

Island of  Guernsey

Ordinance of the States. V

1951

Made 14th March, 1951.

Came into Operation 14th March, 1951.

The Census Ordinance, 1951.

THE STATES, in pursuance of their Resolution of the 23rd day of August, 1950, hereby order:—

1. In this Ordinance, unless the context otherwise requires—

“the Board” means the States Board of Administration ;

“Census day” means the day upon which the census is to be taken ;

“enumerator” means an officer appointed under subsection (1) of section 7 of this Ordinance ;

“prescribed person” means a person required by this Ordinance to make a return ;

“prescribed form” means a form prescribed by the Chief Registrar ;

“registrar” means a person appointed by the Chief Registrar, with the approval of the Board, to perform the duties ascribed to a registrar of a registration district by this Ordinance.

2. The Board shall appoint a person, to be called the Chief Registrar, to perform the duties assigned to him by or under this Ordinance.

3. The forms to be used in connection with the Census shall be issued by the Chief Registrar. A copy of each form shall be filed at the Greffe.

4. The Census shall be taken on the 8th day of April, 1951, with respect to all persons in Guernsey, Sark, Herm and Jethou who are alive at midnight ending that day.

5. (1) The returns for the purpose of the Census shall be made with respect to the classes of persons mentioned in the first column of the First Schedule to this Ordinance by the persons specified opposite each such class in the second column of that Schedule, and shall be on the appropriate form issued by the Chief Registrar:

PROVIDED nevertheless that any person entitled under section ten of this Ordinance to make a confidential return and claiming so to do in the manner prescribed by that section shall, subject to the prescribed conditions, be deemed to be the person by whom the return is to be made with respect to himself.

(2) The returns shall state the particulars specified in the Second Schedule to this Ordinance and shall comply with any instructions shown on the form.

6. The registration districts and the enumeration districts shall be those defined by the Chief Registrar.

7. For the purpose of the Census—

(1) the Chief Registrar, with the approval of the Board, may appoint, or authorise a registrar, subject to the like approval, to appoint for any enumeration district an officer who shall perform in that enumeration district the duties of an enumerator under this Ordinance.

(2) Every registrar and every person appointed or required to act as enumerator under this Ordinance and every person assisting a registrar or enumerator in the performance of his duties shall, in the case of a registrar at such time as the Chief Registrar may direct and in any other case before he acts as such enumerator or assistant, or performs any of his duties as such, sign an undertaking in the prescribed form faithfully to perform his duties under this Ordinance.

8. (1) Every registrar shall enter in the enumeration books provided for the purpose of the Census enumeration by the Chief Registrar, such particulars as the Chief Registrar may require and shall, not later than fourteen days before the Census day, furnish every enumerator appointed or required under this Ordinance to act for an enumeration district within his registration district with such an enumeration book and with a sufficient number of forms of return and such other forms as may be necessary for the purpose of the census enumeration.

(2) The enumerator shall, not earlier than eight days and not later than one day before the census day, deliver to each prescribed person in his district or to a person acting on behalf of such prescribed person

the appropriate form of return, and shall, upon so delivering the form, enter thereon and in the enumeration book such particulars as the Chief Registrar may require.

(3) The enumerator shall, if so requested by any prescribed person or by any person acting on behalf of such prescribed person, give such explanations as to the form of return or the procedure to be followed in making the return as are reasonably necessary to enable the prescribed person to make a proper return.

(4) Where a return is required to include particulars of the rooms occupied by the persons in respect of whom it is to be made, the enumerator, on attending to deliver a form of return to a prescribed person, shall make such enquiries as are reasonably necessary to ascertain such particulars, and shall enter the particulars so ascertained on the form of return before it is delivered.

9. Every person with respect to whom it is the duty of a prescribed person to make a return shall give to the prescribed person such information as he may reasonably require for the purpose of enabling him to make the return :

PROVIDED that no person shall use, publish, or communicate to any other person any information so given otherwise than in accordance with this Ordinance.

10. (1) Any person aged sixteen years or over on the Census day who is not a prescribed person, a person detained in prison, a person certified to be of unsound mind or an inmate for reasons of mental illness of a hospital or other institution may make a confidential return if he fulfils the conditions hereinafter prescribed, so far as the same are applicable to him.

(2) Subject to the provisions of the last foregoing subsection, a person claiming to make a confidential return as aforesaid (hereinafter in this section called "the applicant") or a person acting on his behalf shall apply for a separate form of return to the enumerator when he attends to deliver the form of return to the prescribed person who, but for the provisions of this section, would be required to make a return in respect of the applicant :

PROVIDED that if the applicant cannot reasonably obtain a form of return elsewhere, he may apply in person, not later than two days before the Census day, to a registrar.

