

L Form For Hotels, Boarding Houses, Hospitals, Schools and Institutions, etc.

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

The census depends on the co-operation of those taking part in it and you have certain legal obligations for the enumeration of the people in your establishment. The instructions in the next column tell you how to carry out the enumeration of your establishment and should be followed carefully. If you need help, do not hesitate to ask the enumerator.

The Personal forms with which you will also have been supplied are for the individual returns to be made by each person in the establishment. To assist you in issuing and collecting them, spaces have been provided overleaf for listing the people who spend the night of the 25th/26th April at this address.

Legal obligations

You have a legal obligation to list the names of the people in your establishment, to distribute forms to them and collect the forms on completion, to see that forms are completed for persons who are incapable of completing them for themselves, and to give the enumerator the information he needs to carry out his duties.

There is a penalty of up to £50 for refusing to deliver or fill in a Census form or refusing to give information for that purpose or for giving false information.

Confidentiality

The information given on a 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 or person. If anyone in the census organisation improperly discloses information, he will be liable to prosecution.

You must not use the information given on the completed forms or disclose it to anyone other than the enumerator. If you do, you will be liable to prosecution and, on conviction, may be fined up to £50.

MICHAEL REED Director and Registrar General

Office of Population Censuses and Surveys, Titchfield, Fareham, Hants.

Ref							FOR ENUMERATOR'S	5			
	Census Dist. No.		».	Enun	n. Dist. I	No.	Form No.				
Name and address of the establishment:											
Nu Co	mber of unt rooi	rooms in ms used	hotel by gu	s and boa	arding h	ouses	eating or sleeping but hrooms, closets.				

Instructions

Listing of names

List the names of all persons present, that is-

everyone who spends Census night 25th/26th April 1971 in this establishment; and everyone who arrives in this establishment after midnight Census night but before the forms are collected and who has not been included as present on a Census form elsewhere.

Do not include in the list:

non-resident members of the staff who happen to be present on duty on Census night;

nor persons in any separate private households within the establishment, for whom the enumerator has supplied household forms.

The enumerator will supply further forms if you need them,

You may start drawing up the lists in advance of Census day, but before they are collected by the enumerator you must bring them up to date by (a) *deleting* the names of any persons who died before midnight 25th April 1971 or who did not, after all, spend Census night here, and (b) *adding* the names of any new arrivals, or children born before midnight 25th April 1971.

Distribution of personal forms*

Each person listed in accordance with the first paragraph above is required to complete a 'P' form; however, where a person is incapable of completing a form himself, you are required to make arrangements for a form to be completed on his behalf.

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

When distributing the forms, please issue to all persons who wish to return their completed forms under sealed cover the envelopes supplied to you for that purpose.

Collection of the forms

Please assemble the completed forms, fill in and sign the panel below and have all the forms ready for collection on Monday 26th April.

* 'P' forms in England; and 'Pw' forms in Wales.

Please complete the panel below
If more than one 'L' form is used you need complete this panel on only one form.
This form and the other
persons have completed forms.
Signature
Date

Everyone who spends Census night 25th/26th April 1971 in this establishment; and everyone who arrives in this establishment after midnight Census night but before the forms are collected and who has not been included as present on a Census form elsewhere.

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

Name	Form Issued	Form Collected	Name	Form Issued	Form Collected	Name	Form Issued	Form Collected
1		-	21			41		
2			22			42		
3			23			43		
4			24			44		
5			25 _			45		
6			26			46		
7			27			47		
8			28			48		
9			29			49		
10			30			50		
11	-		31			51		· · ·
12			32			52		
13			33			53		
14			34			54		
15			35			55		
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17			37			57		
18			38			58		
19			39			59		
20			40			60		