INSTRUCTIONS

Fold this page back for guidance while filling up Columns B, C, and Panel T.

Relationship. Column B.

1. Visitors. Anyone who has a more usual residence elsewhere should be described as "Visitor", whether related to the Head of the Household or not.

2. Residents. Persons enumerated at a hotel, club, hostel, boarding-house, etc., at which they have a settled residence without a more usual place of residence elsewhere, should be described as "Resident" or "Boarder", not as "Visitor".

Usual Residence. Column C.

3. 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.

4. Hotels, Boarding-Houses, etc. For persons enumerated at a hotel, club, hostel, boarding-house, etc., at which they have a settled residence without a more usual place of residence elsewhere, write "Here".

5. Resident Staff, etc., who "live in", the private house, boarding-house, or other premises where they live in should be regarded as their usual residence. If enumerated at their living-in premises, write "Here". If enumerated elsewhere, their living-in address should be given as their usual residence.

6. 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.

7. Members of His Majesty's Forces on leave should give the name and address of their barracks, quarters, station or shore establishment.

For instructions on Columns N-R see numbers 13 to 23 on the page behind Columns A, B and C.

Household Arrangements: Panel T.

8. Piped water supply within the house means water laid on either from the mains or from a storage tank, if the tap can be reached without leaving the shelter of the building or an attached covered structure. It does not include a tap in the open yard or a public standpipe.

9. Cooking Stove or Range means any cooking stove, kitchen range, or other fixed grate using gas, electricity or any other fuel, provided there is an oven. One or more gas-ranges, hot-plates or portable electric ovens are not by themselves enough to be called a cooking stove or range.

10. 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 designed for personal toilet.

11. Watercloset here means a watercloset flushed by water, either from a cistern or by hand, and emptying into a main sewer, septic tank or cesspool. It does not include a chemical closet or earth closet.

12. 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

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

<table>
<thead>
<tr>
<th>Piped water supply within the house</th>
<th>Cooking Stove or Range</th>
<th>Kitchen Sink</th>
<th>Water Closet</th>
<th>Fixed Bath</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>None</td>
</tr>
</tbody>
</table>

CENSUS, ENGLAND, 1951

SCHEDULE

Prescribed by Regulations under the Census Act, 1950, as the form to be used in England (excluding Monmouth), 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 form of schedule is prescribed.

This space to be filled up by the Enumerator.

<table>
<thead>
<tr>
<th>No. of Registration District</th>
<th>No. of Registration Sub-District</th>
<th>No. of Enumeration District</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of household or other person responsible for making the return</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
</tr>
</thead>
</table>

NOTICE

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, 6th April, 1951, in the dwelling, and all persons who arrive at the dwelling and join the household on Monday, 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, hostel, 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 to be regarded as residents or members of the establishment for Census purposes, namely, all who are present at midnight on the night of Sunday, 6th April, 1951, in the establishment, 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 the Manager; and 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 duty it is to make a return or to give information refuses to do so, or willfully gives false information, or uses otherwise than for the purpose of making the return any information given for that purpose, he will be liable to a fine not exceeding Ten Pounds.

8. The contents of the schedule are strictly confidential.

GEORGE NORTH,
Registrar General.
### EXPLANATION OF COMPLETED SCHEDULES

**INSTRUCTIONS**
Fold this page back for guidance while filling up Columns N-M.

13. **Column N.** Full-time at an educational establishment means such time as leaves no reasonable opportunity for substantial regular employment in term-time.

14. **Column O.** Give the age at which full-time attendance (see Instruction 13) finally ceased. Even if still at school, retired persons are required for persons not following or seeking to follow an occupation for payment or profit, or for those National Servicemen who intend to resume full-time education on their release.

