer or enumerator is, for reasons of health or otherwise, unfit to perform his duties under the Act and regulations, the Registrar General, and in the case of an enumerator a census officer, may appoint some fit and proper person in his place to perform such duties.

Safe custody of forms and documents

21. A person having the custody, whether on his own behalf or on behalf of any other person, of any forms of return, enumeration books or other documents containing confidential information relating to a census shall keep such forms, books and other documents in such manner as to prevent any unauthorised person having access thereto.

Revocation

22. The Census (Scotland) Regulations 1960(a) are hereby revoked.

William Ross
One of Her Majesty's Principal Secretaries of State.

St. Andrew's House,
Edinburgh, 1.
14th June 1965.

SCHEDULE 1 Regulation 7

FORM OF UNDERTAKING TO BE MADE BY CERTAIN PERSONS

I, ... being *a person appointed by the Registrar General to act as census officer for the purposes of the Census (Scotland) Regulations 1965,

*an enumerator appointed for the purposes of the census,

*an assistant employed by ..... for the purposes of the census,

hereby undertake and promise faithfully to perform the duties imposed by the Census Act 1920 and the Census (Scotland) Regulations 1965, so far as applicable to me, and to fulfil all the obligations required of me by the Act and Regulations, and I hereby state that I have read and understand the provisions hereunto annexed of section 8 of the Act and regulation 21 of the Regulations.

Signed.....

In the presence of.....

*Strike out words which do not apply.

Section 8 of the Census Act 1920 is as follows:—

" 8.—(1) If any person—

(*a*) refuses or neglects to comply with or acts in contravention of any of the provisions of this Act or any Order in Council or regulations made under this Act; or

(*b*) being a person required under this Act to make a statutory declaration with respect to the performance of his duties, makes a false declaration; or

(*c*) being a person required by any Order in Council or regulations, made under this Act to make, sign or deliver any document, makes, signs, or delivers, or causes to be made, signed or delivered a false document; or

(a) S.I. 1960/1176 (1960 I, p. 504).

(*d*) being a person required in pursuance of any such Order in Council or regulations to answer any question, refuses to answer or gives a false answer to that question;

he shall for each offence be liable on summary conviction to a fine not exceeding ten pounds.

(2) If any person—

(*a*) being a person employed in taking a census, without lawful authority publishes or communicates to any person otherwise than in the ordinary course of such employment any information acquired by him in the course of his employment, or

(*b*) having possession of any information which to his knowledge has been disclosed in contravention of this Act, publishes or communicates that information to any other person,

he shall be guilty of a misdemeanour, and shall on conviction be liable to imprisonment with or without hard labour for a term not exceeding two years or to a fine, or to both such imprisonment and fine."

Regulation 21 of the Census (Scotland) Regulations 1965 is as follows:—

"21. A person having the custody, whether on his own behalf or on behalf of any other person, of any forms of return, enumeration books or other documents containing confidential information relating to a census shall keep such forms, books and other documents in such manner as to prevent any unauthorised person having access thereto."

SCHEDULE 2 Regulation 17

FORMS OF RETURN FOR 1966 CENSUS

Form No. 1
Marked "H" entitled
Form for private households

PLEASE WRITE IN INK. Before you answer each question you should read it carefully with the notes on that question.

YOU SHOULD FILL IN A COLUMN FOR { each person alive at midnight on 24th April, 1966 who spends Sunday night 24th/25th April, 1966 (Census Night) in this household, and each person who usually lives in this household but spends Census Night elsewhere, and each person who arrives in this household before noon next day (Monday, 25th April) having spent the night travelling.

	1st Person	2nd Person	3rd Person	4th Person	5th Person	6th Person	
1. Write the **names and surname** of each person to be included; begin with the head of the household, then relatives, visitors, boarders, etc. Babies should be included. If they have not yet been given a name write 'Baby' and the surname. Do this before going on to the next question.							1.
2. What is the **relationship** of each person to the head of the household? For example, write 'Head', 'Wife', 'Son', 'Daughter-in-law', 'Visitor', 'Boarder' 'Resident domestic help'.							2.
3. If the person spends Census night here or is out on night work or arrives next morning after travelling overnight, write 'Present'. If spending the night elsewhere, whether or not arriving next morning, write 'Absent' and the address where he or she is staying on Census night. (See Notes.)							3.
4. If the person usually lives here, write 'Here'; if not, write the usual address in full. (For persons living away from home, children at boarding school, students, members of the Armed Forces, etc., see Notes.)							4.
5. If the person's **usual address one year ago** (on 24th April, 1965) was the same as that given in reply to question 4, write 'Same'; if not, write the usual address on **24th April, 1965**. For children now under one year old write 'Under one'							5.
6. If the person's **usual address 5 years ago** (on 24th April, 1961) was the same as that given in reply to question 5, write 'Same'; if not, write the usual address on **24th April, 1961**. For children now under five years old write 'Under five'.							6.
7. State the **sex** (M or F) and **date of birth** of each person.	Sex / Day / Month / Year	Sex / Day / Month / Year	Sex / Day / Month / Year	Sex / Day / Month / Year	Sex / Day / Month / Year	Sex / Day / Month / Year	7.
8. Write **'Single', 'Married', 'Widowed'**, or **'Divorced'** as appropriate. If separated and not divorced, write 'Married'							8.
9. **Birthplace.** If born in Scotland, England, Wales, or Ireland, write the name of the **town, village** or **parish** and the **county** of the mother's usual address at the time of the person's birth. If born overseas, write the name of the country of birth. (See Notes.)							9.

THE FOLLOWING QUESTIONS ARE FOR PERSONS AGED 15 AND OVER ONLY. For children under 15 please draw a line down the column from spaces 10 to 23.

10. Has the person had any **job** at any time during the **twelve months ended 23rd April, 1966**? (See Notes.) Write 'Yes' or 'No' If 'Yes' answer question 11. If 'No' go on to question 19.							10
11. Has the person had any **job** at any time during the **week ended 23rd April, 1966**? (See Notes.) Write 'Yes' or 'No' If 'Yes' answer questions 12 to 18. If 'No' go on to question 19							11.
For persons with a job in the week ended 23rd April — 12. Write the **name and business** of the person's main **employer** during the week (see Notes), but if mainly self-employed write either 'Self-employed, employs others' or 'Self-employed without employees' and also the name and nature of the business. If a trading name is used write that name							12.
13. (a) What was the person's **occupation** in the employment given in reply to question 12? Where appropriate state the material worked or dealt in and for workers at mines whether the job was mainly above or below ground (See Notes.)							13. (a)
(b) If appropriate write 'Apprentice', 'Learner' (only if in skilled craft), 'Articled clerk', 'Articled pupil', 'Student apprentice', 'Graduate apprentice' or 'Management trainee' (See Notes.) 13							(b)
14. (a) Was the job given in reply to question 13 **full-time**? (See Notes.) Write 'Yes' or 'No'							14. (a)
(b) If 'No' how many **hours**, excluding meal breaks, did the person work in that job in the week ended 23rd April? (See Notes.) 14							(b)
15. What was the full address of the **place of work** for the job given in reply to question 13? (For transport workers, building workers, dock workers, seamen, and persons with no regular place of work, see Notes.) If the work is carried on mainly at home write 'At home'. 15.							15.
16. What **method of transport** does the person normally use for the longest part, by distance, of the journey to the place of work given in reply to question 15? (See Notes.) If the person walks all or most of the way to work write 'On foot' 16.							16.
17. (a) Did the person do **any other work** for payment or profit during the week ended 23rd April, 1966 in addition to the work described in reply to questions 12 and 13? (See Notes.) Write 'Yes' or 'No'							17. (a)
(b) If 'Yes' was any of this additional work as an employee? Write 'Yes' or 'No' 17							(b)
18. Did the person have a **job** on **Monday, 18th April, 1966**? (See Notes.) Write 'Yes' or 'No' If 'Yes' go on to question 22. If 'No' answer questions 19 to 21 18.							18.
For persons who did not have a job on Monday 18th April — 19. On **Monday, 18th April, 1966** was the person— (a) **Registered** at a Ministry of Labour Employment Exchange or Youth Employment Office? Write 'Yes' or 'No'.							19. (a)
(b) Seeking work but not registered at a Ministry of Labour Employment Exchange or Youth Employment Office? Write 'Yes' or 'No'.							(b)
(c) Unable to seek work because of temporary sickness or injury? Write 'Yes' or 'No'							(c)
(d) Waiting to take up a job starting on 24th April or later? Write 'Yes' or 'No'.							(d)
(e) Wholly retired? Write 'Yes' or 'No'							(e)
(f) Not seeking work for any other reason? Please specify For example, write 'Housewife', 'Home duties', 'Permanent sickness', 'Disablement', 'Studying', 'Private means' 19							(f)
20. Write the **name and business** of the person's **last full-time employer**, but if formerly self-employed write either 'Self-employed, employs others' or 'Self-employed without employees' and also the name and nature of the business (See Notes.) For students and housewives or other persons who are occupied solely on home duties no answer need be given to this question or to question 21. 20.							20.
21. What was the person's **occupation** in the employment given in reply to question 20? Where appropriate state the material worked or dealt in and for workers at mines whether the job was mainly above or below ground (See Notes.) 21.							21.
22. Will the person be a **student** attending full-time at an educational establishment during the next term? (See Notes.) Write 'Yes' or 'No'							22.
For persons aged 18 and over — 23. (a) Has the person obtained any **degrees, diplomas, associateships** or other **professional** or **vocational qualifications** after attaining the age of 18? (See Notes.) Write 'Yes' or 'No' at I.	I / II	I / II	I / II	I / II	I / II	I / II	
(b) If 'Yes' state at II all such **qualifications** obtained, followed by the major **subject** or group of subjects in which each was obtained. (See Notes.) 23.							23.

