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WELSH STATUTORY INSTRUMENTS

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**2020 No. 555**

**The Census (Wales) Regulations 2020**

**Procedure where no questionnaire or an incomplete questionnaire is received by the Authority**

16.—(1) The Authority must—

- (a) check the records in the questionnaire tracking system and produce a list of addresses for each census co-ordinator area and communal establishment co-ordinator area to which the Authority has sent or delivered a census pack or a replacement unique access code but in respect of which the Authority has not received a completed questionnaire in accordance with these Regulations;
- (b) provide to each census co-ordinator and communal establishment co-ordinator the list of addresses referred to in sub-paragraph (a) relevant to them.

(2) Each census co-ordinator and communal establishment co-ordinator must arrange respectively for census officers and communal establishment officers to use the list of addresses referred to in paragraph (1)(b) to make such enquiries as those officers think are reasonable of any person to obtain the particulars which the Census Order requires a prescribed person to provide.

(3) Where a census officer or communal establishment officer has made enquiries under paragraph (2) of a prescribed person in respect of whom no questionnaire has been received by the Authority, the officer may—

- (a) collect a completed questionnaire,
- (b) encourage a questionnaire to be completed and submitted to the Authority in accordance with these Regulations,
- (c) agree that the completed questionnaire may be submitted by post using the reply-paid envelope provided,
- (d) make such arrangements for the collection of the paper questionnaire as the officer thinks fit, or
- (e) provide a replacement unique access code or another paper questionnaire.

(4) The Authority must make a record in the questionnaire tracking system whenever it receives a completed questionnaire subsequent to the steps being taken under paragraphs (2) and (3).

(5) Where a questionnaire is received by the Authority but the questionnaire does not include some or all of the particulars which the prescribed person was required by the Census Order to provide then an appointee—

- (a) may, in accordance with any instructions issued by the Authority, make such enquiries as the appointee think are reasonable of any person to obtain the missing particulars, and
- (b) must record the answers to those enquiries which may be used for the purpose of the census.

(6) As soon as possible after an appointee has recorded the answers in accordance with paragraph (5)(b), the Authority must make an entry in the questionnaire tracking system to show that such a record has been made in respect of that prescribed person.