



1991 Census Scotland

L form for Communal Establishments, HM Ships or other vessels

To the Manager, Chief Resident Officer, Commanding Officer or other person in charge of a communal establishment:

To the Captain, Master, Commanding Officer or other person in charge of a vessel or HM Ship:

I am seeking your help in conducting the Census. Under the Census Act 1920 you have a legal obligation to list the names of the people in your establishment or on your vessel, to distribute forms to them and to collect the forms on completion. In a communal establishment you must also complete the 'type of establishment' panel. If you refuse to complete this form, or give false information, you may have to pay a fine of up to £400. The instructions opposite tell you what to do and should be followed carefully.

The Individual forms with which you have been supplied are for the returns to be made by or for each person who spends the night of **21-22 April** at this establishment or on board this vessel. To assist you in issuing and collecting the individual forms, spaces have been provided overleaf for listing those people.

The answers given will be treated in strict confidence and used only to produce statistics. Names and addresses will not be put in the computer; only the postcode will be entered. The forms will be kept securely within my Office and treated as confidential for 100 years.

Anyone using or disclosing census information improperly will be liable to prosecution. For example, it would be improper for you to pass on to someone else, information which you have been given in confidence on, or for completion of, an individual form.

Thank you for your co-operation.

C. M. Glennie

C M Glennie
Registrar General for Scotland

Ladywell House, Ladywell Road, Edinburgh EH12 7TF
Telephone 031-316 4172

To be completed by the Enumerator or Customs Officer

Name of Establishment/Vessel/HM Ship

For communal establishments: address of establishment

Postcode

For vessels other than HM Ships: port of registry

Place at which the form is delivered, that is: name of town or port and of harbour, dock, wharf, mooring etc.

Name of master or person in charge of vessel

For Enumerator/Census Office use

CD No. ED No. Form No.

Instructions

Listing of names

List the names of all people present, as instructed overleaf. You may start drawing up the list in advance of Census day, but before collection or despatch you must bring it up to date.

Distribution

An Individual form (I form) must be completed for each person listed. Where a person is incapable of making a return, you must arrange for a form to be completed on his or her behalf.

Before you issue each form, enter the name of the establishment or vessel in the panel at top right hand corner on the front of the Individual form (a rubber stamp may be used).

Please issue an envelope to any person who wishes to make a return under sealed cover.

For communal establishments, please give the type of establishment below.

When you have completed this form please fill in and sign the declaration overleaf.

Collection of forms

Communal Establishments

Please have all the completed forms ready for collection by the Enumerator, who will call on Monday 22nd April or soon afterwards.

Vessels other than HM Ships

Please have all of the completed forms ready for collection by the Enumerator who will call on Monday 22nd April, or return them to the Enumerator in accordance with the instructions issued at delivery.

HM Ships

Please despatch the completed forms as soon as possible after 21st April to:

General Register Office for Scotland
Ladywell House, Ladywell Road, Edinburgh EH12 7TF

Communal establishments: type of establishment

Please give a full description of the type of establishment and if the establishment caters for a specific group or groups, please describe; for example *mentally ill or handicapped, physically disabled, elderly, children, students, nurses.*

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Hospitals, homes and hostels only

- Please specify type of management: *private, voluntary (charitable), central government, local authority, housing association, health board etc.*

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- Please indicate if the establishment is registered with a local authority or health board

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Hotels or boarding houses only

Please enter the number of rooms in the establishment, including any annexes in which meals are not provided. Do not count kitchens, bathrooms, WCs, rooms used as offices or stores.

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List the names of all people present, that is:

everyone who spends Census night **21-22 April 1991** in this establishment or on board this vessel; and everyone who arrives in this establishment or on board on **Monday 22nd April** before the forms are collected by the Enumerator (or despatched in the case of HM Ships) and who was in Great Britain on Sunday but has not been included as present on another Census form.

In communal establishments do not list the names of any non-resident personnel who happen to be on duty on the premises on Census night.

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

Name	Individual form	
	Issued	Collected
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Name	Individual form	
	Issued	Collected
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Enter the number of **Individual** forms collected on this L form.

Declaration — If more than one 'L' form is used, only complete this panel on the first form

Enter the total number of '**L**' forms completed for this establishment/vessel.

Enter the total number of **Individual** forms collected (sum of all L forms).

Signature

Date

April 1991