PLEASE TURN OVER FOR QUESTIONS 24 TO 26

24. Ownership and renting

Answer 'Yes' to only one of the questions (a), (b), (c), (d), (e) or (f) or give details at (g).

Does your household occupy its accommodation (house, flat, rooms, etc.)—

(a) As owner-occupiers (including purchase by mortgage or bond)? 0

(b) By renting it with a farm, shop, or other business premises? 1

(c) By virtue of employment? . . 2

(d) By renting it from the Council or New Town Corporation or S.S.H.A.? 3

(e) By renting it unfurnished from a private landlord or company? . . . 4

(f) By renting it furnished from a private landlord or company? . . 5

(g) In some other way? Please give details—

. . . . . .

. . . . . .

Notes for special cases—

If the **accommodation is held on a long lease** which was *originally* granted for 31 years or more (for example, 99 years) write 'Yes' at (a). There are few cases of this type in Scotland. If rented in the normal way answer one of the other questions.

If you are a **crofter or smallholder** occupying your own house write 'Yes' at (a), but if the rent of the croft or smallholding includes the dwelling house write 'Yes' at (b)

If the accommodation is provided in connection with the employment of a member of your household and ceases to be provided after the employment comes to an end (e.g. tied cottage, caretaker's flat) write 'Yes' at (c) whether rent is paid or not.

If the accommodation is rented from a housing association or society other than the S.S.H.A. write 'Yes' at (e) or (f) as appropriate

25. Household amenities

In the following questions:

a **hot water tap** means a tap within the building and connected to any form of heating appliance (e.g. boiler, tank with immersion heater, geyser, etc.) which in turn is connected to a piped water supply;

a **water closet** means a flush toilet emptying into a main sewer, septic tank or cesspool. It does not include a chemical closet or earth closet.

a **fixed bath** means a bath permanently connected to a water supply and with a waste-pipe leading outside the building;

a **fixed shower** means a shower permanently connected to a water supply and with a waste-pipe leading outside the building.

(a) Has your household the use of a **hot water tap** within the building? Write 'Yes' or 'No' . . . .

(b) If 'Yes' is it shared with any other household? Write 'Yes' or 'No' .....

(c) Has your household the use of a **water closet** (W.C.) with entrance **inside** the building? Write 'Yes' or 'No' . . . .

(d) If 'Yes' is it shared with any other household? Write 'Yes' or 'No'. . .

(e) Has your household the use of a **water closet** (W.C.) with entrance **outside** the building (e.g. in the garden, backyard or lane)? Write 'Yes' or 'No' . . . .

(f) If 'Yes' is it shared with any other household? Write 'Yes' or 'No' . . . .

(g) Has your household the use of a **fixed bath** within the building? Write 'Yes' or 'No'.

(h) If 'Yes' is it shared with any other household? Write 'Yes' or 'No'. . . . . .

(i) Has your household the use of a **fixed shower** within the building? Write 'Yes' or 'No' . . .

26. Cars and garaging

(a) **How many cars, including vans,** taxed wholly or in part as private vehicles, are owned or used exclusively by you or members of your household? (See Notes below.)
If none, write 'None'. . . . . .

Notes

Include cars or vans provided or subsidised by members' employers for business or pleasure and used exclusively by members of your household.

Do not include—
cars or vans taxed wholly as goods vehicles or hackney carriages;
cars or vans owned by members of your household but not used by any member of your household;
cars or vans belonging to visitors.

(b) For each car or van entered at (a) show where it is **normally kept overnight** by writing 'Yes' at (i), (ii), (iii) or (iv), or by giving details at (v). If there are more than two vehicles give answers here for only two of them.

—	1st vehicle	2nd vehicle	
(i) In a garage or carport within the grounds of your dwelling. ('Carport' means a covered parking space.)	. . . . .	. . . . .	1
(ii) In a garage or carport elsewhere	. . . . .	. . . . .	2
(iii) Within the grounds of your dwelling but not in a garage or carport	. . . . .	. . . . .	3
(iv) On the road, street or verge	. . . . .	. . . . .	4
(v) Elsewhere—please give details			5

Declaration to be made by the head of the household or other person making the return

I declare that this form is correctly completed to the best of my knowledge and belief.

Date..... Signature.....

FOR CENSUS OFFICE USE ONLY

FOR ENUMERATOR'S USE

Census District No.	E.D. No

Area Code						Schedule No.

Name and address of person responsible for making the return:

. . . . . .

. . . . . .

. . . . . .

		ST	

For this Household		For this Household if sharing dwelling	
(a) Total number of rooms	. . .	(a) Shared rooms	. . . .
(b) Number of kitchens/sculleries	. . . . .	(b) Shared kitchens/sculleries	. . . . .
(c) Number of such kitchens/sculleries regularly used for meals	. . .	(c) Shared kitchens/sculleries used for meals	. . . .
		Cooking stove or range exclusive?	. . . .
		Kitchen sink exclusive?	. . .

CENSUS, SCOTLAND, 1966

H

Form No. 1

(Form for private households)

To the Head (or Acting Head) of the Household:

1. Please complete this form by mid-day on Monday, 25th April and have it ready for collection by the Enumerator when he calls. If you need help in filling in any part of the form, ask the Enumerator. If any of your answers seem to him to be incomplete or possibly inaccurate, he will ask you any questions necessary to enable him to complete or correct the form.

2. If you cannot hand the completed form to the Enumerator yourself, you may arrange for someone else to do it for you.

3. The information you give on the form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority. If anyone employed on the census improperly discloses information you provide, he will be liable to prosecution.

4. The legal obligation to fill in the form rests on YOU as head or acting head of the household. But each person who has to be included (see top of next page) is required to give you the information you need. If, however, any member of the household applies to the Enumerator or local Census Officer to make a separate personal return, he will not be obliged to give you information about himself; and *in relation to that person* you will need to answer questions 1 and 2 only. But any car owned or used by him should be included in your replies to question 26.

