



Census Questionnaire

Housing Units

Sčítání lidu, domů a bytů
k 1.3.2001

Protection of individual data is guaranteed by the Act No. 158/99 Coll. The Czech Statistical Office shall be responsible for protection of individual data.

Model: correct datum encircle the incorrect datum

Model for writing of numbers:

0	1	2	3	4	5	6	7	8	9
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 correction

2	5
0	3

codes - do not fill in

district		census district		house No.		building No.	
dwelling No.				No. of persons in the dwelling			

Please, use a black ball-point pen for filling in the questionnaire.

1 Type of housing

dwelling emergency accommodation

mobile housing unit weekend house / cottage

2 Occupancy status of dwelling

occupied permanently (at least one person resides there permanently)

not occupied permanently for the following reasons:

- occupied temporarily - not occupied pending building

- change of user - inheritance proceedings

- used for recreation - not suitable for occupation

- reconstruction - other reason

3 Legal reason for the use of the dwelling

dwelling in own house dwelling belonging to a member of the Housing Association (newly formed during privatisation)

ownership of the dwelling

other type of free use of the dwelling caretaker's dwelling, tied dwelling

tenement dwelling *) other reason for the use of dwelling

dwelling belonging to a member of the Housing Association (formed in the 60s)

4 Floor space of the dwelling (round to a whole number)

--	--

 m²

--	--	--

 m²

--	--	--

 m²

kitchen rooms (without kitchen) other parts of the dwelling

5 Number of rooms (without kitchen)

having the area of

--

 having the area of

--	--

4 - 7,9 m² 8 m² and more

6 Location of the dwelling

basement, cellar 3rd floor

ground floor 4th floor

ground floor and 1st floor 5th - 7th floor

1st floor 8th - 11th floor

2nd floor 12th and higher floor

7 Gas

piped gas available in the housing unit no piped gas available in the housing unit

8 Water supply system

piped water in the housing unit piped water outside the housing unit no piped water

9 Hot water

source outside the building (remote) other or combined sources

electric boiler, flow heater

gas boiler, flow heater no hot water

10 Main type of heating

central heating, boiler room outside the building stove (including accumulation and direct heaters)

central heating, boiler room in the building

heating with boiler in the housing unit other or combined heating

11 Energy used for heating

energy from boiler room outside the building natural gas

coal propane, butane (LPG)

wood electricity

fuel oil, heating gas oil other type (solar, wind energy)

12 Bathroom (shower)

in the housing unit shared, outside the housing unit

private, outside the housing unit no bathroom

13 Toilet facilities

flush toilet in the housing unit flush toilet outside the building

private flush toilet outside the housing unit no flush toilet available

shared flush toilet outside the housing unit

14 Number of cars

no car one car two or more cars

15 Telephone

only fixed telephone fixed and mobile telephones

only mobile telephone no telephone in the housing unit

16 Holiday house
State recreational possibilities of your household:

own weekend-house used free of charge

permanently rented no possibility to use a holiday house

jointly owned

17 Personal computer

yes, with Internet yes, without Internet no

B Y T O V Ý L I S T A



CZECH STATISTICAL OFFICE

Please, continue filling in the form on the other side.

*) tenement dwelling (including dwelling belonging to the People's Housing Association, formed before World War II)

18 **List of all persons in the dwelling** - including all persons having a permanent residence but temporarily absent and all persons temporarily present

Number of person	First name and surname First, write the persons having a permanent residence and then all the persons temporarily present at a given address and having their place of permanent residence elsewhere (e.g. visitors)	Relationship to the dwelling user State the relationship of all persons to the dwelling user, e.g. husband, wife, partner, son, daughter, son-in-law, daughter-in-law, father, mother, father-in-law, mother-in-law, grand-son, grand-daughter, great-grandson, great-granddaughter, brother, sister, or other relatives, roomer, another person, etc.
1.		<i>dwelling user</i>
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

19 **Common housekeeping by the household members**

Household	Persons in common housekeeping Please, write in the number of those persons (according to question 18) who live together in one household, including all children belonging to that household
1st household includes persons with number:	
2nd household includes persons with number:	
3rd household includes persons with number:	
4th household includes persons with number:	
5th household includes persons with number:	

Common housekeeping means that main costs of the household (food, living costs, operational costs and others) are paid for jointly.

If there are more than 10 persons or more than 5 households in your dwelling, continue filling in the data on the form "Continuation of page 2 of the Questionnaire - Housing Units" which is to be provided by your enumerator.

Thank you for filling in the Questionnaire - Housing Units

Page 2 of the Questionnaire - Housing Units is to ensure the completeness of the census and to remove all data entered twice and also to provide information on household structure. Information on first names and surnames shall not be registered to electronic carriers nor saved in computer databases.

