



Jersey

CENSUS (JERSEY) ORDER 2020

Official Consolidated Version

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CENSUS (JERSEY) ORDER 2020

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Jersey

CENSUS (JERSEY) ORDER 2020

THE CHIEF MINISTER makes this Order under Article 9 of the [Statistics and Census \(Jersey\) Law 2018](#) –

Commencement [[see endnotes](#)]

1 Interpretation

- (1) In this Order –
 - “census form” is construed in accordance with Article 4(1);
 - “census night” means midnight at the end of census day;
 - “census officer” has the meaning assigned by Article 2(2);
 - “communal form” is construed in accordance with Article 4;
 - “household form” is construed in accordance with Article 4;
 - “individual form” is construed in accordance with Article 4;
 - “Law” means the [Statistics and Census \(Jersey\) Law 2018](#);
 - “manager” means the person in charge of a communal establishment;
 - “Principal Census Officer” is construed in accordance with Article 2(1).
- (2) In this Order words and phrases defined in paragraph 1 or 2 of the Schedule to the Law have the same respective meanings as in that Schedule.

2 Census Officers

- (1) The Chief Statistician is the Principal Census Officer.
- (2) The Principal Census Officer must appoint sufficient numbers of census assistants, census enumerators and census coverage and quality officers (to be known collectively as “census officers”) as are necessary to enable the proper carrying out of a traditional census.
- (3) A census officer must –
 - (a) as directed by the Principal Census Officer, assist the Principal Census Officer in taking the census and preparing a report on it; and
 - (b) discharge the other duties imposed on census officers by this Order as directed by the Principal Census Officer.
- (4) All census officers, and any other person to be authorised by the Principal Census Officer under Article 10(1), must, before any appointment or

authorisation under this Order can take effect, sign a declaration, in a form approved by the Principal Census Officer, acknowledging the duties imposed by the Law, this Order and any other enactment as specified in the declaration, and the consequences of a breach of any such enactment.

3 Taking of Census

A census must be taken in respect of a census day of persons who, on census night –

- (a) are present in Jersey; or
- (b) are resident in Jersey, but absent that night.

4 Census forms

- (1) The Principal Census Officer must cause the following 3 types of census form to be printed and issued for the taking of the census –
 - (a) a household form;
 - (b) an individual form;
 - (c) a communal form.
- (2) The household form must be completed in respect of each household and requires certain information to be given relating to all members of the household, including limited information to be given in relation to visitors to Jersey, local visitors and persons who elect to complete an individual form, in accordance with the Schedule to the Law.
- (3) The individual form must be completed in respect of –
 - (a) any member of a household over the age of 16 who is resident and who elects to complete an individual form;
 - (b) every person resident in a communal establishment; and
 - (c) any other person who is not a member of a household, resident in a communal establishment or a visitor to Jersey.
- (4) A person elects to complete an individual form by informing the Principal Census Officer in writing not later than 7 days before census day.
- (5) A member of a household who has elected to complete an individual form must, in addition to completing that form, complete a declaration in the relevant household form that the member has elected to complete an individual form.
- (6) The communal form must be completed in respect of a person resident at, a visitor to Jersey staying at, or a local visitor to, a communal establishment.
- (7) Census forms must be delivered to each household or communal establishment –
 - (a) by hand by a census officer; or
 - (b) by post.

5 Persons required to complete census form

- (1) In the case of a household that is one person living alone, the household form must be completed by that person.
- (2) In the case of any other household, the household form must be completed by a person who usually resides at the address and who –
 - (a) rents or owns accommodation at the address; or
 - (b) is liable to pay utility bills relating to that address.
- (3) An individual form must be completed by the person to whom it relates.
- (4) Subject to Article 7(5)(b) a communal form must be completed by the manager.

6 Completion of census form by another person

- (1) This Article applies despite Article 5.
- (2) If a person required to complete a census form is a minor, the form must be completed by a person having parental responsibility (within the meaning of the [Children \(Jersey\) Law 2002](#)) for the minor.
- (3) If a person required to complete a census form is unable to do so by reason of illness or incapacity, the form must be completed by a person who holds a lasting power of attorney, or who has been appointed a delegate, in relation to that person under the [Capacity and Self-Determination \(Jersey\) Law 2016](#) or, if there is no such person, may be completed by any person on his or her behalf.
- (4) A person required to complete a census form may request another person to complete it on his or her behalf.
- (5) A person required to complete a census form who requests another person to complete it on his or her behalf remains responsible for ensuring the completion of the form and its return in accordance with this Order.