5. Where information is supplied to you—for example by a visitor or anyone not belonging to the family—you must not disclose or use it for any purpose other than filling in this form. (If you do, you will be liable to a fine of up to £10. There is also a penalty of up to £10 for refusing to fill in the form or refusing to give you information to enable you to fill it in, or for giving false information.)

6. Please start at question 1 inside. The best way is to take one question at a time, and work carefully down the form, column by column. Do not hurry.

Alex. B. Taylor,
Registrar General.

New Register House,
Edinburgh, 2.

CENSUS, SCOTLAND, 1966

NOTES FOR FORM H

Household

Any one or more persons separately occupying a house, flat, apartment, etc., or part thereof is a household for census purposes. Persons who usually have at least one meal a day while in residence are regarded as boarders and as such are part of the household. But persons who receive no meals from the household are regarded as lodgers and should obtain their own form of return from the Enumerator.

Persons to be included

(i) Everyone who usually lives in the household must be included on the census form whether they are present or absent on census night 24th/25th April.

(ii) Visitors spending census night in the household should be included, and also those who arrive on Monday morning (25th April) having spent census night travelling.

Do not include

(i) Separate households or lodgers within the dwelling if they have received their own form for completion.

(ii) Any absent family member who usually lives at another address (for example, a son who has left home and is living in lodgings or any member of the family permanently living in an institution such as an old people's home or who has lived there for the past six months).

Question 3. Present or Absent on Census Night

Write **'Present'** for—

(i) all persons who spend census night here.

(ii) members of the household who are out on night work.

(iii) anyone who arrives before mid-day on Monday having spent census night travelling.

Write **'Absent'** for household members who are spending census night away from home (other than on night work). For example, write 'Absent' for a schoolboy who lives at home during the holidays but is now away at boarding-school or for anyone temporarily away on his job, on holiday or in hospital (including a new-born baby).

For persons marked **'Absent'** write also the full postal address of the place where they are staying on census night. If the full address is not known write the name of the town or village where the person is staying. For anyone temporarily absent abroad write the name of the country.

Question 4. Usual Address

(i) For **schoolchildren, students, etc.,** who live away from home during term, give the home address and not the term time address.

(ii) For **members of the Armed Forces who live in Married Quarters** give the address of the married quarters.

For **members of the Armed Forces who do not live in Married Quarters—**

if they live on the station give the address of the station;

if they 'live out' give the living out address.

(iii) For **persons present** on census night **who live away from home during the week** give the address from which they usually go to work, but if the head of this household lives away from home during the week write 'Here' for his usual address.

(iv) For **persons with no settled address** write 'None'.

(v) For **boarders who have a settled residence with this household** write 'Here'; otherwise give their permanent address.

Question 9. Birthplace

If the mother's usual residence at the time of a person's birth is not known, give the name and address of the hospital, nursing home or actual place of birth.

If **born at sea** write 'At sea'.

Question 10. Employment

A job means any work for payment or profit. In particular it includes—

(i) Service in the **Armed Forces.**

(ii) Work on a person's **own account.**

(iii) **Part-time work,** even if only for a few hours, such as jobbing gardening or paid domestic work.

(iv) **Casual or temporary work** of any kind (for example seasonal work, week-end work and vacation work by students).

(v) Unpaid work in a **family business** including a shop or farm.

Unpaid work, other than in a family business, does not count as a job.

Question 11. With a job last week

As well as persons who attended work for pay or profit in the week before the census, the following persons also count as having 'had a job during the week ended 23rd April, 1966.

(i) Persons away from work **on holiday** if their job is waiting for them on their return.

(ii) Persons away from work because of **illness or injury** if their job is waiting for them on their return.

(iii) Persons away from work because of a **strike** or other **industrial dispute.**

(iv) Persons **temporarily laid off** work by their employers for that week.

Question 12. Employer and Employer's Business

(i) Describe the nature of the employer's business fully, avoiding abbreviations or initials. General terms such as 'Manufacturers', 'Merchants', 'Agents', 'Brokers', 'Dealers', Engineering' are not enough by themselves and further details should be given about the articles manufactured or dealt in.

(ii) **'Self-employed, employs others'** means having one or more employees who are not family workers. (A family worker is one who lives in the same household as the employer and is related to him.)

(iii) For **civil servants, local government officers and other public officials** give the name of the Government Department or Local Authority and the branch in which they are employed.

(iv) For persons employed solely in **private domestic service** there is no need to give the names of individual employers during the week; it is enough to write 'Private' in answer to this question.

(v) For persons who **changed their job during the week** give details of the job held at the end of the week.

Question 13(a). Occupation

(i) If a person's job is known in the trade or industry by a special name, use that name. Terms such as 'Scientist', 'Technician', 'Engineer', 'Machinist', 'Fitter', 'Foreman', 'Checker', should not be used by themselves. Greater detail should be given as, for example, 'Wood-working Machinist', 'Civil Engineer', 'Tool Room Foreman', etc.

(ii) For **civil servants, local government officers and other public officials,** give their rank or grade.

Question 13(b). Apprentices, Trainees

This part of the question should be answered for anyone undergoing training for a period fixed in advance and leading to recognition as a skilled worker or technician or to a recognised technical, commercial or professional qualification or managerial post. It should not be answered for a young person undergoing probationary training who has not yet entered into formal apprenticeship.

Question 14. Full-time/Part-time

14(a) In the case of employment which is normally full-time but was interrupted during the week (for example by sickness, injury, holidays, short-time workings, strikes or unfavourable weather) or was started or stopped part way through the week, write 'Yes'.

14(b) In the case of part-time workers not at work during that particular week, write 'None'.

Question 15. Place of Work

(i) For persons with **no regular place of work,** such as sales representatives, transport inspectors, certain building workers and others who do not work daily from or at a fixed address or depot, write 'No fixed place'.

(ii) For persons **working daily from or at a fixed address or depot,** such as certain transport workers, and building workers employed on a site for a long period, give the address of the depot, site or other fixed address.

(iii) For **dock workers** registered under the National Dock Labour Scheme who are in possession of a Pay Voucher Book issued by the National Dock Labour Board, give the address of the call stand or control point where they are required to prove attendance. For registered dock workers not issued with a Pay Voucher Book by the Board and other dock workers, give the name and address of the dock or wharf at which they are usually employed.

(iv) For **seamen** give the name of the ship and, if it is in the United Kingdom, the port in which it is lying, otherwise give the name of the home port.

Question 16. Transport to Work

(i) For a person using **more than one method** of transport to work give only the method by which the longest distance is travelled (for example, if the normal journey to work is one mile by bus and five miles by train, write 'Train').

(ii) For a person whose main method of transport to work is by **bus,** write either 'Public service bus' or 'Private bus' whichever is appropriate.

(iii) For a person whose main method of transport to work is by **motor cycle combination** write 'Motor cycle combination' and not 'Motor cycle'.

(iv) For a person who works **at home** write 'None'.

(v) For a person with **no fixed place** of work give the method of transport most often used for going to work.

Question 17. Other Jobs

17(a) Write 'Yes' for each person who had any other job or jobs in addition to that described in questions 12 and 13. Any additional part-time or casual work counts as another job whether it was on the person's own account or as an employee.

Question 18. Persons with a Job on Monday 18th April

See Notes to Question 11.

In the case of a person with a job on Monday but away from work for any reason, answer 'Yes'.

Answer 'No' for anyone without a job on Monday 18th April even if he or she had a job at some other time during the week ended 23rd April.

Question 19. Persons without a Job on Monday 18th April

For anyone without a job on Monday 18th April write 'Yes' to at least one of the sections (a), (b), (c), (d) or (e), or give details at (f).

Question 20—See Notes to Question 12
Question 21—See Notes to Question 13

For persons waiting to take up their first employment write 'None'.

