

INSTRUCTIONS

Hold this page back for guidance while filling up Columns B, C and Panel F.

- Relationship.** Column B.
1. **Visitors.** Anyone who has no more usual residence elsewhere but is described as "visitor", whether related to the Head of the Household or not.
2. **Residents.** Persons enumerated at a local, club, hotel, boarding-house, etc., at which they have a settled residence elsewhere but a more usual place of residence elsewhere, should be described as "Resident" or "Boarder", not as "Visitor".

- Usual Residence.** Column C.
1. **Visitors from abroad, unless they have a settled residence in this country, should give their full postal address in the country overseas where they normally reside.**
2. **Hotels, Boarding-Houses, etc.** For persons enumerated at a hotel, club, hotel, boarding-house, etc., at which they have a settled residence elsewhere but a more usual place of residence elsewhere, write "Here".
3. **Residence Staff, etc., who "live in".** The private house, boarding-house, or other premises where they live should be regarded as their usual residence. If enumerated at their living-in premises, write "Here". If enumerated elsewhere, their living address should be given as their usual residence.
4. **Scholars, Students, Undergraduates, etc., of a residential school, college or university, if enumerated at home, should give the address of the boarding school or college at which they usually reside during term.** University students who reside during term in lodgings in the university town should regard such lodgings as their usual residence for this purpose.
5. **Members of His Majesty's Forces on leave should give the name and address of their barracks, quarters, mess or other establishments.**

For instructions on Columns N-R see numbers 13 to 23 on the page behind.

Columns A, B and C.

- Household Arrangements.** Panel F.
1. **Piped water supply within the house** means water laid on either from the main or from a storage tank, the tap can be reached without leaving the shelter of the building or an attached covered structure. It does not include a tap on the open yard or a public standpipe.
2. **Cooking Stoves or Ranges** means any cooking stove, kitchen range, or other fixed gas and electricity used in any other kind, provided there is an oven. One or more gas-rings, hot-plates or portable electric ovens are not by themselves enough to be called a cooking stove or range.
3. **Kitchen Sink** means a sink inside the building, whether in a kitchen or not, with a drain pipe leading outside the building, and normally used for washing up, etc. It need not have water piped to it. It does not include a wash basin provided for personal toilet.
4. **Water-closet** here means a water-closet flushed by water, either from a cistern or by hand and emptying into a main sewer, septic tank or cesspit. It does not include a chemical closet or earth closet.
5. **Fixed Bath** means a bath permanently installed and connected with a waste pipe leading outside the building. It does not matter for this purpose whether there is water piped to it, or whether the room where it is installed is used only as a bathroom or not.

EXAMPLE

Piped water supply within the house	Cooking Stoves or Range	Kitchen Sink	Water Closet	Fixed Bath
S	E	E	E	None

For a household with the exclusive use of a gas cooker, a kitchen sink without a tap, and a water-closet, but drawing water from an inside tap used also by another household, and having no fixed bath, the entries would be—

1. The Head, or person acting as Head, of a private Household is required by law to make a return in this form in respect of all persons (members of the household, including visitors, employees and boarders) who are present at midnight on the night of Sunday, 8th April, 1951, in the dwelling, and all persons who arrive at the dwelling and join the household on or after Sunday, 9th April, 1951, before the collection of the schedule, and who have not been enumerated elsewhere.

Note.—Any one or more persons separately occupying a house or part of a house, flat, apartment, etc., will be regarded as a separate household for Census purposes. Persons who board with a household will be regarded as part of the household with which they board.

2. The manager or other person in charge of a hotel, club, hotel, boarding-house or common or other lodging house is required by law to make a return in this form in respect of all persons who are present at midnight on the night of Sunday, 8th April, 1951, in the establishments, and all persons who join the establishment on Monday, 9th April, 1951, before the collection of the schedule, and who have not been enumerated elsewhere.

3. Every such person is required by law to give to the person responsible for making the return such information as may be necessary to enable the return to be made. No use may, however, be made of such information by the person to whom it is given except for the purpose of making the return.

4. A person who has applied in the prescribed manner to make a separate confidential return will not be liable to give information to the Head or Manager of a household in such case the person responsible for making the return will only be liable to include in his return in respect of that person the particulars required in Columns A and B within.

5. The schedule will be called for on MONDAY, 9th APRIL, by the appointed enumerator in order that he may not be delayed it must be ready with the answers written in the proper columns early on the morning of that day. If the answers appear to be incomplete or inaccurate, the enumerator must ask any questions necessary to enable him to correct the schedule.

