1971 CENSUS — ENGLAND & WALES

L Form For Hotels, Boarding Houses, Hospitals, Schools and Institutions, etc.

To the Manager, Chief Resident Officer or other person in charge:
The census depends on the co-operation of those taking part in it and you have
certain legal obligations for the enumeration of the people in your establishment.
The instructions in the next column tell you how to carry out the enumeration
of your establishment and should be followed carefully. If you need help, do not
hesitate to ask the enumerator.
The personal forms with which you will also have been supplied are for the
individual returns to be made by each person in the establishment. To assist you
in issuing and collecting them, spaces have been provided overleaf for listing the
people who spend the night of the 25th/26th April at this address.

Legal obligations
You have a legal obligation to list the names of the people in your establishment,
to distribute forms to them and collect the forms on completion, to see that forms
are completed for persons who are incapable of completing them for themselves,
and to give the enumerator the information he needs to carry out his duties.
There is a penalty of up to £50 for refusing to deliver or fill in a Census form or
refusing to give information for that purpose or for giving false information.

Confidentiality
The information given on a Census form will be treated as CONFIDENTIAL and
used only for compiling statistics. No information about named individuals will
be passed by the Census Office to any other Government Department or any other
authority or person. If anyone in the census organisation improperly discloses
information, he will be liable to prosecution.
You must not use the information given on the completed forms or disclose it
to anyone other than the enumerator. If you do, you will be liable to prosecution
and, on conviction, may be fined up to £50.

MICHAEL REED
Director and
Registrar General
Office of Population Censuses and Surveys,
Titchfield,
Fareham, Hants.

Instructions
Listing of names
List the names of all persons present, that is—
everyone who spends Census night 25th/26th April 1971 in this estab-
lishment; and everyone who arrives in this establishment after midnight
Census night but before the forms are collected and who has not been
included as present on a Census form elsewhere.

Do not include in the list:
non-resident members of the staff who happen to be present on duty on
Census night;
nor persons in any separate private households within the establishment, for
whom the enumerator has supplied household forms.

The enumerator will supply further forms if you need them.
You may start drawing up the lists in advance of Census day, but before they are
collected by the enumerator you must bring them up to date by (a) deleting the
names of all persons who died before midnight 25th April 1971 who did not,
after all, spend Census night here, and (b) adding the names of any new arrivals,
or children born before midnight 26th April 1971.

Distribution of personal forms
Each person listed in accordance with the first paragraph above is required to
complete a 'P' form; however, where a person is incapable of completing a form
himself, you are required to make arrangements for a form to be completed on
his behalf.
Before you issue each form, enter the name of the establishment in the appropriate
panel on the form; (a rubber stamp may be used).
When distributing the forms, please issue to all persons who wish to return their
completed forms under sealed cover the envelopes supplied to you for that purpose.

Collection of the forms
Please assemble the completed forms, fill in and sign the panel below and have all
the forms ready for collection on Monday 26th April.
* 'P' forms in England; and 'Pw' forms in Wales.

Ref FOR ENUMERATOR'S USE


Name and address of the establishment:


Type of establishment

Number of rooms in hotels and boarding houses

Count rooms used by guests or staff for living, eating or sleeping but
do not include store-rooms, offices, kitchens, bathrooms, closets.

Please complete the panel below
If more than one 'L' form is used you need complete this panel on only one
form.

This form and the other ............... 'L' forms for this establishment are
complete with the names of all persons present as defined above.

.............. persons have completed forms.

Signature ................................
(Manager, Chief Resident Officer or other person in charge)

Date .........................
Everyone who spends Census night 26th/27th April 1971 in this establishment; and everyone who arrives in this establishment after midnight Census night but before the forms are collected and who has not been included as present on a Census form elsewhere.

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

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