Question 22. Students

(i) **'Student'** means full-time student but it does not include a person on day release from work to attend school or college, or a person with a job who also attends night school.

(ii) **'Educational establishment'** means a school, university, training college or any other establishment giving full-time education *except* one provided by employers for the training of their own workers (for example an apprenticeship school).

(iii) **'Next term'** means the summer term starting in April or May 1966.

Question 23. Higher Education Qualifications

(i) **Exclude** all qualifications obtained before the age of 18.

(ii) **Exclude** all qualifications normally obtained at school such as

Scottish Certificate of Education (S.C.E.)
Scottish Leaving Certificate (S.L.C.)
Higher Leaving Certificate (H.L.C.)
Senior Leaving Certificate
Leaving Certificate
General Certificate of Education (G.C.E.)—all levels
School Certificate and Higher School Certificate
Matriculation

and any other qualifications equivalent to or lower than any of these such as

Ordinary National Certificate (O.N.C.)
Ordinary National Diploma (O.N.D.)

Examples are given below of the kind of qualifications which should be included at 23 II. If you are in any doubt about any qualifications which you hold and which are not excluded as shown above, you should enter particulars.

(1) **All degrees, diplomas and associateships.** Use recognised abbreviations rather than the full names of qualifications, and write the major subject (or subject group) after each, thus:

B.Sc. (Zoology)
A.H.W.C. (Applied Chemistry)
LL.B. (Law)
Ph.D. (Spanish)
Dip. Tech. (Electrical Engineering)

For a B.Sc. or M.A. with no major subject or subject group, add (General Science) or (General Arts).

(2)(a) **All teacher training qualifications.** In the case of persons who have gained a Teacher's Certificate, provisional or final, awarded under the Teachers (Education, Training and Certification) (Scotland) Regulations, 1965, enter one of the abbreviated forms T.C. (Primary) or T.C. (Secondary) or T.C. (Further Ed.) as appropriate. Certificates awarded under the Regulations for the Preliminary Education, Training and Certification of Teachers for Various Grades of Schools (Scotland), 1931, are deemed to have equivalence as follows:

Teacher's General Certificate	T.C. (Primary)
Teacher's General Certificate with, in addition, an endorsement under Article 39 Teacher's Special Certificate Teacher's Technical Certificate	T.C. (Secondary)
Teacher's Technical Certificate awarded under Article 47	T.C. (Further Ed.)

and should be entered accordingly.

(b) In the case of a person who has gained a teaching certificate awarded outside Scotland, but which has not yet been accepted for special recognition in Scotland, enter details of the type of qualification obtained.

(c) In each case add the subject or subject group after the qualification, e.g., 'T.C. (Primary) (Primary Subjects)', 'T.C. (Secondary) (Maths.)', 'T.C. (Further Ed.) (Commercial Subjects)'.

(3) **Any other professional or vocational qualification** (not falling within (1) or (2) above) including the subject of the qualification. If the qualification consists of membership of a professional institution or body, describe it thus: 'M.R.C.P. Edin. (Medicine)', 'A.M.T.P.I. (Town Planning ': if not, give the usual description of the qualification, e.g., 'Solicitor (Law)', 'R.G.N. (Nursing)'.

Form No. 2
Marked "C" entitled
Certification form for hotels, etc.

CENSUS, SCOTLAND, 1966
C

Form No. 2

(Certification form for hotels, etc.)

For Enumerator's Use

Census District No.	E.D. No.	Number of Forms P	
		Issued	Collected
Area Code		Schedule No.	

Name and postal.....

address of the .....

establishment ....

Information to be given to the Enumerator

Nature of premises.....

Number of Rooms.....

To the Manager (or other person in charge):

1. Please read the following notes carefully. The Census depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people in your establishment. If you have any difficulties, ask the Enumerator.

Distribution of forms 'P'

2. **Please give a form 'P' to:—**

(a) **each person alive at midnight on 24th April, 1966 who spends Sunday night 24th/25th April, 1966 (Census night) in this establishment;** and

(b) **each person who arrives in this establishment before noon next day (Monday, 25th April) having spent the night travelling.**

Do not give a form to any non-resident member of the staff who happens to be present on duty on Census night.

(continued on the back)

3. Before you issue each form 'P' please enter (a rubber stamp will do) the name and address of the establishment in the appropriate panel on the form.

Completion of forms 'P'

4. Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April. Information for a child or any other person incapable of completing the form should be given by a parent or other suitable person.

Collection of forms

5. **Please assemble the completed forms 'P', complete and sign the certificate below on Monday, 25th April, and have all the material ready for collection by the Enumerator when he calls.**

6. If you cannot hand this form and the completed forms 'P' to the Enumerator yourself, you may arrange for someone else to do so on your behalf.

7. If anyone wishes, he may give you his completed form 'P' in a sealed envelope for the Enumerator.

Your legal obligations

8. You have a legal obligation to distribute the forms 'P' to the people in your establishment, to see that forms are completed for persons unable to do so, to collect the forms, to complete the certificate below and to give the Enumerator the information he needs to carry out his duties.

Disclosure of information

9. The information given on a completed census form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority. If anyone employed on the census improperly discloses information, he will be liable to prosecution.

10. You must not disclose or use the information given on the completed forms 'P'. If you do, you will be liable to prosecution and, on conviction, may be fined up to £10. There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information.

11. Thank you for helping with the census.

Alex. B. Taylor.
Registrar General.

New Register House,
Edinburgh, 2.

CERTIFICATE

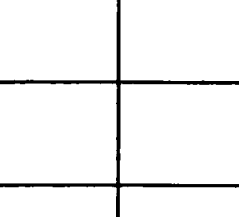
I hereby certify that the number of persons who spent the night of 24th/25th April, 1966 in this establishment or who arrived before noon on Monday, 25th April, having spent the night travelling was.....*

Date..... Signature.....

Position in establishment.....

* Insert here the appropriate number of persons

Form No. 3
Marked "L.10" entitled
Listing form for hospitals, nursing homes, schools, etc.



CENSUS, SCOTLAND, 1966
L.10
Form No. 3

(Listing form for hospitals, nursing homes, schools, etc.)

For Enumerator's Use

Census District No.	E.D. No.	Number of Forms 'P' Issued	Number of Forms 'P' Collected

Area Code				Schedule No.		

Name and postal address of the establishment .....

Information to be given to the Enumerator

Nature of premises .....

To the Chief Resident Officer or other person in charge:

1. This is a sample census. Its success depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people in your establishment. The following notes tell you how the selection and enumeration of one person in every ten in your establishment should be made. Please follow these notes carefully, otherwise the sample will not give a representative picture of the whole and the census results will be impaired. If you have any difficulties, ask the Enumerator.

Listing of names

2. The first stage is to list the names of—

(a) **each person alive at midnight on 24th April, 1966 who spends Sunday night 24th/25th April, 1966 (Census night) in this establishment;** and

(b) **each person who arrives in this establishment before noon next day (Monday, 25th April) having spent the night travelling.**

Names of resident members of the staff (including yourself and your or their families if resident) should be entered in Part 1 overleaf. Names of all other persons (for example, patients, students, inmates) should be entered in Part 2. Exclude, however, the persons referred to in paragraph 3 below.

3. The Enumerator will give you a list of any private households within your establishment which have been given a separate chance of inclusion in the sample census. The names of persons comprising such house-

(continued on the back)

Part 1 (L.10)

Sample line No.....

For Enumerator's Use						
Area Code				Schedule No.		

LIST OF RESIDENT MEMBERS OF THE STAFF (including yourself and your or their families if resident) PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966, including staff and their families who arrive in this establishment before noon on Monday, 25th April, having spent the night travelling but excluding the persons referred to in paragraph 3 of the notes.

Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

For Part 2 see overleaf

holds should not be entered on your list nor should the names of non-resident members of the staff of the establishment who happen to be present on duty on Census night.