6. The person responsible for making the return may, if unable to deliver the schedule to the enumerator personally, arrange for some other person to do so on his behalf. If desired, the schedule may be handed to the enumerator under cover.

7. If any person whose life it is to make a return or to give information refuses to do so, or, if he gives false information, or uses otherwise than for the purpose of making the return any information given him for that purpose, he will be liable to a fine not exceeding Ten pounds.

8. The contents of the schedule are strictly confidential.

1. James Watt
2. James Watt
3. James Watt
4. James Watt
5. James Watt
6. James Watt
7. James Watt
8. James Watt
9. James Watt
10. James Watt



CENSUS, ENGLAND, 1951

SCHEDULE

Prescribed by Regulations under the Census Act, 1938, as the form to be used in England (excluding Westminster), for the purpose of returns in respect of (a) Private Households, (b) Hotels, Clubs, Boarding-houses or Common or other Lodging Houses, and (c) Other persons in respect of whom no other forms of schedule is prescribed.

This space to be filled up by the Enumerator.

No. of Registration District	No. of Registration Sub-District	No. of Enumeration District

Name of householder or other person responsible for making the return

Postal Address

NOTICE

- The Head, or person acting as Head, of a private Household is required by law to make a return in this form in respect of all persons (members of the household, including visitors, employees and boarders) who are present at midnight on the night of Sunday, 8th April, 1951, in the dwelling, and all persons who arrive at the dwelling and join the household on or after Sunday, 9th April, 1951, before the collection of the schedule, and who have not been enumerated elsewhere.
- The manager or other person in charge of a hotel, club, hotel, boarding-house or common or other lodging house is required by law to make a return in this form in respect of all persons who are present at midnight on the night of Sunday, 8th April, 1951, in the establishments, and all persons who join the establishment on Monday, 9th April, 1951, before the collection of the schedule, and who have not been enumerated elsewhere.
- Every such person is required by law to give to the person responsible for making the return such information as may be necessary to enable the return to be made. No use may, however, be made of such information by the person to whom it is given except for the purpose of making the return.
- A person who has applied in the prescribed manner to make a separate confidential return will not be liable to give information to the Head or Manager of a household in such case the person responsible for making the return will only be liable to include in his return in respect of that person the particulars required in Columns A and B within.
- The schedule will be called for on MONDAY, 9th APRIL, by the appointed enumerator in order that he may not be delayed it must be ready with the answers written in the proper columns early on the morning of that day. If the answers appear to be incomplete or inaccurate, the enumerator must ask any questions necessary to enable him to correct the schedule.
- The person responsible for making the return may, if unable to deliver the schedule to the enumerator personally, arrange for some other person to do so on his behalf. If desired, the schedule may be handed to the enumerator under cover.
- If any person whose life it is to make a return or to give information refuses to do so, or, if he gives false information, or uses otherwise than for the purpose of making the return any information given him for that purpose, he will be liable to a fine not exceeding Ten pounds.
- The contents of the schedule are strictly confidential.

GEORGE NORTH,
Registrar General.

INSTRUCTIONS

Hold this page back for guidance while filling up Columns N-R.

- Education.** Columns N and O.
13. **Column N.** Full-time at an educational establishment means such time as has no reasonably appropriate substitute opportunity for subsequent acquisition of university or other higher education.
14. **Column O.** Give the age at which full-time attendance (see Instruction 1) finally ceased even if still attending part-time. No entry is required for intervals of time for persons not following or seeking to follow a course of full-time education, or for those National Service men who intend to receive full-time education on their release.

