



The Census Form-Buildings is filled out (or pre-completed data checked or corrected) by the owner of the building or the authorised administrator or manager of the building.

Information is filled out according to the situation at midnight from 25 to 26 March 2011. For each question always indicate one answer only. Pre-completed information may be data held in the Register of Enumeration Districts and Buildings.

If there is no pre-completed answer in column A or this answer does not correspond to the actual situation of the building, indicate or write the correct answer in column B. Do not cross out the information in column A.

If the pre-completed information in column A remains valid, it is not necessary to state the correct answer again in column B; simply confirm the veracity of the pre-printed information with your signature at the end of the form.

### 1. NUMBER OF DWELLINGS IN THE HOUSE

The total number of dwellings includes occupied and unoccupied dwellings, and dwellings temporarily free for purposes other than living. A dwelling means a collection of rooms, or an individual room, which are designated for living by the building authorities. The number of dwellings does not include dwellings which have been permanently exempted from the housing stock.

### 2. TYPE OF THE BUILDING

**A family house** is a residential structure whose structural lay-out corresponds to requirements for family living; a family house may have at most three independent dwellings, two above the ground at most and one underground floor and attic.

Family house - **stand-alone** does not adjoin any peripheral wall or part thereof of a house on a neighbouring section.

Family house - **semi-detached** has a part of a peripheral wall in common with a family house on the neighbouring section.

Family house - **terraced** is indicated as such when at least three family houses adjoin parts of a peripheral wall to each other.

**A multi-dwelling house** is a residential structure in which living is the predominant function, but does not meet the parameters of a family house. The number of floors is not determined. The majority of dwellings in a multi-dwelling house are accessible from a common hallway or stairwell.

For **other**, state in words, e.g. pension for retirees, retirement home, social welfare institution, monastery, convent, home for youth, boarding house, student hostel, hotel, hospital, administrative building, school, service building, asylum facility, prison etc. In the case where a building serves more purposes, state the type of building according to its primary function.

### 3. OCCUPANCY STATUS

Unoccupied building is one designated for living in which none of the dwellings is occupied, and nor does anyone live outside the dwellings.

### 4. TYPE OF OWNER

The owner of a house may be a natural person or a legal entity. What is important is the form of ownership, not the number of owners.

**Natural person** – owners of family houses and private owners of multi-dwelling houses. Indicate this option also in the case of co-ownership by two or more natural persons – co-owners or tenancy by entirety.

**Municipality** – for buildings owned by a municipality or city.

**State** – for buildings belonging to the state, to an enterprise in which the state has a majority, or to a central authority.

**Housing co-operative** – indicate when a dwelling co-operative is the only owner. Co-ownership of the co-operative and the owners of the units (dwellings) is stated as a “combination of owners”.

**Other legal entity** - for buildings belonging to legal entities other than housing co-operatives (e.g. joint-stock company, Ltd, agricultural co-operative, joint organisation etc.).

**Co-ownership of dwelling owners (of units)** - indicate only in the case that the whole building is co-owned by the dwelling (unit) owners. Owners of units are listed in the property cadastre.

**Combination of owners** - state in the case of a combination of various ownership forms. The majority will relate to co-ownership of natural persons (owners of units) and legal entities, most often co-operatives (some of the dwellings have not been transferred to personal ownership).

### 5. PERIOD OF CONSTRUCTION OR RECONSTRUCTION

The period of construction means the period when the building was completed and transferred for use (attestation). Later data is stated only if reconstruction occurred during which part of the bearing or peripheral walls were replaced, or if an extension or super-structure was added to the building which is bigger than the original building and the dwellings were also modernised.

### 6. MATERIAL OF BEARING WALLS

Bearing walls are considered to be those which bear ceilings and roofs; they are generally all external walls (other than the framework construction). Neither foundation materials nor partition walls are taken into consideration. The choice “stone, brick, breeze-block...” also includes a combination of all three materials.

### 7. NUMBER OF FLOORS (ABOVE THE GROUND)

Floors above the ground are considered to be the ground floor, or mezzanine, and each storey and attic. The basement is not an above-ground floor. Ground-floor buildings are one-storey.

The first above-ground floor is considered to be the floor at which the level of the floor is at the level of the surrounding terrain, or higher, for the whole area of the house regardless of whether dwellings, non-residential areas (e.g. garage, boiler-room, shop) or common house areas are located there. If the building stands on a slope so that it has a different number of floors on each side, state the number of floors which are seen on the side of the main entrance.

### 8. CONNECTION TO SEWERAGE

State the method of removing sewage, not rain water.

### 9. CENTRAL HEATING AND TYPE OF FUEL

For one dwelling family houses, central heating is considered to be where the heating source is located in stand-alone areas (e.g. in the cellar).

### 10. LIFT

List a building equipped with a lift regardless of the type of lift (personal, freight), but only in the case where the users of dwellings can normally use the lift.