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WELSH STATUTORY INSTRUMENTS

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**2010 No. 1361**

**The Census (Wales) Regulations 2010**

**Delivery of packs to communal establishments by hand**

- 9.—(1) The Authority must issue every census co-ordinator with—
- (a) such communal establishment, regular and reply-paid individual packs as it considers necessary for the purpose of the census;
  - (b) a list that contains the addresses of each communal establishment situated within that co-ordinator's area to which packs must be delivered under this regulation;
  - (c) a special enumeration record book for each enumeration district within that co-ordinator's area; and
  - (d) such other documents or information as it considers necessary for the purpose of the census.
- (2) The census co-ordinator must designate a census officer to deliver communal establishment packs, regular and reply-paid individual packs to each enumeration district.
- (3) The census co-ordinator must supply each census officer designated under paragraph (2) with a copy of the special enumeration record book for their enumeration district and instruct the census officer to deliver—
- (a) a communal establishment pack to each communal establishment mentioned in the special enumeration record book;
  - (b) a sufficient number of regular and reply-paid individual packs to each of those establishments for the purpose of the census; and
  - (c) communal establishment, regular and reply-paid individual packs to any other communal establishments in their enumeration district that are located by the census officer.
- (4) The census officer's duty to deliver packs will be satisfied in relation to each communal establishment if the packs are delivered to the person for the time being in charge of the communal establishment or, where no such person is available, if the officer—
- (a) leaves them with a responsible person who claims to act on behalf of that person; or
  - (b) where no responsible person is available, leaves them at the address set out in the special enumeration record book.
- (5) The person to whom packs are delivered under paragraph (3) must hand a regular or reply-paid individual pack to—
- (a) every person who is usually resident at the premises or vessel who appears to them to be capable of completing the questionnaire; or
  - (b) to a relative or other person who will complete the questionnaire on behalf of a person who is covered by sub-paragraph (a) but is incapable of completing the questionnaire in accordance with the Census Order.
- (6) In respect of each communal establishment and regular or reply-paid individual pack delivered in accordance with this regulation, the census officer must make a record in the appropriate place in the special enumeration record book.

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

(8) Nothing in this regulation prevents a census officer from being designated to deliver to more than one enumeration district.

(9) In this regulation and in regulation 11, “special enumeration record book” (*“llyfr cofnodion cyfrifo arbennig”*) means a book printed by the Authority containing—

- (a) the addresses of each communal establishment within an enumeration district to which a census officer must hand deliver communal establishment and regular or reply paid individual packs;
- (b) the questionnaire identification marks for each questionnaire CE1 to be delivered within an enumeration district;
- (c) the questionnaire identification marks for each questionnaire I2 to be delivered to a specific communal establishment in an enumeration district; and
- (d) space for a census officer to record information about—
  - (i) any additional communal establishments located by the census officer;
  - (ii) the delivery of each communal establishment, regular and reply-paid individual pack; and
  - (iii) the collection of questionnaires.