STATUTORY RULES OF NORTHERN IRELAND

2010 No. 218

CENSUS

The Census Regulations (Northern Ireland) 2010

Made - - - -	*17th June 2010*
Coming into operation	*26th July 2010*

The Department of Finance and Personnel makes the following Regulations in exercise of the powers conferred by section 3(1) of the Census Act (Northern Ireland) 1969(**1**) and now vested in it(**2**).

Citation and commencement

1. These Regulations may be cited as the Census Regulations (Northern Ireland) 2010 and shall come into operation on 26th July 2010.

Interpretation

2.—(1) In these Regulations—

"the Act" means the Census Act (Northern Ireland) 1969;

"the address register" means the register, prepared by the Registrar General, which contains the address of each household and communal establishment in Northern Ireland of which the Registrar General is aware;

"the census" means the census directed to be taken by the Census Order;

"census area" means an area created under regulation 4(2)(b);

"census area manager" means a person appointed under regulation 5(1)(b);

"census enumerator" means a person appointed under regulation 5(1)(d);

"census officer" means an officer appointed under regulation 5(1);

"the Census Order" means the Census Order (Northern Ireland) 2010(**3**);

"census team co-ordinator" means a person appointed under regulation 5(1)(c);

"communal establishment" means any establishment specified in Groups B to F of column 1 of Schedule 1 to the Census Order;

(**1**) 1969 c.8(N.I.); the relevant amendments are S.I. 1999/663, article 2(1) and Schedule 1, paragraph 15; 2004 c.33 section 261(3) and Schedule 29, paragraph 9.
(**2**) S.R.1993 No.494.
(**3**) S.R.2010 No. 195.

"communal establishment pack" means a pack containing the items specified in regulation 7(6);

"elector" means a person who elects to make an individual return in accordance with regulation 6(4);

"enumeration district" means a district created under regulation 4(1);

"household pack" means a pack containing the items specified in regulation 7(5);

"individual return envelope" means an envelope in which a completed questionnaire I4 may be sealed;

"personal census information" has the meaning given to that term in section 7(9) of the Census Act (Northern Ireland) 1969;

"prescribed person" means a person required by the Census Order to make a return or any person making a return on behalf of such a person in accordance with the Census Order;

"questionnaire identification marks" means a barcode which is unique to each particular questionnaire and the corresponding reference number which the barcode represents;

"the questionnaire tracking system" means such an electronic system as the Registrar General may provide under regulation 6(7);

"regional manager" means a person appointed under regulation 5(1)(a);

"Registrar General" means the Registrar General for Northern Ireland;

"regular individual pack" means a pack containing the items specified in regulation 7(3);

"reply-paid envelope" means an envelope which is pre-addressed and which does not require payment by the sender;

"reply-paid individual pack" means a pack containing the items specified in regulation 7(4).

(2) In these Regulations any reference to a notice, questionnaire or other information received by the Registrar General refers to it being received in person by the Registrar General, a census enumerator or other such census officer, through the post or electronically.

(3) In these Regulations a reference to a questionnaire where it is followed immediately by an identifying letter is a reference to the questionnaire which is identified by that letter and which is referred to in the table in Schedule 1 and set out in any of Schedules 2 to 4 or a questionnaire to the like effect.

Revocation

3. The Census Regulations (Northern Ireland) 2000(**4**) are revoked.

Enumeration Districts, Census Team Co-ordinator Areas and Census Areas

4.—(1) For the purposes of the census, the Registrar General shall divide Northern Ireland into enumeration districts.

(2) The Registrar General may designate—

(a) any number of adjoining enumeration districts as a census team co-ordinator area; and

(b) any number of adjoining census team co-ordinator areas as a census area.

Appointment of Officers

5.—(1) For the purpose of the census—

(**4**) S.R.2000 No. 198.

(a) the Registrar General may appoint a regional manager for Northern Ireland;

(b) the Register General or the regional manager may appoint a census area manager for any area designated under regulation 4(2)(b);

(c) the Registrar General, the regional manager or the census area manager may appoint for a census team co-ordinator area such number of census team co-ordinators as the Registrar General may specify as being necessary for that census team co-ordinator area;

(d) the Registrar General, the regional manager or the census area manager may appoint a census enumerator for each enumeration district;

(e) the Registrar General, the regional manager or the census area manager may appoint such other persons as may be necessary for the taking of the census.

(2) The persons appointed under this regulation must perform the duties assigned to them under the Act and these Regulations and must comply with any instructions issued in accordance with these Regulations.

Questionnaires

6.—(1) The duty of a prescribed person to make a return, set out in the Census Order, will only be discharged when a completed questionnaire has been received by the Registrar General.

(2) The questionnaire to be returned by a prescribed person mentioned in column (1) of the table in Schedule 1, must be the questionnaire that has the title specified in the corresponding entry in column (2) of that table and is set out under that title in Schedules 2 to 4.

(3) Each prescribed person must comply with the instructions contained in the questionnaire to be returned by them and provide such information as is requested in the questionnaire and which they are required to provide by the Census Order.

(4) A person who satisfies the conditions prescribed in article 5(5) of the Census Order and who elects, by giving notice which is received by the Registrar General, to complete an individual return may make that return on questionnaire I4.

(5) Each elector who returns questionnaire I4 must comply with the instructions contained in questionnaire I4 and provide all such information as is required in that questionnaire.