(3) The enumerator or registrar shall then 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 claimant to make a proper return.

(4) The applicant shall enter on his separate form of return—

(a) the required particulars in respect of himself (other than particulars relating to living accommodation), 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 that form, so far as they are applicable to him.

(5) The said prescribed person shall enter on his form of return in respect of the applicant no particulars other than his name and the relation in which he stands to the prescribed person.

11. (1) The enumerator shall, as nearly as may be in the course of the day following the census day, collect all forms of return delivered by him and shall examine each return and satisfy himself that the entries thereon are properly and sufficiently made, and shall make all such enquiries as are reasonably necessary for that purpose and shall himself make such corrections in the return as appear to him on enquiry to be required.

(2) Every person shall give to the emunerator all such information as may reasonably be required by him for the performance of his duties under subsection (1) of this section.

12. The enumerator shall, on receiving each return, enter upon the return and in his enumeration book such particulars as may be required by the Chief Registrar to be so entered, and shall within eight days after the Census day—

(a) enter in the enumeration book and in all forms of return collected by him such further particulars as may be required by the Chief Registrar ; and

(b) deliver to the registrar the enumeration book and the returns of all prescribed persons in his district duly completed as aforesaid, and do such other acts and things relating to the census enumeration in his district as may be required by instructions and directions of the Chief Registrar given under this Ordinance.

13. (1) The registrar shall examine the enumeration books and the returns 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 entry, he shall require

the enumerator from whom it was received to take such steps as may be reasonably necessary, whether by enquiry from any prescribed person or otherwise to complete or correct the book or return, and to forward the book or return duly completed or corrected to the registrar within the period specified by the registrar for that purpose.

(2) The registrar shall, not later than the 30th day of April, 1951, forward to the Chief Registrar the enumeration books duly completed for all enumeration districts within the registration district, together with the returns made by all the prescribed persons within that district, and do such other acts and things relating to the census enumeration as may be required by instructions of the Chief Registrar given under this Ordinance.

14. The Chief Registrar may give, or may authorise a registrar to give, to an enumerator, and may give to a registrar, such instructions or directions, whether particular or general, as he may think necessary for the due performance by registrars or enumerators of their duties under this Ordinance, and any such instructions or directions shall be complied with by any registrar or enumerator to whom they are given.

15. Where it appears to the Chief Registrar that a registrar or enumerator is for reasons of health or otherwise unfit to perform his duties under this Ordinance, he may with the approval of the Board appoint some fit and proper person in his place to perform such duties.

16. The Chief Registrar may, if he thinks fit, require a registrar or enumerator to make a declaration that such registrar or enumerator has properly and sufficiently performed his duties under this Ordinance

and in the case of an enumerator, may authorise the registrar of the registration district, to take such declaration.

17. 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 confidential documents relating to the Census shall keep such forms, books and other documents in such manner as to prevent any unauthorised person having access thereto.

18. (1) If any person—

(a) refuses or neglects to comply with or acts in contravention of any of the provisions of this Ordinance ; or

(b) being a person required under this Ordinance to make a declaration with respect to the performance of his duties, knowingly makes a false declaration ; or

(c) being a person required by this Ordinance to make, sign, or deliver any document, knowingly makes, signs, or delivers, or causes to be made, signed, or delivered a false document ; or

(d) being a person required in pursuance of this Ordinance to answer any question, refuses to answer or knowingly gives a false answer to that question ;

he shall for each offence be liable on conviction to a fine not exceeding ten pounds.

(2) If any person—

(a) being a person employed in taking the census, without lawful authority publishes or communicates to any person otherwise

than in the ordinary course of such employment any information acquired by him in the course of his employment ; or

- (b) having possession of any information which to his knowledge has been disclosed in contravention of this Ordinance, publishes or communicates that information to any other person ;

he shall be liable on conviction to a fine not exceeding one hundred pounds.

FIRST SCHEDULE. Section 5 (1)

Persons with respect to whom returns are to be made.

Persons by whom returns are to be made.

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| <p>1. Persons present at midnight ending the Census day in a dwelling, lodgings or rooms, separately occupied by any private household of which they are members, guests (including paying guests or boarders), or employees.</p> <p>2. Persons present at midnight ending the Census day on the premises of any hotel, club, boarding - house, or common or other lodging-house.</p> | <p>1. The head, or person for the time being acting as the head, of the household.</p> <p>2. The manager or other person for the time being in charge of the premises.</p> |
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Persons with respect to whom returns are to be made.