Example of filling in question 18:

No. of person	First name and surname	Relationship to the dwelling user
1.
2.
3.
4.
5.

Example of filling in question 19:

Household	Persons in common housekeeping
1st household	1 + 2 + 5
2nd household	3 + 4
3rd household



BYTOVÝ LIST B

.....
Date, name and surname of the person, who filled in the Questionnaire



Census Questionnaire Buildings

Sčítání lidu, domů a bytů
k 1.3.2001

Protection of individual data is guaranteed by the Act No. 158/99 Coll. The Czech Statistical Office shall be responsible for protection of individual data.

Model: correct datum encircle the incorrect datum

Model for writing of numbers:

0 1 2 3 4 5 6 7 8 9

correction

3 4
~~0 3~~

codes - do not fill in

district census district house No. building No.

Please, use a black ball-point pen for filling in the questionnaire.

1 Address of the house

street No. locality

2 Number of dwellings in the house

3 Type of the house

- detached family house
- semi-detached family house
- terraced family house
- block of flats
- other, state by the main usage of the building

codes do not fill in

4 Occupancy status

- occupied permanently (at least one person resides in the dwelling)
- not occupied permanently for the following reasons:
 - occupied temporarily
 - not lived in after building approval yet
 - change of the user
 - inheritance proceedings
 - used for recreation
 - not suitable for housing
 - reconstruction
 - another reason

5 Owner of the house (natural person or legal entity)

- natural person
- municipality, state
- housing association
- foreign owner
- legal entity newly established for privatisation of the house
- other legal entity
- more owners

6 Period of (re)construction

- 1899 and before
- 1900 - 1919
- 1920 - 1945
- 1946 - 1960
- 1961 - 1970
- 1971 - 1980
- 1981 - 1990
- 1991 - 1995
- 1996 and later

7 Material used for outer walls

- bricks, shaped bricks
- stone
- stone and bricks
- prefabricated panels
- unburnt bricks
- wood
- other combination of materials and others

8 Number of floors (above the ground)

- 1 storey
- 2 storeys
- 3 storeys
- 4 storeys
- 5 storeys
- 6 - 8 storeys
- 9 - 12 storeys
- 13 storeys and more

9 Water supply system

- pipled water in the building - from a public main
- pipled water in the building - from a private source
- pipled water outside the building
- no pipled water

10 Sewage disposal system

- pipled system connected to a public sewage disposal plant
- private sewage disposal plant
- cesspool, sump
- no sewage disposal system

11 Gas

- pipled gas available from a public gas network
- gas available from own reservoir
- no gas

12 Central heating

- solid-fuel-burning district heating system
- other-fuel-burning district heating system
- solid-fuel-burning block boiler plant
- other-fuel-burning block boiler plant
- solid-fuel-burning central heating with a boiler room in the house
- central heating system with a gas boiler room in the house
- other-fuel-burning central heating system with a boiler room in the house
- no central heating system

13 Lift

- yes
- no

DOMOVNÍ LIST A



EXPLANATORY NOTES: BUILDINGS

The Building Census Questionnaire is to be filled in by the building owner. If the building is run by a building manager, the building manager is to fill it in.

1. ADDRESS OF THE HOUSE

If a person is counted to an individual recreational house, they are to state the relevant street evidence number instead of the regular street number.

2. NUMBER OF DWELLINGS IN THE HOUSE

The number of dwellings shall include all **permanently occupied** dwellings which are individual construction units (e.g. a dwelling divided administratively into two units is to be counted as one dwelling unit) plus all dwellings that are **not occupied** and dwellings currently and temporarily used for other purposes than living.

3. TYPE OF THE BUILDING

A family house may have up to three individual dwellings, up to two over-ground levels and one under-ground level and an attic. Ownership is not decisive. This category includes also recreation houses used for recreation.

A detached family house is not connected, by any peripheral wall or any part of it, on any side to any other building on a neighbouring plot.

A semi-detached family house is a house, whose peripheral wall or a part of it is connected to a building on a neighbouring plot.

A terraced family house is to be stated if at least three family houses are connected by a part of their peripheral wall.

A block of flats is composed of a large number of dwellings accessible from a common passage or staircase and it is not a family house. The number of storeys is not decisive. This category includes also villas which do not meet the conditions set out for family houses.

Other – state the type of the building in your own words according to the main usage of the building, e.g. old people's home, social care home, convent or monastery, children's home, student dormitory, hotel, hospital, spa resort, recreational home, humanitarian centre, refugee camp, hostel, administrative building, school, etc.