4. For each list (i.e. Part 1 or Part 2) write the name of the first person in the space in column A line 1 and continue listing on succeeding lines in column A. When that column is complete go on to column B and so on. If necessary continue listing in the same way on supplementary forms which will be provided by the Enumerator.

5. Enter one person's surname and initials in each space. For new-born babies write 'Baby' and the surname.

6. Names should be entered systematically from any records you may have, such as staff registers, alphabetical lists or hospital ward lists.

7. You may start drawing up the lists in advance of Census day but before the lists are collected by the Enumerator you should bring them up to date by

(a) *deleting* from them the names of any persons who died before midnight on 24th April, 1966 or who did not, after all, spend that night (24th/25th April, 1966) in the establishment, and

(b) *adding* the names of any new arrivals, or of any children born before midnight on the 24th April, 1966.

If a name is deleted do not substitute another name. If a name is added use the first vacant space on Part 1 or Part 2 as appropriate.

Distribution and completion of forms 'P'

8. **The number of the sample line is shown at the top of each Part 1 and Part 2.** (Note that the sample line number on Part 1 may differ from that on Part 2.) **You should give a form 'P' to each person whose name occurs on that line.** (If, for example, the sample line number for a Part 1 is 6, you will give a form 'P' to each staff member etc. whose name occurs on line 6 on that Part 1.) Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April. Where a person is unable to complete the form, perhaps for reasons of age or illness, you should complete it on their behalf. In the case of establishments such as mental hospitals or old people's homes most of the information required will be available in the establishment's records.

9. Before you issue each form 'P' please enter (a rubber stamp will do) the name and address of the establishment in the appropriate panel on the form.

Collection of the forms

10. **Please assemble the completed forms 'P', complete and sign the certificate below on Monday, 25th April, and have all the material ready for collection by the Enumerator when he calls.**

11. If you cannot hand this form and the completed forms 'P' to the Enumerator yourself, you may arrange for someone else to do so on your behalf.

12. If anyone wishes, he may give you his completed form 'P' in a sealed envelope for the Enumerator.

Your legal obligations

13. You have a legal obligation to list the names of the people in your establishment, to distribute the forms 'P' to the appropriate persons and collect them on completion, to see that forms are completed for persons unable to do so, to complete the certificate below and to give the Enumerator the information he needs to carry out his duties.

Disclosure of information

14. The information given on a completed census form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority. If anyone employed on the census improperly discloses information, he will be liable to prosecution.

15. You must not disclose or use the information given on the completed forms 'P'. If you do, you will be liable to prosecution and, on conviction, may be fined up to £10. There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information.

16. Thank you for helping with the census.

Alex. B. Taylor,
Registrar General.

New Register House,
Edinburgh, 2.

CERTIFICATE

I hereby certify that this form L.10 *and the other*.....* *forms L.10 relating to this establishment* is/are complete with the names of all persons (excluding any non-resident staff and any private households excluded on the instructions of the Enumerator) who were alive at midnight on 24th April, 1966 and spent the night of 24th/25th April, 1966 in this establishment or who arrived before noon on Monday, 25th April, having spent the night travelling.

Date..... Signature.....

Position in establishment.....

* Insert the appropriate number.

If only one form L.10 is used delete the words in italics.

If more than one form L.10 is used you need complete this certificate only on the first form L.10.

Part 2 (L.10)

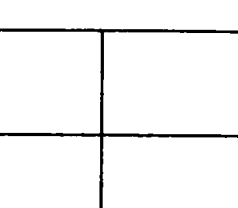
Sample line No.....

LIST OF PERSONS (excluding resident members of the staff and their families) PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966, or who arrive in this establishment before noon on Monday, 25th April, having spent the night travelling.

Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Form No. 4
Marked "L.100" entitled
Listing form for hospitals, nursing homes, schools, etc.



CENSUS, SCOTLAND, 1966
L.100
Form No. 4
(Listing form for hospitals, nursing homes, schools, etc.)

For Enumerator's Use

Census District No.	E.D No.	Number of Forms P	
		Issued	Collected

Area Code	Schedule No.

Name and postal address of the establishment . . . . . .

Information to be given to the Enumerator

Nature of premises . . . . . .

To the Chief Resident Officer or other person in charge:

1. Please read the following notes carefully. The Census depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people in your establishment. If you have any difficulties, ask the Enumerator.

Listing of names

2 The first stage is to list the names of—

(a) **each person alive at midnight on 24th April, 1966 who spends Sunday night 24th/25th April, 1966 (Census night) in this establishment**; and

(b) **each person who arrives in this establishment before noon next day (Monday, 25th April) having spent the night travelling.**

Names of resident members of the staff (including yourself and your or their families if resident) should be entered in Part 1 overleaf. Names of all other persons (for example, patients, students, inmates) should be entered in Part 2. Exclude, however, the persons referred to in paragraph 3 below.

3. **Do not include—**

(a) the names of persons comprising separate private households (i.e. persons occupying separate residential quarters within the establishment or grounds who have their own cooking facilities and do not regularly use the communal catering provided by this establish-

(continued on the back)

ment): such households will be dealt with separately by the Enumerator who may require to seek your advice in identifying such households; and

(b) non-resident members of the staff who happen to be present on duty on Census night.

4 For each list (i.e. Part 1 or Part 2) write the name of the first person in the space in column A line 1 and continue listing on succeeding lines in column A. When that column is complete go on to column B and so on If necessary continue listing in the same way on supplementary forms which will be provided by the Enumerator.

5. Enter one person's surname and initials in each space. For new-born babies write 'Baby' and the surname.

6 Names should be entered systematically from any records you may have such as staff registers, alphabetical lists or hospital-ward lists.

7. You may start drawing up the lists in advance of Census day but before the lists are collected by the Enumerator you should bring them up to date by

(a) *deleting* from them the names of any persons who died before midnight on 24th April, 1966, or who did not, after all, spend that night (24th/25th April, 1966) in the establishment, and

(b) *adding* the names of any new arrivals, or of any children born before midnight on the 24th April, 1966.

If a name is *deleted* do not substitute another name. If a name is *added* use the first vacant space on Part 1 or Part 2 as appropriate.

Distribution and completion of forms 'P'

8 **You should give a form 'P' to each person whose name you have listed.** Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April Where a person is unable to complete the form, perhaps for reasons of age or illness, you should complete it on their behalf. In the case of establishments such as mental hospitals or old people's homes most of the information required will be available in the establishment's records.

9. Before you issue each form 'P' please enter (a rubber stamp will do) the name and address of the establishment in the appropriate panel on the form

Collection of the forms

10. **Please assemble the completed forms 'P', complete and sign the certificate below on Monday, 25th April, and have all the material ready for collection by the Enumerator when he calls.**

11. If you cannot hand this form and the completed forms 'P' to the Enumerator yourself, you may arrange for someone else to do so on your behalf.

12 If anyone wishes, he may give you his completed form 'P' in a sealed envelope for the Enumerator.

Your legal obligations

13 You have a legal obligation to list the names of the people in your establishment, to distribute the forms 'P' to the appropriate persons and collect them on completion, to see that forms are completed for persons unable to do so, to complete the certificate below and to give the Enumerator the information he needs to carry out his duties.

Disclosure of information

14. The information given on a completed census form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority. If anyone employed on the census improperly discloses information, he will be liable to prosecution.

15. You must not disclose or use the information given on the completed forms 'P'. If you do, you will be liable to prosecution and, on conviction, may be fined up to £10. There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information

16 Thank you for helping with the census

Alex. B Taylor,
Registrar General

New Register House,
Edinburgh, 2.

CERTIFICATE

I hereby certify that this form L.100 *and the other* . . . . . * *forms L.100 relating to this establishment is/are* complete with the names of all persons (excluding any non-resident staff and any persons who formed separate private households) who were alive at midnight on 24th April, 1966 and spent the night of 24th 25th April, 1966 in this establishment or who arrived before noon on Monday, 25th April, having spent the night travelling.

