

Population and Housing Census Form

Instructions to The Form

The Population and Housing Census

These instructions are meant to help you fill out the form that you have received in the mail. It is important that you fill out and send back the *Norwegian* form, not these instructions. In these instructions the questions and alternative answers have been translated in the same order that they occur on the Norwegian form that you have been sent.

The Statistics Act gives Statistics Norway the right to require answers in surveys that are of great social importance. The population and housing census is so important that everyone who has received this form is required to answer it.



You may answer via the Internet or fill out the Norwegian paper form.

If you choose to answer on the Internet, the web site is www.ssb.no

If you choose to fill out the paper form, use a pen with black or blue ink. If you make an error, black out the incorrect answer like this:

If you have questions about the form, call our help desk: 800 32 032



Please answer within the deadline that is printed on the form, so that you won't have to be sent a reminder.

1 This questionnaire deals with the home you lived in on **3 November 2001**. We would like to know whether you lived at the address that is listed on the form that you have received.

Mark the form with an X in the correct box. Translated into English, the alternatives are:

◆ Yes, I lived at this address on 3 November 2001	→	Go to question 3
◆ No, but I was merely away for a short time and have not moved	→	Go to question 3
◆ No, I lived somewhere else in connection with studies or work even though I have not reported moving	→	Go to question 2
◆ No, I have moved to a different address	→	Go to question 2

If you checked off that you lived elsewhere because of work or studies or that you have moved, you must also fill out question 2 and give the correct address on the form.

2 Please furnish as much information as you can about the address where you lived on **3 November 2001**. Begin with the street name, house number and letter if there is one on the first line. On the second line, write the postal code, followed by the post office. USE CAPITAL LETTERS.

If you do not have a street address, you must write the land registration number, property number and lease number on the line below.

3 The next questions concern the type of housing in which you live.
a) If you have reported a new address in question 2, you should answer for this new residence
b) Everyone else should answer for the dwelling at the address that is specified in question 1

Turn to the next page of the form!

**4 What kind of house or dwelling unit do you live in?
I live in ...**

Put an X in the correct field on the form.
Translated to English, the alternatives are:

◆ detached house
◆ dwelling house, farm dwelling for retired farmer(s) or other house connected with farming
◆ linked detached house, row house, house with 2 dwelling units or multigenerational house
◆ dwelling unit in multi-dwelling house, in house with 4 dwelling units, in terraced house or in other multi-dwelling house
Or live in...
◆ single room or bed-sitter with a separate entrance
◆ single room or bed-sitter without a separate entrance
Or live in ...
◆ other type of house or dwelling unit

5 Everyone who lives in a multi-dwelling building or house should have received a letter from the Norwegian Mapping Authority with an address label. The label has a dwelling unit number with the letters H, L, U or K plus four numbers.

Have you received this kind of address label with a dwelling unit number for the dwelling in which you lived on 3 November 2001?

If you have received this kind of label, you should enter the number into the wide field that has room for five characters.
If you have not received this kind of label, go to the next question.

6 If you live on a property where there are several dwellings without a street address, your municipality has assigned each house a sub-number in addition to the land registration and property number.

If you have received this kind of sub-number, please specify the sub-number.

If you have received this kind of number, you should enter it in the numeric field on the form. If not, go to the next question.

7 When was the building or house that you live in built?

Put an X in the correct field on the form. If you do not know when your house was built, put an X at the bottom of the right-hand column.

8 Can you also specify a more exact year of construction?

If you can also specify a more exact year of construction for your house, write the year in the field where there is room for four numbers, e.g. 1984.

9 Does the building or house have a cellar or lower ground floor?

Put an X by the upper JA (YES) if the house has a cellar. If not, put an X by NEI (NO).
Put an X by the lower JA if the house has a lower ground floor. If not, put an X by NEI.

10 How many storeys are there in the house or building in which you live?

Put an X in the correct field on the form.
Translated to English, the alternatives are:

◆ One storey
◆ Two storeys
◆ Three or four storeys
◆ Five or more storeys

11 Is there a lift in the building?

If there is a lift in the building in which you live, put an X by JA. If not, put an X by NEI.

12 What form of ownership or tenancy do you have for the house or dwelling unit in which you live?

Put an X in the correct field on the form.
Translated into English, the alternatives are as follows:

Are you...

◆ home owner alone or through joint ownership
◆ owners through a housing co-operative or limited company
◆ owners of bonds (obligasjoner) in a bond company (obligasjonsselskap)
Or do you rent
◆ from a private individual
◆ from a rental housing company
◆ from the municipality
◆ through your job / have free service accommodation
◆ other – specify

The following are questions about the number of rooms in and the size of the house or dwelling unit in which you live. You should only count rooms that you have at your disposal.

- a) If you rent out a single room or bed-sitter, it should not be counted.
- b) If you live in a single room or bed-sitter, that is the only room that should be counted.

13 Does the dwelling have its own kitchen or kitchenette?

If your dwelling has its own kitchen or kitchenette, put an X by JA. If not, put an X by NEI. If you have put an X by NEI, you must answer whether or not you have access to a shared kitchen. If you have access, put an X by JA in the field to the right. If not, put an X by NEI.

14 How many bedrooms measuring 6 m² (2m x 3m) does your dwelling have?

If your dwelling does not have a bedroom, put an X in the upper field by INGEN (NONE). If your dwelling has bedrooms, write the number of bedrooms in the lower field.

15 How many day rooms measuring 6 m² does your dwelling have?

If your dwelling does not have any other day rooms beside a kitchen, bedroom, bath and hallway, put an X in the upper field by INGEN. If your dwelling has more day rooms, e.g. a living room and workroom, write the number of these rooms in the lower field.