7 Duty of person completing census form

- (1) A person required to complete a census form must ensure that it is completed on the day after census day or as soon as reasonably practicable thereafter.
- (2) A person completing a census form must do so, to the best of the person's knowledge or belief, fully and accurately.
- (3) A person who has completed a household form must as soon as reasonably practicable return it in a postage-paid envelope provided for the purpose, hand it to a census officer or, if so indicated on the form, submit it electronically.
- (4) A person who has completed an individual form must as soon as reasonably practicable –
 - (a) if the person is a member of a household, return it in a postage-paid envelope provided for the purpose or hand it to a census officer; or
 - (b) if the person is resident in a communal establishment, deliver the completed form to the manager, return it in a postage-paid envelope provided for the purpose or hand it to a census officer.

- (5) A manager must –
 - (a) collect the completed individual forms delivered in accordance with paragraph (5)(b) and, as soon as reasonably practicable, return them in a postage-paid envelope provided for the purpose or hand them to a census officer; and
 - (b) return the completed communal form in a postage-paid envelope provided for the purpose, hand it to a census officer or supply the data contained in the form to a census officer for a communal form to be completed by a census officer.

8 Duty of other persons to co-operate in completion of census form

- (1) A person whose particulars are required to be entered in a census form must give the person completing the form such information as that person reasonably requires in order to complete the form fully and accurately.
- (2) A person whose particulars are required to be entered in a census form must give a census officer such information as the census officer reasonably requires in order to verify information entered in a census form or complete a census form.

9 Procedures for taking of census

The Schedule sets out the procedures for the taking of the census.

10 Custody of documents

Only the Principal Census Officer, census officers and persons authorised by the Principal Census Officer may have access to returned census forms and to documents and records used in connection with the taking of the census.

11 Citation and commencement

This Order may be cited as the Census (Jersey) Order 2020 and comes into force 7 days after it is made.

SCHEDULE

(Article 9)

PROCEDURE FOR TAKING CENSUS

1 Principal Census Officer to provide forms and documents

The Principal Census Officer must provide each census officer with as many census forms, documents and information as the census officer requires to discharge his or her duties under this Order.

2 Distribution of census forms to households

- (1) The Principal Census Officer must provide each census officer with a list of addresses of households for which that officer is responsible (a “listed household”).
- (2) The census officer must deliver to each listed household, or cause to be posted, information regarding the taking of the census and a household form.
- (3) If the census officer finds a household that is not listed, the census officer must add the household to the list.
- (4) If a member of a household has elected to complete an individual form, the census officer must also deliver or cause to be posted to that member an individual form.
- (5) If a member of a household informs the Principal Census Officer that a household form or an individual form has not been received a census officer must deliver or cause to be posted a replacement form.
- (6) The actions required of a census officer by this paragraph must be completed within such periods as the Principal Census Officer directs.

3 Distribution of census forms to communal establishments

- (1) The Principal Census Officer must provide each census officer with a list of addresses of communal establishments for which that officer is responsible (a “listed establishment”).
- (2) The census officer must, within such periods as the Principal Census Officer directs, contact each listed establishment and deliver or cause to be delivered to the manager the communal form and so many individual forms as are required for taking of the census in the establishment.

4 Duty of census officer to keep records

A census officer must keep a record, in the manner directed by the Principal Census Officer, in writing, of each visit to a household or communal establishment carried out in accordance with this Schedule, and its outcome.

5 Returns of information

A census officer must, as directed by the Principal Census Officer, deliver to the Principal Census Officer all forms, records and other documents connected with the taking of the census that are in the census officer's possession.

ENDNOTES

Table of Legislation History

| Legislation | Year and No | Commencement | ◦Projet No (where applicable) |
|----------------------------|----------------------------------|------------------|-------------------------------------|
| Census (Jersey) Order 2020 | R&O.136/2020 | 23 November 2020 | |

◦Projets available at statesassembly.gov.je

Table of Endnote References

There are currently no endnote references