Date . . . . . Signature . . . . . .

Position in establishment. . . . . .

* Insert the appropriate number.

If only one form L.100 is used delete the words in italics.

If more than one form L.100 is used you need complete this certificate only on the first form L 100.

Part 1 (L.100)

For Enumerator's Use	
Area Code	Schedule No.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

For Part 2 see overleaf

LIST OF PERSONS (excluding resident members of the staff and their families) PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966, or who arrive in this establishment before noon on Monday, 25th April, having spent the night travelling.

Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Form No. 5
Marked "F.10" entitled
Listing form for H.M. Forces establishments etc.

Sample line No.....

For Enumerator's Use	
Area Code	Schedule No.

LIST OF PERSONS PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966,
including persons who arrive before noon on Monday, 25th April, having spent the night travelling but excluding the persons referred to in paragraph 4 of the notes.
Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Continue listing overleaf if necessary

lines in column A When that column is complete go on to column B and so on. If necessary continue listing in the same way on supplementary forms. Enter one person's surname and initials in each space.

7. You may start drawing up the list in advance of Census day but before it is collected you should bring it up to date by

(a) *deleting* from it the names of any persons who died before midnight on 24th April, 1966, or who did not, after all, spend that night (24th 25th April, 1966) in the premises, and
(b) *adding* the names of any new arrivals.

If a name is *deleted* do not substitute another name If a name is *added* use the first vacant space on the list.

Distribution and completion of forms 'P'

8. The number of the sample line is shown at the top of the listing part of each form F.10. You should give a form 'P' to each person whose name occurs on that line. (If, for example, the sample line number for an F 10 is 6, you will give a form 'P' to each person whose name occurs on line 6 on that form F.10.) Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April Where a person is unable to complete the form, for example because of illness, you should complete it on their behalf.

9. Before you issue each form 'P' you should enter (a rubber stamp will do) the name and address of the establishment in the appropriate panel on the form

10. As indicated on the form 'P' members of the Armed Forces who are enumerated in a barracks, station etc., should answer only questions 1, 7, 8, 9, 12, 13 and, where appropriate, 23

Collection of the forms

11. You should assemble the completed forms 'P', complete and sign the panel below, and have all the material ready for collection by the Enumerator when he calls.

12. Anyone who has completed a form 'P' may, if he wishes, give you the completed form in a sealed envelope for delivery to the Enumerator.

Your legal obligations

13. You have a legal obligation to list the names of the people in your establishment, to distribute the forms 'P' to the appropriate persons and collect them on completion, to see that forms are completed for persons unable to do so, and to give the information asked for below.

Disclosure of information

14 The information given on a completed census form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority If anyone employed on the census improperly discloses information, he will be liable to prosecution

15 You must not disclose or use the information given on the completed forms 'P' If you do, you will be liable to prosecution and, on conviction, may be fined up to £10 There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information.

16. Thank you for helping with the census.

Alex. B. Taylor,
Registrar General

New Register House,
Edinburgh, 2.

To be completed on the first or only form F.10 by the Commanding Officer or other person responsible for making the return.

Service (state whether Navy, Marines, Army or Air Force)

.. . .

Name of depot, barracks, hospital, station or other premises

....

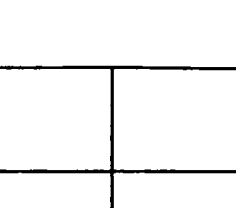
I certify that this form F.10 *and the other*..... .. .. * *forms F.10 relating to this establishment* is/*are* complete with the names of all persons (excluding non-resident personnel or civilian staff and any persons who formed private households excluded on the instructions of the Enumerator) who were alive at midnight on 24th April, 1966 and spent the night of 24th 25th April, 1966 in this establishment or who arrived before noon on Monday, 25th April, having spent the night travelling.

Date..... .... Signature.. ....

Rank..... ....

* Insert the appropriate number.

If only one form F.10 is used delete the words in italics.



CENSUS, SCOTLAND, 1966
F.10
Form No. 5
(Listing form for H.M. Forces establishments etc.)

For Enumerator's Use

Census District No.	E.D. No.	Number of Forms P	
		Issued	Collected

Area Code	Schedule No.

To the Commanding Officer or appointed person:

1. You will have been notified by Defence Council Instruction (Navy, Army or Air) of the need to complete this form and to arrange for the completion of individual forms by the appropriate persons in your establishment.

2. This is a sample census. Its success depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people in your establishment. The following notes tell you how the selection and enumeration of one person in every ten in your establishment should be made. Please follow these notes carefully, otherwise the sample will not give a representative picture of the whole and the census results will be impaired Further details of the premises and personnel to be included in the Census are given in the appropriate Defence Council Instruction (Navy, Army or Air).

Listing of names

3. The first stage is to list the names of:—

(a) **each resident officer and other rank or rating and resident civilian who is alive at midnight on 24th April, 1966 and spends Sunday night 24th/25th April, 1966 (Census night) in these premises;** and
(b) **each such person who arrives before noon next day (Monday, 25th April) having spent the night travelling.**

Exclude, however, the persons referred to in paragraph 4.

4. The Census Officer or Enumerator will give you a list of any private households which have been given a separate chance of inclusion in the sample census. The names of persons comprising such households should **not** be entered on your list nor should the names of **non-resident** personnel or civilian staff who happen to be present on duty on Census night.

5. List the names on the form overleaf and enter them systematically from your nominal roll of personnel and civilian staff.

6. Write the name of the first person in the space in column A line 1 and continue listing on succeeding

(continued on the back)

Sample line No.....

LIST OF PERSONS PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966,
including persons who arrive before noon on Monday, 25th April, having spent the night travelling but excluding the persons referred to in paragraph 4 of the notes.
Please write in ink. Before you enter the names you should read the notes.

	F	G	H	I	J
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Form No. 6
Marked "F.100" entitled
Listing form for H.M. Forces establishments etc.

For Enumerator's Use	
Area Code	Schedule No.

LIST OF PERSONS PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966,
including persons who arrive before noon on Monday, 25th April, having spent the night travelling but excluding the persons referred to in paragraph 4 of the notes.

Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Continue listing overleaf if necessary

5. List the names on the form overleaf and enter them systematically from your nominal roll of personnel and civilian staff.

6. Write the name of the first person in the space in column A line 1 and continue listing on succeeding lines in column A. When that column is complete go on to column B and so on. If necessary continue listing in the same way on supplementary forms. Enter one person's surname and initials in each space.

7. You may start drawing up the list in advance of Census day but before it is collected you should bring it up to date by

(a) *deleting* from it the names of any persons who died before midnight on 24th April, 1966, or who did not, after all, spend that night (24th/25th April, 1966) in the premises, and

(b) *adding* the names of any new arrivals.

If a name is *deleted* do not substitute another name. If a name is *added* use the first vacant space on the list.

Distribution and completion of forms 'P'

8. **You should give a form 'P' to each person whose name you have listed.** Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April. Where a person is unable to complete the form, for example because of illness, you should complete it on their behalf.

9. Before you issue each form 'P' you should enter (a rubber stamp will do) the name and address of the establishment in the appropriate panel on the form.

10. As indicated on the form 'P' members of the Armed Forces who are enumerated in a barracks, station etc., should answer only questions 1, 7, 8, 9, 12, 13 and, where appropriate, 23.

Collection of the forms

11. You should assemble the completed forms 'P' complete and sign the panel below, and have all the material ready for collection by the Enumerator when he calls.

12. Anyone who has completed a form 'P' may, if he wishes, give you the completed form in a sealed envelope for delivery to the Enumerator

Your legal obligations

13. You have a legal obligation to list the names of the people in your establishment, to distribute the forms 'P' to the appropriate persons and collect them on completion, to see that forms are completed for persons unable to do so, and to give the information asked for below.