- Occupation and Industry.** Columns P and R.
15. **Occupation.** An entry must be made in Column P for everyone aged 15 or over. For persons following an occupation for payment or profit, state fully or definitely the usual occupation by which the living is mainly earned (see Instruction 2). If the job is known in the trade or industry by a special name, use that name. Manager, foreman, etc., should give the department or branch where applicable (for example "sales manager", "manager of clothing department", etc.).
16. **Out of Work.** For a person who is out of work but seeking work, enter if satisfactory in his usual occupation and industry in Column P and R, and put "Out of Work" in Column P and R for a young person who is seeking work but never has a job, or for a person who is unemployed from following his previous occupation and seeking another, put "Have" in (a) in Column P, and "Out of Work" in R.
17. **Retired persons.** A retired person who has taken up regular work again should give the present occupation, and should not be described as "Retired".
18. **Part-times.** The description "Part-time" should never be used where the full employment or work normally occupies 35 hours a week or more.
19. **Unpaid Helpers in a Family Business.** For a member of a household who works without being engaged by the firm, without receiving a definite wage or share of the profits in a business carried on by the head of the household or other relative state the occupation in Column P, and complete Columns R and S and S' under the head of the business as employer. Do not include persons whose help is private domestic duties.
20. **Home Duties in a Family Business.** For a member of a household who works without being engaged by the firm, without receiving a definite wage or share of the profits in a business carried on by the head of the household or other relative state the occupation in Column P, and complete Columns R and S and S' under the head of the business as employer. Do not include persons whose help is private domestic duties.
21. **Children.** For a child occupying an occupation for payment or profit, for a person permanently incapacitated by illness, etc., who has never followed a definite work occupation, put "None" in Column P and leave Columns R and S blank.

- The following are not to be used by themselves: **Scientist, Technician, Civil Servant, Clerk, Examiner, Inspector, Foreman, Overlooker, Operative, Foreman, Factory Hand, Labourer, Mill-Hand, Machine Assistant, Contractor, Collector, Publican, Coal Miner, etc.**
- Labourers.** For an unskilled worker usually employed on one sort of work state also the sort of work done, for example, "Bricklayer's Labourer". If accustomed to work on several jobs, write "General Labourer" (see 13-22 below).
- Machine Operators.** Always state the kind of machine, giving its recognized name (see 5a below).
- Shopkeepers, Retail Dealers, Shop Assistants.** If wholly or mainly engaged in selling, add "Dealer" (if principal) or "Shop Assistant" or "Salesman" (if assisting), and state whether or not he is employed (or both) by himself or another, or whether, though also selling, add "Fisher". For shop assistants and salesmen in Stores with several departments, state the particular department in which engaged (see 13-22 below).
- Coal, etc., Mine Workers.** State occupation precisely and add whether above or below ground. If a hewer or gater, state whether hand or machine. (See 13-14 below).
- Farm Workers.** For everyone having regular employment at the head of the household following a definite occupation on a farm (such as busht, shepherd, cowman, tractor driver, etc.) list the occupation in Column P and R, and also the nature of the general work or management of the farm, write "Assisting father in general farm" (see 13-15 below).
- Armed Forces, Air Force.** For men and women of His Majesty's Forces on leave, state their rank in Column P, the form of the Service in Column R, "National Service" in Column S, and "Armed Forces" in Column S'. For members of the Royal Air Force, give the number of the Service in Column R, "National Service" in Column S, and "Armed Forces" in Column S'. For non-industrial civil servants, state ranks, Department and Branch in which serving.
- Employer and Employer's Business.** The particulars about employers are required solely to assist classification of the industry or service. Describe the business fully; the following terms are insufficient by themselves:—Manufacturer, Merchant, Contractor, Engineer, Designer, Draughtsman, etc. Domestic Servants. If in private service state the occupation in Column P, "None" in Column R, and "Private" in Column S. For complete Column P and R as usual for persons employed in hotels, restaurants, boarding-houses, etc.

EXAMPLES OF ENTRIES IN COLUMNS P AND R

Column P	Column R	Column S	Column S'
1. 10 Cook	(M) Housewife and Cook	(10) Cook (Domestic)	None
2. 10 General Labourer	(M) General Labourer	(10) N.C.E.	None
3. 10 Wife	(M) Housewife	(10) None	None
4. 10 Sewing Machine Operator	(M) Sewing Machine Operator	(10) Sewing Machine Operator	(10) Sewing Machine Operator
5. 10 Engineer	(M) Engineer	(10) Engineer	(10) Engineer
6. 10 Shipyard Worker	(M) Shipyard Worker	(10) Shipyard Worker	(10) Shipyard Worker
7. 10 Shipyard Worker	(M) Shipyard Worker	(10) Shipyard Worker	(10) Shipyard Worker
8. 10 Shipyard Worker	(M) Shipyard Worker	(10) Shipyard Worker	(10) Shipyard Worker
9. 10 Shipyard Worker	(M) Shipyard Worker	(10) Shipyard Worker	(10) Shipyard Worker
10. 10 Shipyard Worker	(M) Shipyard Worker	(10) Shipyard Worker	(10) Shipyard Worker

The Persons to be included in this schedule are all those who are alive at midnight on the night of Sunday, 8th April, 1951, and who, whether as members of the family or as visitors, boarders or employees—
 (1) pass the night in the dwelling of this household or in this establishment, or
 (2) arrive and are received into the household or establishment on Monday, 9th April, 1951, before the collection of the schedule, not having already been enumerated elsewhere.
 No one else may be included.