16 Are any of the rooms that you counted in question 15 only used for business activity?

If your dwelling has rooms that are used for business activity, e.g. a workshop, shop, etc., put an X in the upper field by JA. Then specify how many such rooms there are in your dwelling. If your dwelling does not have any such rooms, put an X in the lower field by NEI.

Now you can go to the top of the next page.

17 How many rooms with a bathtub or shower are there in your dwelling?

If your dwelling does not have any rooms with a bathtub or shower, put an X in the upper field by INGEN. If your dwelling has rooms with a bathtub or shower, write the number of such rooms in the lower field.

18a How large is your dwelling? Include all types of rooms (also storage rooms) that you have at your disposal within the house or dwelling unit's walls.

Do not include:

- Attics that you must use a ladder to get up to
- Rooms that you have to leave your dwelling to get to
- Single rooms and bed-sitters that you rent out

Put an X by the correct interval on the form.

18b Can you also specify a more exact figure within the interval that you checked off in question 18a)?

If you can also specify a more exact area for your house, write the exact area in the space where there is a numeric field for four numbers.

19 Can a wheelchair user enter the dwelling unassisted? In order for a wheelchair user to enter, for instance, the doors to the entrance must be at least 80 centimetres wide.

If you think that it is possible for a wheelchair user to enter, put an X in the upper box beside JA. If not, put an X by NEI.

20 After having entered the dwelling, can a wheelchair user use the following unassisted.....

Put an X by either JA or NEI on each line. Translated into English, you must answer whether a wheelchair user can or cannot use the following rooms unassisted:

◆	bathroom
◆	toilet
◆	at least one bedroom
◆	the kitchen
◆	living room

21 What kinds of ovens or heating systems does the dwelling have? You can check off more than one alternative here.

Put an X in the correct fields on the form. Translated into English, the alternatives are as follows:

◆	Panel heaters, heating cables, other electrical heaters
◆	Radiators or hot-water heating in floors

◆	Open fireplace
	Enclosed fireplace or other ovens that burn coal, wood or other kinds of <u>solid</u> fuel
◆	Stoves or other ovens that burn kerosene, oil or other types of liquid fuel
◆	Heat pumps
◆	Other – specify

22 Does the dwelling have central heating or is it hooked up to a district heating system?

Put an X by the upper JA if the house has central heating. If not, put an X beside NEI. Put an X by the lower JA if the house is hooked up to a district heating system. If not, put an X by NEI.

23 What source of energy is used to heat the dwelling? You can check off more than one source here.

Put an X in the correct fields on the form. Translated into English, the alternatives are:

◆	Electricity
◆	Wood, wood chips, coal or other types of <u>solid</u> fuel
◆	Kerosene, oil or other types of <u>liquid</u> fuel
◆	Gas
◆	Solar energy
◆	Other sources of energy – specify
◆	Don't know

24 How many toilets are there in the dwelling?

If your dwelling does not have a toilet, put an X in the upper field by INGEN. If your dwelling has a toilet, write the number of toilets in the lower field.

25 To what type of sewerage system is your dwelling hooked up?

Put an X in the correct field on the form. Translated to English, the alternatives are as follows:

◆	Public sewerage network
◆	Private sewerage system <u>for my dwelling only</u>
◆	Private sewerage system <u>that handles more than one dwelling</u>
◆	Not hooked up to any type of sewerage system
◆	Don't know

26 Have extensive improvements or renovation been carried out after the dwelling was ready to be occupied?

If no extensive improvements or renovation have been done after the dwelling was ready to be occupied, put an X in the upper left-hand column (by NEI). If improvements or renovation have been carried out, put an X by JA, and also indicate when the improvements and/or renovation were done (in the column to the right). Translated into English, the alternatives are as follows:

◆	1970 or earlier
◆	1971-1980
◆	1981 or later

If you do not know whether extensive improvements or renovation have been done, put an X at the bottom of the left-hand column.

27 Do you have access to...

Here you should put an X by either JA or NEI on each line. Translated into English, you should answer whether you have access to:

◆	your own yard
◆	a common yard with your neighbours
◆	your own balcony, veranda or terrace

Next you should answer whether your dwelling has

◆	its own garage or carport
◆	its own parking space

On the last page of the form, there are some questions about those with whom you live.

28 The family members who are listed below are registered at the same address as you in the National Population Register. a) We would like to know which of these persons lived on 3 November 2001 in the dwelling about which you have responded in this questionnaire.

b) For those who were living somewhere else on this date: **We would like to know if they lived in another dwelling or if they lived on a military base, at a hospital, in a home for the elderly or in some other institution.**

Here you should put an X by every person. Beside the names that are entered on the form, you should put an X in the first column (a) if they lived on 3 November in the dwelling about which you have responded in

this form. If they lived in a different dwelling, you should put an X in the second column. If they lived on a military base, at a hospital, in a home for the elderly or other institution, you should put an X in the third column.

29 Are there any others who lived on 3 November in the dwelling about which you have responded, but who are not included on the list in question 28?

If JA, you must answer question 30.

If NEI, you are finished with filling out the form. Please send it back in the enclosed return envelope. Thank you very much for responding!

30 Enter the first name, last name, date of birth and relationship that you have to these persons. USE CAPITAL LETTERS

You should write the first name on the first line, and you should write the last name on the second line in the fields below. You must enter the date of birth in the following format: day – month – year. You must also put an X in the next to the last column if the person was your cohabitant on 3 November.

Now you are finished with filling out the form. Please send it back in the enclosed reply envelope. Thank you very much for responding!