Disclosure of information

14. The information given on a completed census form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority If anyone employed on the census improperly discloses information, he will be liable to prosecution

15. You must not disclose or use the information given on the completed forms 'P'. If you do, you will be liable to prosecution and, on conviction, may be fined up to £10. There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information.

16. Thank you for helping with the census.

Alex B Taylor,
Registrar General.

New Register House,
Edinburgh, 2.

To be completed on the first or only form F.100 by the Commanding Officer or other person responsible for making the return

Service (state whether Navy, Marines, Army or Air Force)

.....

Name of depot, barracks, hospital, station or other premises

.....

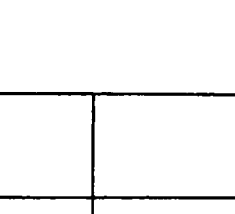
I certify that this form F.100 *and the other*.....* *forms F.100 relating to this establishment* is/*are* complete with the names of all persons (excluding any non-resident personnel or civilian staff and any persons who formed separate private households) who were alive at midnight on 24th April, 1966, and spent the night of 24th/25th April, 1966, in this establishment or who arrived before noon on Monday, 25th April, having spent the night travelling.

Date..... Signature.....

Rank.....

* Insert the appropriate number.

If only one form F.100 is used delete the words in italics.



CENSUS, SCOTLAND, 1966

F.100

Form No. 6

(Listing form for H.M. Forces establishments etc.)

For Enumerator's Use

Census District No.	E.D. No.	Number of Forms P	
		Issued	Collected

Area Code				Schedule No.

To the Commanding Officer or appointed person:

1. You will have been notified by Defence Council Instruction (Navy, Army or Air) of the need to complete this form and to arrange for the completion of individual forms by the appropriate persons in your establishment.

2. Please read the following notes carefully. The Census depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people in your establishment.

Listing of names

3. The first stage is to list the names of:—

(a) **each resident officer and other rank or rating and resident civilian who is alive at midnight on 24th April, 1966 and spends Sunday night 24th/25th April, 1966 (Census night), in these premises;** and

(b) **each such person who arrives before noon next day (Monday, 25th April) having spent the night travelling.**

Exclude, however, the persons referred to in paragraph 4.

4. **Do not include**

(a) the names of persons comprising separate private households (i.e. persons occupying separate residential quarters within the establishment who have their own cooking facilities and do not regularly use the communal catering provided by this establishment); such households will be dealt with separately by the Enumerator who may require to seek your advice in identifying such households; and

(b) non-resident personnel or civilian staff who happen to be present on duty on Census night.

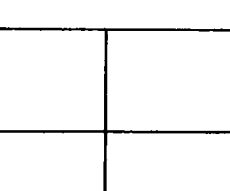
(continued on the back)

LIST OF PERSONS PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966,
including persons who arrive before noon on Monday, 25th April, having spent the night travelling but excluding the persons referred to in paragraph 4 of the notes.

Please write in ink. Before you enter the names you should read the notes.

	F	G	H	I	J
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Form No. 7
Marked "S.10" entitled
Listing form for vessels



CENSUS, SCOTLAND, 1966

S.10

Form No. 7

(Listing form for vessels)

TO BE FILLED IN BY THE CUSTOMS OFFICER

WHEN DELIVERING the form:

Name of vessel ..... Port of Registry .....

Place at which the form is delivered.. .....

Name of Captain or other person in charge of the vessel.. .....

Number of forms 'P' issued .....

WHEN COLLECTING the form:

Place at which the form is collected, i.e. name of town or port and of harbour, dock, wharf, mooring, etc. } .....

Number of forms 'P' collected .....

FOR CENSUS OFFICE USE

Area Code						Schedule No.

To the Captain, Master or other person in charge of a vessel which at midnight, 24th April, 1966, is in port or at moorings or anchorage in Scotland, or engaged in any coastwise or fishing voyage:

1. This is a sample census. Its success depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people on your vessel. The following notes tell you how the selection and enumeration of one person in every ten on board should be made. Please follow these notes carefully, otherwise the sample will not give a representative picture of the whole and the census results will be impaired.

Listing of names

2 The first stage is to list the names of—

(a) **each person alive at midnight on 24th April, 1966, who spends Sunday night 24th/25th April, 1966 (Census night) on board this vessel;** and

(b) **each person who arrives on board before noon next day (Monday, 25th April) having spent the night travelling.**

3. The names of ship's personnel (Captain, master, officers, crew and, if appropriate, pilot) should be entered on Part 1 overleaf. Names of passengers should be entered on Part 2.

4. For each list (i.e. Part 1 or Part 2) write the name of the first person in the space in column A line 1, and continue listing on succeeding lines in column A. When that column is complete go on to column B and so on If necessary continue listing in the same way on supplementary forms.

5. Enter one person's surname and initials in each space. For new-born babies write 'Baby' and the surname.

(continued on the back)

6. Names should be entered systematically Those of the crew should be entered in the order in which they appear in the ship's articles, and names of the passengers in order of cabin or bunk number, or in the order in which they appear on the passenger list.

7. You may start drawing up the lists in advance of Census day but before they are collected or sent in (as appropriate) you should bring them up to date by

(a) *deleting* from them the names of any persons who died before midnight on 24th April, 1966, or who did not, after all, spend that night (24th/25th April, 1966) on board, and

(b) *adding* the names of any new arrivals, or of any children born before midnight on the 24th April, 1966.

If a name is *deleted* do not substitute another name. If a name is *added* use the first vacant space on Part 1 or Part 2 as appropriate.

Distribution and completion of forms 'P'

8. **The number of the sample line is shown at the top of each Part 1 and Part 2.** (Note that the sample line number on Part 1 may differ from that on Part 2) **You should give a form 'P' to each person whose name occurs on that line.** (If, for example, the sample line number for a Part 1 is 6, you will give a form 'P' to each person whose name occurs on line 6 on that Part 1.) Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April Where a person is unable to complete the form, perhaps for reasons of age or illness, you should complete it on their behalf.

9 Before you issue each form 'P' please enter (a rubber stamp will do) the name of the vessel in the appropriate panel on the form.

Collection of the forms

10. **Please assemble the completed forms 'P', complete and sign the panel below on Monday, 25th April, and have all the material ready for the appointed officer** who will apply for it at the port at which the vessel is lying, or at which she next arrives in the course of the voyage.

11. If you cannot hand over this form and the completed forms 'P' yourself, you may arrange for someone else to do so on your behalf The forms can, if you wish, be put in a sealed envelope for the appointed officer. Similarly, if anyone wishes to do so he may give you his completed form 'P' in a sealed envelope for the appointed officer

12 If the vessel, having been in port or at moorings or anchorage in Scotland at midnight, 24th April, 1966 leaves on a voyage before the forms are collected and is not expected to put in at any port in the United Kingdom, the Channel Islands or the Isle of Man until after the 16th May, 1966 you should send the forms by post from the first port at which the vessel touches. The package should be addressed to 'The Registrar General, Census Office, 35 Station Road, Corstorphine, Edinburgh, 12'.

Your legal obligations

13 You have a legal obligation to list the names of the people on board your vessel, to distribute the forms 'P' to the appropriate persons and collect them on completion, to see that forms are completed for persons unable to do so, and to complete the panel below.

Disclosure of information

14 The information given on a completed census form will be treated as confidential and used only for compiling statistics No information about named individuals will be passed by the Census Office to any other Government Department or any other authority If anyone employed on the census improperly discloses information, he will be liable to prosecution

15. You must not disclose or use the information given on the completed forms 'P' If you do, you will be liable to prosecution and, on conviction, may be fined up to £10 There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information

16. Thank you for helping with the census

Alex B Taylor.
Registrar General

New Register House,
Edinburgh, 2

To be completed by the Captain, Master or other person in charge.