Name and Surname
 Relationship to Head of Household
 Usual Residence
 State whether "Head" or "Wife" or "Son" or "Daughter" or "Other relative" or "Visitor" or "Boarder" or "Employee" etc.
 See Instructions 1 and 2.

Sex
 If Male write "M", if Female write "F".
Age
 In years and months.
Particulars as to Marriage
 State for each married woman under age 50 included in this schedule.
 Date of Marriage
 Children born in Marriage
 Whether she has given birth to a live-born child during the last twelve months, i.e., six or after 1st April, 1950, or "None" or "Yes" or "No".
 If married more than once, state also the month and year of her first marriage at (b).
 If now, write "None" or "Yes" or "No".

Birthplace
 (1) If born in Great Britain or Northern Ireland, write the name of the County, and of the Town or Parish.
 (2) If born elsewhere, write the name of the Country, and of the State, Province or Colony, and, if born at sea, write "At sea".
Nationality
 For all persons not born in Great Britain or Northern Ireland, state present Nationality, e.g., French, German, Polish, etc., or if British, whether British by Birth or Descent, British by Naturalisation, British through Marriage, British by Registration, etc.
Education
 For all persons attending a school, university or other educational establishment for the purpose of receiving full-time education, state age at which such education ceased.
 For persons not now receiving full-time education as an educational establishment, state present, state age at which such full-time education ceased.
 See Instruction 14 for person to whom this column does not apply.
Occupation and Industry
 To be answered only in respect of persons aged 15 or over.
 Vague or indefinite terms (see Instruction 22) must not be used.
Personal Occupation
 If occupied for payment or profit, state, at (a), Precise Occupation or Calling.
 If out of work or wholly retired, state usual or former occupation, and add, at (b), "Out of work" or "Retired".
 Where the occupation is connected with Trade or Manufacture, state particular kind of work done, the Material worked in, or Article made or dealt in, if any.
 If a Profession or Service, state precise branch and nature of occupation.
 If more than one paid occupation is followed, state only that by which the living is mainly earned.
 State also, at (b), if applicable—"Apprentice" or "Artistic Pupils" (if serving as such); "Part-time" (if employed "Part-time"); "Unpaid" (if helping unpaid in the family business).
 For other persons, write "Home Duties", "School", "Medical Student", "Law Student", "Private Means", etc.
 See Instructions 15 to 22.
Employer and Employer's Business
 State, at (a), Name of Employer (person, firm, company or public body), or, if out of work or retired, of last employer.
 State, at (b), Business of Employer. Describe fully and state product or kind of service where applicable. Where the employer carries on more than one kind of business, state the main business carried on at the works or establishment where the person is employed.
 Note—For domestic services and others, in previous personal services, write only "Private".
 For an occupied person who is not in the employment of any person or company, etc., write, at (a), "Employs others" if he employs one or more persons for the purpose of his business, or "Own Account" if he works alone without paid assistance; and state, at (b), the nature of the business, unless it is the same as the occupation in Column F.
 See Instruction 23.

State the full address of each person's place of work.

Note—Persons working regularly have a department, employer's address and full name, and (where) should state the address. But persons working on a site for a long period (for example, building operations) should state the address of the site.

For a person with no regular place of work write "No fixed place."

If the work is carried on mainly at home write "At Home."

(Notice in this Column are required only for persons present throughout the period of 1951, and persons being treated as a family business. Do not enter the persons out of work or retired, or persons engaged in home duties or at school, etc.)

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S	
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							
								Years	Months	Month	Year									(a)		(b)						(a)		(b)							

To be filled up by the Head of the Household or other person making the return.

Household Arrangements for Water Supply, Cooking, etc. In each space below see Instructions 8 to 12) write "E" if in the exclusive use of this household; write "S" if shared with another household; or write "None", as the case may be.

I declare that this Schedule is correctly filled up to the best of my knowledge and belief.

To be filled up by the Enumerator.

Rooms	Males	Females	Persons

Enumerator's Initials.

Piped water supply within the house	Cooking Stove or Range	Kitchen Sink	Water Closet	Fixed Bath

Signature
 (Head of Household, Manager of Establishment, or other person responsible for making the return)