4. OCCUPANCY STATUS

A house is **occupied permanently** if at least one person occupied it permanently.

A house is **occupied temporarily** if there is/are only a dwelling/dwellings occupied temporarily, i.e. a dwelling that serves for temporarily occupancy – e.g. because of job, studying. There cannot be any permanently occupied dwelling nor a permanently living person in it.

5. OWNER OF THE HOUSE (NATURAL PERSON OR LEGAL ENTITY)

In case of co-proprietry, state the owner with larger part.

Natural person - to be stated by owners of family houses, villas and block of houses. To be stated also in case of several co-owners who are relatives.

Municipality, state - to be stated also in cases of houses belonging to former People's Housing Associations, whose houses have not been transferred yet.

Housing Association - to be stated in cases where the owner is a housing association in accordance with the Act No. 27/1995 Coll. or a housing association, which was formed on the basis of a split from the original housing association. This category also includes buildings whose occupants required transfer of dwellings to their ownership but a contract has not been concluded yet.

Legal entity newly established for privatisation of the house – to be stated if the house belongs to a legal entity, which may have the form of co-operative, limited company (s.r.o.) or joint-stock company (a.s.) and was established by members or founders of the legal entity in question for privatisation of the house. This is mainly the case of originally municipality houses. In the Real Estates Cadastre, the adequate legal entity is registered as the owner, not individual dwelling users.

Other legal entity - to be stated in case of houses belonging to other legal entities (joint-stock company (a.s.), agricultural co-operative, common organization, etc.)

More owners - they are buildings where all or most dwellings were transferred to ownership of individual users (in accordance with the Act No. 72/1994 Coll.) and buildings with dwellings that were acquired into individual ownership in accordance with regulations in force formerly (Act No. 52/1966 Coll.) Co-ownership originates upon transfer of dwellings into ownership. In the Real Estates Cadastre, owners of individual dwellings are registered. If they formed a legal entity (notably for the purpose of administration of the common part of the building), it does not affect the nature of proprietary relations to the building. They are also buildings owned by more owners in case the majority owner cannot be determined.

6. PERIOD OF RECONSTRUCTION

Period of reconstruction is the period when the building was handed over for the purpose of its use – upon approval by a building officer. If there was a reconstruction during which a part of bearing or peripheral walls was replaced by new ones, or if there was an extension to the building which is bigger than the original building, and individual dwellings were also up-dated, it is considered as a reconstruction and this period of reconstruction is to be stated.

7. MATERIAL OF BEARING WALLS

Bearing walls are those walls that support ceilings and the roof. If the bearing walls are made of more materials, state the prevailing one.

8. NUMBER OF OVER-GROUND FLOORS

State the number of **over-ground floors, including the ground floor**. Over-ground floors are ground floor, mezzanine, each floor and the attic. Basement is not an over-ground floor. Bungalows are one-storey houses. The first over-ground floor is the floor situated on the level of the natural ground level or higher.

If a building is built in a slope and the natural ground level is higher on one side of the building than on the other, and there is a different number of storeys at each side, state the number of storeys that can be seen on the side of the main entrance.

10. SEWAGE DISPOSAL SYSTEM

For answering this question, the decisive fact is disposal system of waste water and not rain water.

12. CENTRAL HEATING

Central heating in one-dwelling family houses is such heating whose source is located in individual rooms outside the dwelling (e.g. in the cellar).

13. LIFT

If there is only a goods lift in the building and cannot be used by dwelling users (e.g. in operation buildings), state that there is not a lift.

You are welcome to address all your questions concerning filling in the Census Questionnaire: Buildings to your enumerator.

Date, first name and family name of the person who filled in the questionnaire



Census Questionnaire

Persons

Sčítání lidu, domů a bytů
k 1.3.2001

.....
first name and surname

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0	1	2	3	4	5	6	7	8	9
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 correction

1	6
0	3

FOREIGNERS WITH A STAY UP TO 90 DAYS FILL IN ONLY QUESTIONS INDICATED WITH ◀

codes - do not fill in

.....
district	census district	house No.	building No.
.....
dwelling No.	No. of person	relationship to the dwelling user	

Please, use a black ball-point pen for filling in the questionnaire.

① **Birth number**

.....	/
-------	---	-------

If the number after slash consists of three figures only, leave the last space free

② **Date of birth**

.....
day	month	year

③ **Sex** male female

④ **Type of residence**
 permanent - present at usual place of residence
 permanent - temporarily not present
 temporarily present - indicate the address of permanent residence

district
locality
street No.

Foreigners with temporary residence permit
 long-term (more than 90 days) - present
 long-term (more than 90 days) - temporarily not present
 short-term (up to 90 days)

⑤ **Citizenship** - in case of double citizenship, state both:
 CR SR other, state the country
.....
codes do not fill in

.....