(a) If the vessel was in port or at moorings or anchorage in Scotland at midnight on 24th April, 1966, state port, moorings etc

(b) If the vessel was on a coastwise or fishing voyage at midnight on 24th April, 1966, write 'On coastwise voyage' or 'On fishing voyage' as appropriate.

(c) If neither (a) nor (b) is applicable state the circumstances

I certify that this form S.10 *and the other forms S.10 relating to this* vessel is *are* complete with the names of all persons who were alive at midnight on 24th April, 1966 and spent the night 24th/25th April, 1966 on board this vessel or who arrived before noon next day (Monday, 25th April) having spent the night travelling

Signature

Date

Insert the appropriate number
If only one form S.10 is used, delete the words in italics

If more than one form S.10 is used you need complete this panel only on the first form S.10

For Part 2 see overleaf

Sample line No. ..... Part 1 (S.10)

For Census Office Use		
Area Code		Schedule No.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

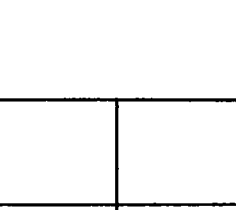
LIST OF PASSENGERS PRESENT ON CENSUS NIGHT, 24th 25th APRIL, 1966, including passengers who arrive on board before noon on Monday, 25th April, having spent the night travelling.

Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Form No. 8
Marked " S.100 " entitled
Listing form for vessels

Form No. 9
Marked "P" entitled
Form for making an individual or personal return



CENSUS, SCOTLAND, 1966
S.100
Form No. 8
(Listing form for vessels)

TO BE FILLED IN BY THE CUSTOMS OFFICER

WHEN DELIVERING the form:

Name of vessel..... . Port of Registry.... .

Place at which the form is delivered.... .....

Name of Captain or other person in charge of the vessel. .

Number of forms 'P' issued.....

WHEN COLLECTING the form:

Place at which the form is collected, i.e. name of town or port and of harbour, dock, wharf, mooring, etc. .....

Number of forms 'P' collected..... .....

FOR CENSUS OFFICE USE

Area Code						Schedule No.

To the Captain, Master or other person in charge of a vessel which at midnight, 24th April, 1966, is in port or at moorings or anchorage in Scotland, or engaged in any coastwise or fishing voyage.

1 Please read the following notes carefully. The Census depends on the co-operation of those taking part and you have certain legal obligations for the enumeration of the people on your vessel

Listing of names

2. The first stage is to list the names of—
   (a) **each person alive at midnight on 24th April, 1966, who spends Sunday night 24th 25th April, 1966 (Census night) on board this vessel;** and
   (b) **each person who arrives on board before noon next day (Monday, 25th April) having spent the night travelling.**

3. The names of ship's personnel (Captain, master, officers, crew and, if appropriate, pilot) should be entered on Part 1 overleaf. Names of passengers should be enterec on Part 2.

4. For each list (i e. Part 1 or Part 2) write the name of the first person in the space in column A line 1, and continue listing on succeeding lines in column A When that column is complete go on to column B and so on. If necessary continue listing in the same way on supplementary forms.

5. Enter one person's surname and initials in each space. For new-born babies write 'Baby' and the surname.

(continued on the back)

6. Names should be entered systematically. Those of the crew should be entered in the order in which they appear in the ship's articles, and names of the passengers in order of cabin or bunk number, or in the order in which they appear on the passenger list.

7. You may start drawing up the lists in advance of Census day but before they are collected or sent in (as appropriate) you should bring them up to date by
   (a) *deleting* from them the names of any persons who died before midnight on 24th April, 1966, or who did not, after all, spend that night (24th, 25th April, 1966) on board, and
   (b) *adding* the names of any new arrivals, or of any children born before midnight on the 24th April, 1966.

If a name is *deleted* do not substitute another name. If a name is *added* use the first vacant space on Part 1 or Part 2 as appropriate.

Distribution and completion of forms 'P'

8. **You should give a form 'P' to each person whose name you have listed.** Every person who receives a form 'P' is required by law to complete it and you are obliged to collect it as early as possible on Monday, 25th April. Where a person is unable to complete the form, perhaps for reasons of age or illness, you should complete it on their behalf.

9. Before you issue each form 'P' please enter (a rubber stamp will do) the name of the vessel in the appropriate panel on the form.

Collection of the forms

10. **Please assemble the completed forms 'P' complete and sign the panel below on Monday, 25th April, and have all the material ready for the appointed officer** who will apply for it at the port at which the vessel is lying, or at which she next arrives in the course of the voyage.

11. If you cannot hand over this form and the completed forms 'P' yourself, you may arrange for someone else to do so on your behalf. The forms can, if you wish, be put in a sealed envelope for the appointed officer. Similarly, if anyone wishes to do so he may give you his completed form 'P' in a sealed envelope for the appointed officer.

12. If the vessel, having been in port or at moorings or anchorage in Scotland at midnight, 24th April, 1966 leaves on a voyage before the forms are collected and is not expected to put in at any port in the United Kingdom, the Channel Islands or the Isle of Man until after the 16th May, 1966 you should send the forms by post from the first port at which the vessel touches The package should be addressed to 'The Registrar General, Census Office, 35 Station Road, Corstorphine, Edinburgh, 12'.

Your legal obligations

13. You have a legal obligation to list the names of the people on board your vessel, to distribute the forms 'P' to the appropriate persons and collect them on completion, to see that forms are completed for persons unable to do so, and to complete the panel below.

Disclosure of information

14. The information given on a completed census form will be treated as confidential and used only for compiling statistics. No information about named individuals will be passed by the Census Office to any other Government Department or any other authority If anyone employed on the census improperly discloses information, he will be liable to prosecution.

15 You must not disclose or use the information given on the completed forms 'P' If you do, you will be liable to prosecution and, on conviction, may be fined up to £10 There is also a penalty of up to £10 for refusing to deliver or fill in a census form or refusing to give information for that purpose, or for giving false information.

16. Thank you for helping with the census.

Alex B. Taylor,
Registrar General.

New Register House,
Edinburgh, 2.

To be completed by the Captain, Master or other person in charge.

(a) If the vessel was in port or at moorings or anchorage in Scotland at midnight on 24th, April, 1966, state port, moorings etc.

.....

(b) If the vessel was on a coastwise or fishing voyage at midnight on 24th April, 1966, write 'On coastwise voyage' or 'On fishing voyage' as appropriate.

.....

(c) If neither (a) nor (b) is applicable state the circumstances

.....

.....

I certify that this form S.100 *and the other* .....* *forms S.100 relating to this vessel is/are* complete with the names of all persons who were alive at midnight on 24th April, 1966 and spent the night 24th/25th April, 1966 on board this vessel or who arrived before noon next day (Monday, 25th April) having spent the night travelling.

Signature .....

Date.....

* Insert the appropriate number.
If only one form S.100 is used, delete the words in italics.

If more than one form S.100 is used you need complete this panel only on the first form S.100.

Part 1 (S.100)

For Census Office Use							
Area Code						Schedule No.	

	A	B	C	D	E
1.					
2.					
3.					
4.					
5.					
6.					
7					
8.					
9.					
10.					

For Part 2 see overleaf

LIST OF PASSENGERS PRESENT ON CENSUS NIGHT, 24th/25th APRIL, 1966, including passengers who arrive on board before noon on Monday, 25th April, having spent the night travelling.

Please write in ink. Before you enter the names you should read the notes.

	A	B	C	D	E
1					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

EXPLANATORY NOTE

(This Note is not part of the Regulations.)

The Regulations provide for the appointment of officers and for the detailed arrangements necessary for the conduct of the census directed to be taken by the Census Order 1965. The forms of return to be completed by householders, managers and other persons in charge of premises or vessels are prescribed by the Regulations and set out in Schedule 2.