15. **Occupation.** An entry must be made in Column P for everyone aged 15 or over. For persons following an occupation at payment or profit, state fully and definitely the usual occupation by which the living is mainly earned (see Instruction 22). If the job is known in the trade or industry by a special name, use that name. Managers, foremen, etc., should give the department or branch in which 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 the particulars of his usual occupation and industry in Columns P and R, and put "Out of work" at (b) in Column P, but for a young person who is seeking work but has never had a job, or for a person who is incapacitated from following his previous occupation and is seeking another, put "Now unemployed" at (b) in Column P, and "Out of work" at (s) in Column 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-Time.** The description "Part-time" should not be used where the paid employment is for work normally occupies 30 hours a week or more.

19. **Unpaid Helpers in a Family Business.** For a member of a household who is chiefly occupied in giving unpaid help (i.e., without receiving any 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, adding "Unpaid Helper in the Family Business" or "Unpaid Helper in the Family Business for Household" in Column P, and "Head of the Family Business" in Column R.

20. **Homework.** For anyone chiefly occupied in unpaid domestic duties at home, write "Home Duties" in Column P and leave Columns R and S blank.

21. **Other persons without an occupation for payment or profit.** For persons permanently incapacitated by illness, etc., who have never followed any paid occupation, write "None" in Column P and leave Columns R and S blank.


23. **Particulars as to Co. Employers.** A full-time employee should be given on the same sort of work alone, and include also the sort of work done, for example, "Bricklayer's Labourer". If accustomed to work at various jobs, write "General Labourer". (See 1-3 below.)

**Machine Operators.** Always state the kind of machine, giving its recognized name, if any. (See 3-6 below.)

24. **Shopkeepers, Retail Dealers, Shop Assistants.** If wholly or mainly engaged in selling, add "Dealer" (if principal) or "Shop Assistant" or "Sales Assistant" (if assisting) and state whether the business is wholesale or retail (or both). If, however, mainly making, though also selling, add "Maker". For shop assistants and salesmen in stores with several departments, state the particular department in which engaged. (See 17-18 below.)

25. **Clerks.** Clerks, etc., in offices. State occupation precisely and add whether above or below ground, or head of a branch or office, or whether principal or subordinate. (See 7-14 below.)

26. **Farm Workers.** For everyone (including relatives of the Head of the Household) following a definite occupation on a farm (such as bailiff, shepherd, cowman, tractor driver, etc.), state that occupation. But if, for instance, a farmer's son is helping in the general work or management of the farm, write "Assisting Father in general farm work". (See 19-21 below.)

27. **Navy, Army, Air Force.** For men and women of His Majesty's Forces on leave, state their rank in Column P and the arm of the Service in Column R. "National Serviceman" should be added at (b) in Column P, if appropriate.

28. **Civil Service.** For non-industrial civil servants, state rank, Department and Branch in which serving.

29. **Employer and Employer's Business.** The particular details of employers are required solely to assist classification of the industry or service.

30. **Describe the business fully; the following terms are insufficient by themselves: Manufacture, Merchant, Agent, Broker, Factor, Dealer, Engineering, Iron Works, etc.**, etc., unless stated otherwise.

#### DOMESTIC SERVANTS

If in private service, state occupation in Column R, but write only "Private" in Column P. But complete Columns P and R as usual for persons employed in hotels, restaurants, boarding-houses, etc.

#### EXAMPLES OF ENTRIES IN COLUMNS P AND R

**Column P.**

1. (a) Dock labourer (b) Man Made and Docks and Harbour Board.
2. (b) General Labourer (a) J. H. Lodge & Co.
3. (c) Carpenter (b) A. H. Kramp & Co.
4. (d) General Mechanical Engineers (a) W. G. M. Engineers Office.
5. (e) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
6. (f) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
7. (g) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
8. (h) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.