⑥ **Nationality** - indicate what nationality you consider yourself to be:
.....
codes do not fill in

.....

⑦ **Mother tongue** - indicate the language spoken by your mother or guardian when you were a child:
 Czech Romany German
 Slovak Polish other - state which
.....
codes do not fill in

.....

⑧ **Marital status**
 single divorced
 married widowed

Questions Nos. 9 and 10 not to be answered by single persons.

⑨ **Order of the current or the last marriage**

.....

⑩ **Date of the current or the last wedding**

.....
day	month	year

⑪ **Number of children**
To be answered by all women 15+ year old (childless fill in zero).

.....
number of all children	number of children from present or last marriage

⑫ **Mother's permanent residence at the time of your birth**
At the time of your birth your mother lived:
 in the same locality as your current stay
 elsewhere, state where
locality
district
country
codes do not fill in

.....
.....
.....

⑬ **Your permanent residence one year prior to the census (on 1st March 2000)**
 in the same locality as your current stay
 elsewhere, state where
locality
district
country
codes do not fill in

.....
.....
.....

⑭ **Religion, belief or without denomination**
 without denomination
 believer - state your church, religious community or belief as accurately as possible:
.....
.....
codes do not fill in

.....

OSOBNÍ LIST A



Please, continue on the other side of the form.

15 Completed education

To be completed only by persons aged over 15 according to highest level of completed education.

- without education incomplete elementary education
- elementary education
- secondary vocational
- secondary technical
- secondary vocational with certificate
- secondary general with certificate
- secondary technical with certificate
- post-secondary, graduation two or more secondary school
- first stage of tertiary education (post-secondary)
- university- bachelor's degree (Bc., BcA.)
- university
- second stage of university education

16 Field of study including apprenticeship

To be fulfilled by persons with higher than elementary education. State the subject of study or type of apprenticeship.

.....

codes do not fill in

□ □

17 Economic activity

Indicate your group of occupation from the following:

I. group - employed

- employees, employers, self-employed
- working pensioners
- working students and apprentices
- women on maternity leave (28 or 37 weeks)

II. group - unemployed

- unemployed

III. group - economically not active

- not working pensioners homemakers
- others with own means of support pre-school children and other dependent persons
- pupils, students, apprentices

Answer the questions according to your group:

I. group - employed: Answer all of the following questions

II. group - unemployed: Answer only questions Nos. 18 to 20 according to the last occupation

III. group - economically not active: pupils, students, apprentices: Answer only questions Nos. 22 to 25,

- other economically not active: End the completion of the questionnaire here

18 Occupation

State your current occupation as accurately as possible:

.....

.....

codes do not fill in

□ □

19 Position in employment

- employers; state the number of your employees
- employees in paid employment
- other employees (having contracts etc.)
- self-employed (including entrepreneurs without employees)
- members of producers' co-operatives
- contributing family workers

□ □ □ □

20 Branch of economic activity

With reference to the list given in the explanatory note, state the branch (industry) of your current job.

.....

.....

codes do not fill in

□ □

21 Secondary (or another) job

- yes, as self-employed yes, other no

22 Place of work, school

Students and apprentices state commuting to school, even if working

- in the place of your residence
(if yes, do not answer the following questions)
- elsewhere, fill in the address of your place of work

street, No.

locality, No.

district

country

codes do not fill in

□ □ □ □

□ □ □ □

□ □ □ □ □ □

□ □ □ □

23 Frequency of journey to work and school

(from your permanent residence)

- daily weekly once-twice per month otherwise

24 Duration of daily journey to work and school

State how long one journey takes you from your residence or the place of your temporary stay to your place of work or school:

- up to 14 min. 30 - 44 min. 60 - 89 min.

- 15 - 29 min. 45 - 59 min. 90 min. and more

25 Means of transport

State the means of transport you usually use for everyday journey to work or school:

- coach (other than city public transport) motorcycle
- train bicycle
- city public transport another means of transport
- car (as a driver) no means of transport
- car (as a passenger)

Thank you for having completed the Person-Questionnaire.



OSOBNÍ LIST B

.....
Date, name and surname of the person, who filled the Questionnaire



DETAILED EXPLANATORY NOTES TO SEVERAL QUESTIONS IN THE CENSUS QUESTIONNAIRES

The forms are to be filled in with data valid at midnight from 28 February to 1 March 2001.

