



THE CENSUS ACT 1929

THE CENSUS REGULATIONS 2006

(coming into operation 1st February 2006)

In exercise of the powers conferred on the Treasury by section 4 of the Census Act 1929 (a), and of all other enabling powers, the following Regulations are hereby made:-

PART I

GENERAL

Citation and Commencement

1. These Regulations may be cited as the Census Regulations 2006 and shall come into operation on the 1st day of February 2006.

Interpretation

2. In these Regulations:-

"the Act" means the Census Act 1929;

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

"the census day" means the 23rd April 2006;

"census district" means a district designated as a census district in a scheme of division approved under regulation 4;

"the census manager" means the officer appointed under regulation 3;

"the Census Order" means the Census Order 2005 (b);

"enumerator" means an officer appointed under regulation 7;

"enumeration district" means a district designated as an enumeration district under regulation 6;

"prescribed form" means a form prescribed by the Treasury for the purpose of the 2006 census.

"prescribed person" means a person required by the Census Order to make a return;

"supervising officer" means an officer appointed under regulation 5.

(a) XII p.626

(b) S.D. 662/05

PART II

PROVISIONS FOR TAKING A CENSUS

Census Manager

3. For the purpose of the census the Treasury may appoint a census manager who shall perform such duties in connection with the taking of the census as the Treasury may assign to him.

Census Districts

4. Every town district, village district and parish district (within the meaning of the Local Government Act 1985 (c)) shall be a census district for the purpose of the census.

Supervising Officers

5. For the purpose of the census the Treasury shall appoint for each census district a supervising officer, who shall perform the functions conferred on him by these Regulations.

Enumeration Districts

6. (1) A supervising officer shall, when so required by the Treasury, prepare and submit to the Treasury in such manner and by such date as the Treasury may direct, a scheme for the division of the census district in which he acts as a supervising officer into enumeration districts for the purpose of the census.
(2) The Treasury may approve any such scheme with or without modification, and the enumeration divisions shown in any scheme so approved shall be enumeration districts for the purpose of the census.

Enumerators

7. For the purpose of a census the Treasury, in respect of any enumeration district, shall appoint a person, recommended by the supervising officer of that census district, who shall perform in that district the duties of an enumerator under these Regulations.

Undertakings

8. The census manager, supervising officers, enumerators and every person assisting any such officer or enumerator in the performance of his duties shall each give an undertaking, in the form set out in the Schedule.

Forms of Return

9. Every return made by a prescribed person shall be made on the prescribed form, and a prescribed person shall comply with any instructions contained in or delivered to him with that form.

Supply of Forms and Other Documents for Enumerators

10. Every supervising officer shall enter in the enumerators' record books provided by the Treasury for the purpose of the census, such particulars as the Treasury may require, and shall, not later than fourteen days before the census day, provide every enumerator appointed to act for an enumeration district within his census district with such a record book, a sufficient number of forms and other such forms as may be necessary for the purpose of the census.

Delivery of Forms of Return

11. (1) The enumerator shall, not earlier than fourteen days before and not later than the day before the census day, deliver the number of appropriate prescribed forms as the enumerator estimates to be required to each prescribed person in his district or to a person acting on his behalf, and on delivering such forms shall enter thereon and in his record book such particulars as the Treasury may require.
 - (2) An enumerator shall be deemed to have fulfilled the obligation placed upon him to deliver a form of return under this Regulation if he hands it to the person mentioned in paragraph (1) or if he leaves the form at the dwelling or premises where persons are to be enumerated.
 - (3) The Treasury shall make such arrangements as it thinks fit for the delivery:-
 - (a) of appropriate prescribed forms to the captain, master or other person in charge of a vessel mentioned in Groups IV and V of Schedule 1 to the Census Order;
 - (b) of an appropriate prescribed form to every person mentioned in Group VI of Schedule 1 to the Census Order.
 - (4) The person to whom the forms are delivered under paragraph (1) (other than those mentioned in Group I of Schedule 1 to the Census Order) or paragraph (3)(a) shall deliver an appropriate prescribed form to every person on the premises or vessel who is capable of completing the form, after having caused to be entered on each such form the address of the premises or the name of the vessel, as the case may be.
 - (5) Where a manager or other person in charge of premises mentioned in Group II of Schedule 1 to the Census Order has arranged for the form of return with respect to a person incapable of completing it himself to be completed by a relative or other person accompanying him, he shall deliver the appropriate prescribed form for that purpose to the said relative or other person.

Information to be Provided by Enumerators

12. The enumerator shall, if so requested by any prescribed person or by any person acting on his behalf, give such explanations as are reasonably necessary to enable the prescribed person to make a proper return.

Particulars to be Obtained by Enumerators

13. When the enumerator delivers the appropriate prescribed form in accordance with regulation 11(1), he shall complete the panel on that form headed "To BE COMPLETED BY THE ENUMERATOR AND AMENDED, IF NECESSARY, BY THE PERSON COMPLETEING THE FORM"

Personal Returns

14. (1) Any person who is aged 16 years or over on census day, and is not a person specified in paragraph (2), may make a personal return if he fulfils the conditions and complies with the procedure hereafter prescribed.

(2) For the purpose of paragraph (1) a specified person is:-

- (a) a prescribed person;
- (b) a member of the naval, military or air forces of the Crown present in any barracks, station or other premises under naval, military or air force discipline;
- (c) a person detained in an institution (within the meaning of the Custody Act 1995(d)); and
- (d) a person receiving treatment in a hospital or nursing home who in the opinion of the medical practitioner for the time being in charge of his treatment is unfit by reason of mental disorder or other illness to make a return.