(6) Every questionnaire must have the questionnaire identification marks printed on it and in the case of each questionnaire H4 and I4 must also have an internet access code printed on it which is unique to each particular questionnaire and will be used if the prescribed person returns the information requested in the questionnaire electronically.

(7) The Registrar General may provide an electronic system for keeping records of—

(a) the questionnaire identification marks for each questionnaire;

(b) the internet access code for each questionnaire H4 and I4;

(c) the household or communal establishment to which each questionnaire has been sent or delivered in accordance with these Regulations;

(d) the circumstances of the delivery of each regular individual, reply-paid individual, household and communal establishment pack delivered by a census enumerator or other such census officer;

(e) the date on which each questionnaire received by the Registrar General was received and the means by which it was received;

(f) the date on which any record is made in accordance with regulation 11(6) or 14(7) and the prescribed person with respect to whom it was made; and

(g) any other information which the Registrar General considers may assist with the conduct of the census.

Preparation of packs

7.—(1) The Registrar General must prepare such regular individual, reply-paid individual, household and communal establishment packs in accordance with this regulation as the Registrar General considers necessary for the purpose of the census.

(2) The contents of each pack prepared in accordance with this regulation must be contained in a sealed envelope (a "delivery envelope"), through which any address printed on the questionnaire can be seen.

(3) The delivery envelope for a regular individual pack must contain—

(a) a copy of questionnaire I4;

(b) such additional information as the Registrar General considers may assist with the completion and return of questionnaire I4; and

(c) an individual return envelope.

(4) The delivery envelope for a reply-paid individual pack must contain—

(a) a copy of questionnaire I4;

(b) such additional information as the Registrar General considers may assist with the completion and return of questionnaire I4; and

(c) a reply-paid envelope.

(5) The delivery envelope for a household pack must contain—

(a) a copy of questionnaire H4;

(b) such additional information as the Registrar General considers may assist with the completion and return of questionnaire H4; and

(c) a reply-paid envelope.

(6) The delivery envelope for a communal establishment pack must contain—

(a) a copy of questionnaire CE4; and

(b) such additional information as the Registrar General considers may assist with the completion and return of questionnaire CE4.

Sending packs to households and electors by post

8.—(1) Subject to paragraph (2), the Registrar General must send a household pack to each household in the address register by post in advance of census day.

(2) The Registrar General may choose not to send a household pack by post, but instead to prepare for the relevant census team co-ordinator or other such census officer to arrange delivery of that pack in accordance with regulation 9.

(3) The Registrar General may send a reply-paid individual pack to any elector at an address in the address register by post.

(4) In respect of each pack sent in accordance with paragraph (1) or (3), the Registrar General must ensure that a record is made in the questionnaire tracking system to show that the particular household or reply-paid individual pack has been sent and the address to which it has been sent.

Delivery of packs to households and electors by hand

9.—(1) The Registrar General must issue every census team co-ordinator or other such census officer with—

(a) such household packs and reply-paid individual packs as the Registrar General considers necessary for the purpose of the census;

(b) a list that contains the addresses of each household in the address register situated within that census team co-ordinator or other such census officer's area to which a household pack must be delivered under this regulation;

(c) an enumeration record book for each enumeration district within that census team co-ordinator or other such census officer's area; and

(d) such other documents or information as the Registrar General considers necessary for the purpose of the census.

(2) The census team co-ordinator or other such census officer must designate a census enumerator or other such census officer to deliver household packs and reply-paid individual packs to each enumeration district.

(3) The census team co-ordinator or other such census officer must supply each census enumerator or other such census officer designated under paragraph (2) with a copy of the enumeration record book for their enumeration district and the census enumerator or other such census officer must then deliver—

(a) a household pack to each household occupying a dwelling, or part of a dwelling, mentioned in the enumeration record book;

(b) a reply-paid individual pack to each household that contains an elector in the census enumerator or other such census officer's enumeration district who has not already received a reply-paid individual pack and of whom the census enumerator or other such census officer has been informed by the census team co-ordinator or other such census officer; and

(c) household and reply-paid individual packs (as appropriate) to any other households or electors that are located by the census enumerator or other such census officer in their enumeration district.

(4) The census enumerator or other such census officer's duty to deliver a pack under paragraph (3) will be satisfied in respect of each household and elector if the census enumerator or other such census officer hands the pack to the householder, joint householder or, where no such person is available if the census enumerator or other such census officer—

(a) leaves a pack for the householder or joint householder with some person apparently over the age of sixteen; or

(b) where no such person is available, leaves the pack at or sends it by post to the address in the enumeration record book or the address of which the census enumerator or other such census officer was informed by the census team co-ordinator or other such census officer.

(5) In respect of each household or reply-paid individual pack delivered in accordance with this regulation the census enumerator or other such census officer must make a record in the appropriate place in the enumeration record book.

(6) Each census enumerator or other such census officer must provide the records in the enumeration record book to the census team co-ordinator or other such census officer who must make a record in the questionnaire tracking system, in accordance with directions as may be issued by the Registrar General, to show that a delivery has been made to each address.

(7) Nothing in this regulation shall prevent a census enumerator or other such census officer from being designated to deliver to more than one enumeration district.

(8) In this regulation "enumeration record book" means a book printed by the Registrar General containing—

(a) the addresses of households within an enumeration district to which a census enumerator or other such census officer must hand deliver household packs;