CENSUS QUESTIONNAIRE - PERSONS

The Census Questionnaire shall be filled in by all persons present at the moment of the census on the territory of the Czech Republic regardless of the fact whether they live in a dwelling, a housing unit or elsewhere. When counting persons in dwellings or facilities that serve as permanent or long-term residence, the questionnaire has to be filled in also for persons who are temporarily not present, provided that they have permanent residence in the dwelling (facility) or that they are registered with the police as residing there (temporary residence of foreigners). Another person from the same household (facility) shall fill in the questionnaire for persons temporarily not present. The data for minors are to be provided by their legal representatives, for persons deprived of their legal capacity by their custodian.

Foreigners with a short-term residence are to fill in only questions indicated by the symbol. ◀

4. TYPE OF RESIDENCE

In addition to citizens of the Czech Republic, foreigners and persons without citizenship may also have permanent residence on the territory of the Czech Republic provided that they have a residence permit (a residence permit card).

Long-term stay may be stated only by foreigners with a temporary stay on the territory of the Czech Republic provided that the duration of their stay exceeds 90 days. This category includes temporary stay with a visa for a stay of over 90 days, a visa for the purpose of tolerating a stay, a visa for the purpose of temporary protection and temporary stay without a visa on the basis of an international convention with a particular country.

“permanent - present” or **“long-term (more than 90 days) - present”**: is to be stated by persons who were at the time of the census present at the place of their permanent residence (long-term stay) and also by persons who were at work or in a means of transport on their way home at the time of the census.

“permanent – temporarily not present” or **“long-term (more than 90 days) – temporarily not present”**: is to be stated by persons who were temporarily not present at the place of their permanent residence (long-term stay) at the time of the census, e.g. because of business trip, holidays, stay in hospital, accommodation of pupils and students at dormitories, basic military service, prison etc.

“temporarily present”: is to be stated by all persons who have registered their place of permanent residence or a long-term stay at a different address from that of their stay at the time of the census. These persons are to state the accurate address of the place of their permanent residence (long-term stay).

“short-term” (up to 90 days): may be stated only by foreigners staying on the territory of the Czech Republic for a short time (up to 90 days). This category includes temporary stay for a short-time visa – visa for a stay up to 90 days, exit visa, transit visa, air visa, visa for the purpose of granting asylum, temporary stay without visa.

5. CITIZENSHIP

Stateless persons write in “stateless”. In case of double citizenship, state both.

6. NATIONALITY

Everyone has the right to freely decide about their nationality. Nationality is understood to be affiliation to a nation, national or ethnical minority. What is decisive for determination of nationality is not mother tongue or most frequently used language or language that is well mastered, but the person's own decision. If the person believes to belong to more nationalities or to none, state it so in the questionnaire. Nationality of children aged under 15 is determined according to their parents' nationality.

8. LEGAL MARITAL STATUS

Fill in marital status de jure, i.e. legal marital status. Relationship boyfriend – girlfriend may be filled in on the back-page of the Census Questionnaire – Housing Units.

11. NUMBER OF LIVE-BORN CHILDREN

To be filled in by all women aged over fifteen.

In the left column, write in the total number of children born to a woman prior to the census (before marriage, during marriage or out of wedlock), even if some of the children died later.

Childless women write in zero.

In the right column, married women write in the number of children born in the current marriage, divorced or widowed women write in the number of children born in the last marriage. Women whose marriage is (or the last marriage was) *childless and single women write in zero.*

14. RELIGION, BELIEF OR WITHOUT DETERMINATION

Everyone may freely decide to which Church, religious association or belief they belong or whether they state “without denomination”. Children aged under 15 state religious belief of a parent at their discretion. If you state a Church or religious association registered in the Czech Republic, indicate please the accurate name according to the following list:

Churches and religious associations registered in the Czech Republic:

Apostolic Church
Baptists Union Church
Church of the Seventh-Day Adventists
Brethren Church
Czechoslovak Hussite Church
Church of Jesus Christ of Latter Day Saints
Greek Catholic Church
Roman Catholic Church
Evangelical Church of Czech Brethren
Evangelical Church of the Augsburg Confession in the Czech Republic
United Methodist Church
Federation of Jewish Communities
Moravian Church
Christian Brethren Assemblies
Lutheran Evangelical Church of the Augsburg Confession in the Czech Republic
Czech Unitarians
Religious Society Jehovah's Witnesses
New Apostolic Church
Orthodox Church in Czech Lands
Silesian Evangelical Church of the Augsburg Confession
Old Catholic Church in the Czech Republic
If you state another Church, religious association or belief, please, state it as accurately as possible.

15. COMPLETED EDUCATION

To be completed only by persons aged more than fifteen according to the highest completed school. The form of education (daily attendance, correspondence course, etc.) is not important.