(3) Subject to the foregoing provisions of this Regulation, a person claiming to make a personal return ("the applicant") or a person acting on his behalf shall apply for a separate form of return either:-

- (a) to the enumerator, when he attends to deliver the form of return to the prescribed person who, but for the provisions of this Regulation, would be required to take a return in respect of the applicant; or
- (b) to the person authorised by Regulation 11(4) to issue such a form at the premises at which the applicant expects to be on the census day. Provided that if the applicant cannot reasonably obtain a form of return from either of those persons, he may apply in person, not later than two days before the census day, to the supervising officer of the district in which the return is to be made.

(4) The supervising officer, enumerator or authorised person referred to in paragraph (3)(b) shall issue to the applicant or the person acting on his behalf a separate form of return, and shall, if so requested, give such explanations as are reasonably necessary to enable the applicant to make a proper return.

(5) The applicant shall enter on his separate form of return:-

- (a) the required particulars in respect of himself; and
- (b) the name and address of the prescribed person who, but for the making of the separate return, would have been required to make a return in respect of him; and shall comply with any instructions contained in or delivered to him with that form, so far as they are applicable to him.

- (6) The prescribed person referred to in paragraph (5)(b) shall enter on his form of return in respect of the applicant only the particulars specified in item 1 of Schedule 2 of the Census Order.

Collection of Returns

15. (1) The enumerator shall, within the week after census day or as soon after as is reasonably practicable, collect all forms of return delivered by him and all separate returns made in accordance with Regulation 14 by persons within his enumeration district, and shall examine each return and satisfy himself that the entries thereon are properly and sufficiently made, and shall make all such inquiries as are reasonably necessary for that purpose.
- (2) The Treasury shall make arrangements as it sees fit for the collection of completed forms of return made by persons on vessels mentioned in Groups IV and V in Schedule 1 to the Census Order and by persons in places mentioned in Group VI in that Schedule.

Duties of Enumerators

16. The enumerator shall, on receiving a return, enter on it and in his record book such particulars as the Treasury may require and shall, within fourteen days after the census day, send to the Treasury a report on such particulars of his enumeration district as may be required by the Treasury and shall also, within fourteen days after the census day:-
- (1) enter in the record book and on the forms of return collected by him such further particulars as the Treasury may require; and
- (2) deliver to the supervising officer the completed record book, all the completed returns collected by him and any other written record of any nature in his possession which contains personal information which has been acquired in connection with the census.

Additional Duties of Supervising Officers

17. (1) The supervising officer shall examine the record books and the returns for all enumeration districts within his census district so delivered to him, and where it appears to him that any book or return is incomplete or that any entry on a return is insufficient or is inconsistent with any other entries, he shall require the enumerator from whom it was received to take such steps as may be reasonably necessary, whether by enquiring from the person who made the return or otherwise, to complete or correct the book or return and to send the book or return duly completed or corrected to the supervising officer within the period specified by the supervising officer for that purpose.
- (2) The supervising officer shall, when satisfied that all such books and returns are complete and correct, send such books and returns and any other written record of any nature in his possession which contains any personal information which has been acquired in connection with the census forthwith to the Treasury.

Giving of Information

18. (1) Every prescribed person shall give to the enumerator such information as the enumerator may reasonably require for the performance of his duties under these Regulations, and every other person in respect of whom it is the duty of the prescribed person to make a return shall give to the prescribed person such information as may reasonably be required for the completion of the return.
- (2) No person to whom information is given pursuant to the Census Order and these Regulations shall use, publish or communicate to any other person any information other than for the purpose of the Act.

PART III

MISCELLANEOUS

Giving of Instructions by the Treasury

19. The Treasury may give a census manager, supervising officer, or enumerator, and may authorise a census manager or supervising officer to give to an enumerator, such instructions or directions, whether particular or general, as it may think necessary for the due performance of their respective duties under these Regulations, and any such instructions or directions shall be complied with by the census manager, or any supervising officer or enumerator to whom they are given.

Replacement of Census Manager, Supervising Officer or Enumerator

20. Where the census manager, or a supervising officer or enumerator is for reasons of health or otherwise unfit to perform his duties under these Regulations, the Treasury may appoint some fit and proper person in his place to perform such duties.

Making a Statutory Declaration by Supervising Officer or Enumerator

21. The Treasury may, if it thinks fit, require a supervising officer or enumerator to make a statutory declaration that he has properly and sufficiently performed his duties under the Act and under these Regulations.

Safe Custody of Forms and Documents

22. A person having the custody, whether on his own behalf or on behalf of any other person, of any forms of return, enumeration books or other documents containing confidential information relating to the census shall keep such forms, books and other documents in such a manner as to prevent any unauthorised person having access thereto.

Revocation

23. The Census Regulations 2001 (e) are hereby revoked.

Regulation 8

SCHEDULE

Form of Undertaking

I,....., being a person appointed in accordance with the Census Regulations 2006 for the purpose of taking the census, hereby undertake and promise faithfully to perform the duties assigned to me under the Census Act 1929, and by the Census Regulations 2006 so far as applicable to me, and to fulfil all the obligations required of me under the Act and by these Regulations and I hereby state that I have read and understood the provisions of section 6 of the Census Act and of Regulation 22 of the Census Regulations.

Signed.....

Made

24th January

2006



Minister for the Treasury

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations relate to the taking of the 2006 Census of Population and make provision for the division of the Isle of Man into districts for the purpose of the census, for the appointment of census staff, and for all aspects of the delivery, completion and collection of the census returns.