**Column R.**

12. (a) Letter (b) N.C.B.
13. (b) Plate (c) Coal mining.
14. (c) Plant (d) Coal mining.
15. (d) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
16. (e) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
17. (f) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
18. (g) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
19. (h) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
20. (i) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
22. (k) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
23. (l) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
24. (m) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
25. (n) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
26. (o) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
27. (p) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
28. (q) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
29. (r) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
30. (s) Engineering and Metal Trades (a) T. & J. W. H. Engineers Office.
<table>
<thead>
<tr>
<th>Columns</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Name and Surname of the person to be recorded</td>
</tr>
<tr>
<td>B</td>
<td>Relationship to Head of Household</td>
</tr>
<tr>
<td>C</td>
<td>Usual Residence</td>
</tr>
<tr>
<td>D</td>
<td>Sex</td>
</tr>
<tr>
<td>E</td>
<td>Age</td>
</tr>
<tr>
<td>F</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>G</td>
<td>Death Certificate Number</td>
</tr>
<tr>
<td>H</td>
<td>Marital Status</td>
</tr>
<tr>
<td>K</td>
<td>Birthplace</td>
</tr>
</tbody>
</table>

**Notes:**
- The columns are filled in with the details of each household member.
- The instructions guide the form-filler on how to fill in the columns correctly.
- The form is used to collect demographic information about the household members.

---

**Strictly Confidential**

The persons to be included in this section are all those who have been enumerated in the household on the night of the census, except for children under the age of five who are not yet born.

---

**To be filled up by the Enumerator.**

- Household Arrangements for Water Supply, Cooking Stove, etc.
- Kitchen Sink
- Water Closet

---

**Please read the Column Headings below and the Instructions for each column.**

---

**Definitions:**
- **Household:** A group of persons who live together in the same dwelling unit and are related by blood, marriage, or adoption.
- ** Enumerator:** The person responsible for collecting and recording the information on the census form.

---

**For Instructions on columns B and C, see instructions on the reverse side of this sheet.**

---

**For Instructions on columns D, E, F, G, H, K, L, see instructions on the reverse side of this sheet.**

---

**Instructions:**
- Fill in the columns in the order of the household's usual residence.
- Use the correct format for dates and ages.
- Ensure all information is accurate and complete.

---

**Columns A and B:**
- **Name and Surname:** Enter the full name of the person to be included.
- **Relationship to Head of Household:** Specify the relationship of the person to the head of the household.

---

**Columns C and D:**
- **Usual Residence:** Enter the usual residence of the person.
- **Sex:** Indicate the sex of the person.

---

**Columns E and F:**
- **Age:** Indicate the age of the person.
- **Date of Birth:** Enter the date of birth of the person.

---

**Columns G and H:**
- **Marital Status:** Specify the marital status of the person.
- **Birthplace:** Enter the place of birth of the person.

---

**Columns I and J:**
- **Marriage Certificate Number:** Enter the number of the marriage certificate.
- **Children:** Enter the number of children.

---

**Columns K and L:**
- **Birthplace:** Enter the place of birth of the person.
- **Marriage:** Enter the number of the marriage certificate.

---

**Instructions for Columns B and C:**
- **Relationship:** Specify the relationship of the person to the head of the household.
- **Usual Residence:** Enter the usual residence of the person.

---

**Instructions for Columns D, E, F, G, H, K, L:**
- **Sex:** Indicate the sex of the person.
- **Age:** Indicate the age of the person.
- **Date of Birth:** Enter the date of birth of the person.
- **Birthplace:** Enter the place of birth of the person.
- **Marriage Certificate Number:** Enter the number of the marriage certificate.
- **Children:** Enter the number of children.
- **Birthplace:** Enter the place of birth of the person.
- **Marriage:** Enter the number of the marriage certificate.

---

**Definitions:**
- **Water Supply:** Indicate whether the household has access to water supply.
- **Cooking Stove:** Indicate whether the household has a cooking stove.
- **Kitchen Sink:** Indicate whether the household has a kitchen sink.
- **Water Closet:** Indicate whether the household has a water closet.
I declare that this Schedule is correctly filled up to the best of my knowledge and belief.

Signed: ____________________________

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