Without education:

To be filled in by persons who have not completed the first grade of elementary education

Not completed elementary education:

To be filled in by persons who completed only accessory elementary school, first cycle of elementary school or earlier community or national school.

Elementary education:

To be stated by students of six-year and eight-year secondary grammar school, or eight-year conservatoire studies provided that they have completed the first two or four years of the appropriate secondary grammar school (conservatoire), i.e. they have achieved the age of completion of the elementary school. Elementary education to be stated also by persons who completed special school, practical school or special elementary school.

Post-secondary education:

To be stated by school-leavers from post-secondary specialized schools, conservatoires provided that they have completed it by practical approval, former post-secondary education (i.e. education obtained after passing leaving exam within secondary general education) and experimental post-secondary education at secondary technical schools.

University – Bachelor's degree:

To be stated only by graduates from Bachelor's study programme (Bc., BcA.).

University education:

To be stated by most graduates from universities (Czech titles: Mgr., MgA., Ing., MUDr., JUDr., RNDr., MVDr., PhDr., ThDr. etc.).

Second stage of university education:

To be stated by graduates from second stage of university education, i.e. those who have one of the following Czech titles CSc., DrSc., PhD, etc. (titles stated behind the name).

16. FIELD OF STUDY INCLUDING APPRENTICESHIP

To be filled in by persons with higher than elementary education. Field of study may be for instance: science, electricity, philosophy, economics, etc. In case of secondary grammar school, state "general preparation". If study is completed at more schools of an equivalent level, state the field which is (or was) used in your employment, if none of them is (or was) used, state the field of the last completed school.

17. ECONOMIC ACTIVITY

To be filled in by all persons.

I. group - Employed

Employees, employers, self-employed: to be stated by all persons aged over 15 who at the time of the census were in paid employment as employees, employers, entrepreneurs, and self-employed. To be stated also by persons who do their basic military service, special military service, civil service, military exercise, who are in custody or in prison.

Working students and apprentices: students and apprentices tick this category, if they are in paid employment at the time of the census regardless of the fact whether they work full time or part-time and despite the fact that their main occupation is study or preparation for future profession.

Women on maternity leave (28 or 37 weeks): To be stated by women on maternity leave of only 28 or 37 weeks, who are still employed.

II. group - Unemployed

Unemployed: To be stated by all persons aged over 15 who were jobless, looking for job and who were ready to start work immediately at the time of the census.

III. group – Economically not active

Others with own resources for living: To be stated by persons who are not employed but who live on other sources: e.g. on savings, rents, scholarships, profit from property, dividends, social allowances etc. To be stated also by women on further maternity leave and men provided that they receive family allowances.

Pupils, students, apprentices: To be stated by those whose main occupation is studying at all types of schools.

Pre-school children and other dependent persons: To be stated by children and adults who are dependent on a household member.

18. OCCUPATION

State the particular activity you do in your job as accurately as possible. Soldiers in basic military service, in special service and in civil service state "soldier in basic service". Persons at a military exercise state occupation from which they are temporarily relieved, women on maternity leave of 28 or 37 weeks, persons in custody or in prison and unemployed state the last performed occupation. In case of two occupations, state the main occupation.

19. POSITION IN EMPLOYMENT

Employers:

This is to be indicated by persons who within their business activity employ one or more persons – employees.

Employees in paid employment:

This is to be indicated by persons in employment for a determined or undetermined period of time, appointed or voted employees and civil servants (including members of armed forces, policemen, soldiers of basic military service, civil military service or special military service).

Other employees:

This is to be stated by persons who are employed on the basis of working contracts and agreements and contracts for work.

Self-employed (including entrepreneurs without employees):

This is to be stated by persons having a trade authorization who do not employ any other persons – employees - within their business. They are persons registered in the Business Register, Trade Register (Trade Certificate, concession), persons doing business in accordance with special regulations (physicians, veterinaries, attorneys at law, experts, auditors, artists etc.), persons carrying out agriculture activities according to special regulations.

Members of producers' co-operatives:

To be stated by members of producers', agricultural or other co-operatives. *They are not proper employees of such co-operatives or members of consumption co-operatives.*

Contributing family workers:

This is to be stated by persons who work on a different ground than legal working relationship. If family members are employed in a family enterprise on the ground of e.g. a working contract, they are to indicate themselves as employees in employment.

20. BRANCH OF ECONOMIC ACTIVITY

The branch is to be determined according to the main type of economic activity which leads to creation of particular products or services.