Persons by whom returns are to be made.

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| <p>3. Persons present at mid-night ending the Census day on the premises of any public or private hospital, sanatorium, convalescent or nursing home, infirmary, mental hospital, religious or charitable community, residential school or college, or residential institution of any other kind.</p> | <p>3. The chief resident officer or other person for the time being in charge of the institution.</p> |
| <p>4. Persons belonging to the naval, military, or air forces of the Crown, and any other persons, present at midnight ending the Census day on any vessel or in any barracks, station, or other premises under naval, military or air force discipline.</p> | <p>4. The officer or other person appointed for the purpose in pursuance of arrangements made by the Admiralty, Army Council or Air Council.</p> |
| <p>5. Persons present at mid-night ending the Census day on any ship, boat, barge, or other vessel engaged in any coast-wise or fishing voyage or lying moored or anchored in any place.</p> | <p>5. The captain, master or other person for the time being in charge of the vessel.</p> |

Persons with respect to whom returns are to be made.

Persons by whom returns are to be made.

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| <p>6. Persons present at midnight ending the Census day on the premises of any civil prison, lock-up or other place of detention.</p> <p>7. Persons who, not having been enumerated elsewhere for the purpose of the Census, arrive at any of the places or premises above mentioned after midnight ending the Census day and before the returns in respect of persons present on or in such places or premises are required to be delivered up.</p> <p>8. Persons not included among any of the classes of persons above mentioned.</p> | <p>6. The governor or other person for the time being in charge of the premises.</p> <p>7. The persons specified above as the persons by whom the returns are to be made with respect to the persons present at midnight ending the Census day on or in any of the premises or places above mentioned.</p> <p>8. The person with respect to whom the return is to be made.</p> |
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SECOND SCHEDULE. Section 5 (2)

Particulars to be stated in all returns.

1. Full name.
2. Relation to head of family or other person by whom the return is to be made.

3. Sex.
4. Age in years and months.
5. (a) In respect of each person aged 16 years or over, whether single, married, widowed or divorced.
 (b) In respect of each married woman under the age of 50—
 - (i) the month and year of her present marriage ;
 - (ii) whether married more than once ;
 - (iii) if married more than once, the month and year of her first marriage.
6. Children born in marriage to each married woman under the age of 50—
 - (a) the number of such children ; and
 - (b) whether she has given birth to such a child since 9th April, 1950.
7. Usual residence.
8. Place of birth, stating :—
 - (a) if born in the Channel Islands, the name of the Island and of the town or parish ;
 - (b) if born in the United Kingdom or the Isle of Man, the name of the county and town or parish ;
 - (c) if born outside the United Kingdom, the Isle of Man and the Channel Islands the name of the country and the state, province or district or whether born at sea or in the air.
9. If born outside the United Kingdom, the Isle of Man and the Channel Islands, and—
 - (a) of British nationality, stating whether British by birth or descent, by naturalisation, through marriage or otherwise ;
 - (b) not of British nationality, stating nationality.

10. In respect of persons aged 14 years or over—
- (a) profession, trade, manufacture, service or other occupation, stating precise branch, and if occupied in trade or manufacture stating the particular kind of work done, of material worked in and of article, if any, made or dealt in ;
 - (b) (i) whether out of work, retired, apprentice or articed pupil, employed part time or helping unpaid in a business carried on by the head of family or other relative ;
 - (ii) if ordinarily occupied as employee, stating name and business of present employer or, if out of work or retired, of last employer ;
 - (iii) whether ordinarily occupied as employer, stating nature of business conducted, or whether ordinarily occupied neither as employer nor employee ;
 - (c) if not retired, stating the address of the place of work, or whether working at no regular place of work or whether the work is carried on mainly at home.
11. (a) Whether occupied in (i) full time or (ii) part time attendance at an educational establishment.
- (b) In respect of every person following or seeking to follow an occupation for payment or profit, and who is not retired, the age at which full time education in an educational establishment finally ceased.
12. (a) Number of living rooms dwelt in by the persons in respect of whom particulars are included in the return.

- (b) In respect of such persons, whether the household has exclusive or shared use of a piped water supply within the house, a kitchen sink, a cooking stove or range, a watercloset and a fixed bath.

JAMES E. LE PAGE,

H.M. Greffier.