Chose one out of the following list:

Agriculture, hunting and related activities
Forestry, wood production and related activities
Fishing, fish-farming
Extraction of black and brown coal, peat
Extraction of crude oil, natural gas, uranium ore and other ores and minerals
Food industries and tobacco industry
Textile industry
Clothing industry, fur processing and dyeing
Leather industry
Wood-working industries
Paper and polygraphic industry
Publisher's activities
Coke industry, crude oil refineries, production of nuclear fuels
Chemical and pharmaceutical industry
Rubber industry
Glass, ceramics, china-ware and building material industry
Metal and metal-working product production
Production of machines and devices for further production
Production of electric and optic devices
Production of means of transport
Other manufacturing industry
Production and distribution of electricity, gas and water
Construction industry
Sale and repair of motor vehicles, sale of fuels
Wholesale and its mediating
Retail trade, repairs of consumption goods
Catering and accommodation
Land transport, pneumatic, pipe, tube transport
Transport by water
Air transport
Secondary and supporting activity in transport, travel agents' activity
Post and telecommunications services
Banking

Insurance industry excluding social security
Activities in the area of real estates
Lease of machines and devices without staff
Data processing and related activities
Research and development
Services, notably services for companies
(legal services, consulting, book-keeping, advertising activity, protection of persons and property, market research etc.)
Public administration, defence, social security
(state administration, self-government, judiciary, prosecution, penitentiaries, security and order, administration of obligatory social security)

Educational system
Health care system, veterinary and social activities
(health care facilities, veterinary services, social care facilities with and without accommodation)
Other public and private services
(cultural and sport activities, services – hairdresser's, cleaner's, waste disposal etc., activities of social, political, religious, interest and other organizations, activities of multinational organizations).

JOURNEY TO WORK AND SCHOOL (questions Nos. 22 - 25.)

The following data are surveyed:

- *moving from the place of permanent residence* (question 22. Place of work, school and question 23. Frequency of journey to work and school) and
- *everyday journey of employees, pupils, apprentices and students* (question 24. Daily journey to work and school and question 25. Means of transport)

The questions are to be filled in by employees, employers, self-employed, working pensioners, women on maternity leave of 28 or 37 weeks, pupils, students and apprentices. Students and apprentices state **data on journey to school** even if they stated in question 17 (economic activity) that they are "working students and working apprentices". Persons who work on shifts are considered to be daily commuting. Daily journey to work or school may be also within one village or community.

22. PLACE OF WORK, SCHOOL

Persons who often change their place of work (e.g. workers on assembly, constructions) and persons without a permanent place of work (e.g. street dealers) indicate it according to reality as of 1st March 2001. Workers in transport (drivers, pilots etc.) indicate the place of recruitment. Persons working or studying abroad indicate the country.

24. DAILY JOURNEY TO WORK AND SCHOOL

Duration of daily journey to school **relates to everyday journey**. Persons who do not commute to work and school from their place of permanent residence everyday (but weekly, monthly) and have temporary residence in the place of work or school (accommodation facilities, sub-lease, students' dormitory etc.) state **duration of daily journey from the place of their temporary residence** to work or school.

HOUSING UNITS

Data on the dwelling are to be given by its user. If the dwelling is not occupied, the data are to be given by the building owner, or, if the administration of the dwelling is performed by an administrator, the data are to be given by the administrator. If a dwelling is not occupied, fill in only the following questions: no 1 Type of housing, no 2 Occupancy status of the dwelling (reason for the inoccupancy) and no 3 Legal reason for the use of the dwelling

1. TYPE OF HOUSING

A dwelling is a set of rooms, or one room, which, according to a decision of a building authority, by its technical arrangement and equipment complies with requirements set for permanent residence.

Mobile housing unit is an accommodation facility which may be transported, e.g. a trailer, an inhabitable ship, a caravan, and which serves somebody as a place of permanent residence.

Emergency dwelling includes various shelters, emergency and temporary constructions, barracks, cabins, houses not approved by a building authority's decision, emergency dwellings at working sites etc.

Weekend-house is a building which by its parameters complies with requirements for recreation. This category includes also excluded cottages, garden houses, recreation houses.

2. OCCUPANCY STATUS OF THE DWELLING

A dwelling is **occupied permanently**, if at least one person usually resides in it and has a permanent residence in it.

A dwelling is **occupied temporarily**, if it serves only for temporary stays (e.g. because of employment, study)

3. LEGAL REASON FOR THE USE OF THE DWELLING

A dwelling in own house is mostly in a family house, but may be also in own apartment building.

Duration in minutes includes the total period of time between leaving home (place of temporary residence) and entering the place of work or school, i.e. including walking to a public transport station and from a public transport station, waiting for a means of transport, changing, etc.

25. MEANS OF TRANSPORT

You are to state all means of transport which you use when commuting to work or school.

Coach (other than city public transport) is to be stated by all persons using coach for travelling from one village/town to another.

No means of transport **is to be stated by persons who go to work or school only on foot.**

Ownership of the dwelling is a dwelling which was transferred to personal ownership (usually in an apartment building). The owner of the dwelling is registered with Real Estate Cadastre. Ownership of the dwelling – the dwelling may not be in a family house; (dwelling in own family house always has to be indicated as a dwelling in own house).

Other type of free use of the dwelling may appear in all types of houses, whose owner is a natural person, e.g. free use of a dwelling in the house belonging to relatives or other close persons.

Tenement dwelling is a dwelling used on the basis of a lease contract. Tenement dwellings are also dwellings belonging to the People's Housing Association formed before World War II provided that they have not been transferred to personal ownership so far, company dwellings, military dwellings etc. Tenement dwellings are to be stated also by persons who have subleased a room (or more) in a leased dwelling. Tenement dwellings may be also in family houses, or a whole family house may be a tenement dwelling.

Dwelling belonging to a member of a Housing Association is to be stated for a Housing Association's dwelling (formed after 1959), unless the dwelling has been transferred to personal ownership. Housing Association's dwellings are also dwellings built by a Housing Association in apartment buildings – e.g. an attic dwelling.

Dwelling belonging to a member of a Housing Association formed during privatisation is to be indicated if the dwelling user is a member or participant of a co-operative, a limited liability company or a joint-stock company which was formed during the privatisation process

of the building. A legal entity (co-operative, limited liability company, joint-stock company) is registered as the building owner in the Real Estate Cadastre). There are no dwellings owned by a natural person, i.e. dwellings whose owners are registered in the Real Estate Cadastre even if those owners later formed a legal entity in order to administer real estates.

4. FLOOR SPACE OF THE DWELLING

The floor space of the dwelling is to be stated in whole numbers. The data are to be filled in from the right.

Kitchen –state the floor space of the kitchen and the kitchenette.

If the dwelling consists of one room only – kitchen-living room, state its floor space on this place.

Rooms (without kitchen) – state the total of floor space of all rooms having the area of more than 4 m².

Other parts of the dwelling – state the total of floor space of facilities, hall, larder, chamber etc., do not count attic, basement, balcony, staircases.

Parts of the dwelling used for business or working purposes are to be included in the category “other parts of the dwellings”, and not to the category “rooms

5. NUMBER OF ROOMS (WITHOUT KITCHEN)

State the number of rooms having the area of 4 - 7,9 m² and the number of rooms having the area of 8 m² and more. If the dwelling is formed by one room only – a living room-kitchen, write in zeros.

Parts of the dwelling used for business or working purposes (for doing your job) are not to be included in the number of rooms.

6. LOCATION OF THE DWELLING

If the dwelling occupies two storeys, write in the lower one. If the dwelling is located in the attic, the attic is considered as another storey.

Basement, cellar is to be indicated if the dwelling is located underground.

Ground floor and 1st floor is to be indicated if the dwelling is located in a two-storey family house.

BUILDINGS

The Building Census Questionnaire is to be filled in by the building owner. If the building is run by a building manager, the building manager is to fill it in.

Any questions concerning filling in the forms shall be answered by enumerators. They will also provide you with any other necessary information or may help you fill in the forms.

7. GAS

The use of pressure gas cylinders is not considered as piped gas and is to be stated as “**no piped gas available in the housing unit**”.

9. HOT WATER

Other or combined sources are to be indicated by households which use central heating or heating with boiler in the housing unit in winter, and another source in summer.

10. MAIN TYPE OF HEATING

Central heating is heating by a source located outside the dwelling or located in a room designated for it including cellar in a family house with one dwelling. If the boiler of the heating is located in the housing unit in a special room designated only for that purpose, state **central heating with boiler in the building** (refers to a family house).

Heating with boiler for one housing unit is heating established for one housing unit only, it is connected to one source of heating and it is operated directly by the dwelling user. **Heating with boiler in the housing unit** is to be indicated in cases where the boiler is located e.g. in the kitchen, in the hall or in the bathroom.

11. ENERGY USED FOR HEATING

Energy from the boiling room outside the building is to be indicated in cases where the building is connected to a remote central heating or to a boiling room for a group of building.

In other cases state the main type of energy, or the type of fuel used for heating.

Other type includes e.g. solar energy, wind energy, biogas and other type of fuel that is not listed individually.

14. NUMBER OF CARS

17. PERSONAL COMPUTER

Business cars or computers are to be stated only in cases where they can be used by household members for personal purposes. On the contrary, e.g. a personal computer that is placed in the dwelling but is used exclusively for carrying out business or job cannot be considered as household equipment