

Please mark your answers in the official 2011 Census questionnaire.

Please proceed as follows:

1. Answer the questions in the order given. Please mark only one answer for each question.
2. Please use a black or blue ballpoint pen to complete the questionnaire.
3. When entering text, please use block capitals.

Example: Surname:

SCHÜLLER

Street:

MUSTERSTRASSE

4. If you wish to correct an answer, please make sure that the correction is clear so that there can be no doubt about your answer.

Example: Use of the dwelling on 9 May 2011

Occupied by owner

Let for residential use

5. Instructions on the questions are highlighted like this: ■. When answering the questions, please observe instructions 1 to 14 in the document attached.

Questions about the building

G1 What type of building is it? 1

In **residential buildings** at least half of the floor space is used for residential purposes. In **other buildings with residential space** less than half of the floor space is used for residential purposes.

Residential building (no residential home)

Other building with residential space, e.g. commercial building containing a dwelling

Residential home where occupants have their own household

Inhabited accommodation, e.g. summer-house, portacabin

G2 How many dwellings are in the building? 2

Please indicate "1" for a one-family house. Include dwellings used for commercial purposes.

Number of dwellings

G3 What type of building is it? 3

Detached one-family or multi-family house ...

Semi-detached one-family or multi-family house

Terraced one-family or multi-family house

Other type of building

G4 In what year was the building completed? 4

If you do not know the exact year of construction, please give an estimate.

G5 Who owns the building? 5

For buildings containing freehold dwellings please always mark **commonhold owners** even if all the freehold units have the same owner.

Commonhold owners

Private individual(s)

Housing co-operative

Private sector housing company

Other private sector company

Municipality or municipal housing company ...

Federation, State

Non-profit organisation, e.g. church

G6 What is the main type of heating in the building? 6

District heating (long-distance heating)

Block heating

Central heating

Single-storey heating

Single-room or multi-room stoves (incl. night storage heating)

No heating in the building or in the dwellings

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Questions about dwellings

You can enter data for up to 6 dwellings on the following pages.

If you are the owner of a **one-family house** or of a **single freehold dwelling**, please enter the data under "Dwelling 1".

Dwelling 1

W1 Please enter the first names and surnames of up to two persons living in the dwelling on 9 May 2011. Start with the adults first. 7

Please enter your own name even if you are the owner-occupier of the house/dwelling. Leave these boxes blank if it is a diplomat's dwelling, a dwelling of foreign armed forces, if the dwelling is vacant or used exclusively for commercial purposes.

Occupant 1:	First name	<input type="text"/>
	Surname	<input type="text"/>
Occupant 2:	First name	<input type="text"/>
	Surname	<input type="text"/>

Is it a freehold dwelling?
(let or owner-occupied)

Yes  Go to question W2.
No  Go to question W3.

W2 Who owns the dwelling? 8

Private individual(s)
Private sector company
Public sector company, church or the like
Housing co-operative

W3 How is the dwelling being used on 9 May 2011? 9

Occupied by owner
Let for residential use
Vacant
Whole dwelling used exclusively for commercial purposes
If the whole dwelling is used for commercial purposes, there are no more questions to answer on this dwelling.

W4 What is the floor space of the dwelling? 10

Floor space in m²

W5 How many rooms are in the dwelling? 11

Please count in the kitchen as well as every room of 6m² or more (except bathroom, toilet, corridor).

Number of rooms

W6 Is there a toilet in the dwelling?

Yes No

W7 Is there a bathtub or shower in the dwelling? 12

Yes No

W8 How many persons are living in the dwelling on 9 May 2011? 13



Number of persons

W9 This dwelling is ... 14

... a holiday or leisure dwelling (not continuously used for commercial/hotel purposes)
... a diplomat's dwelling/dwelling of foreign armed forces
... none of the two

Please continue here

Are you obliged to provide information on other dwellings in the building?

Yes  Go to dwelling 2.
No  End of survey. Please return the questionnaire.

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Dwelling 2

W1 Please indicate up to two persons who are living in the dwelling on 9 May 2011. 7

Occupant 1: First name [grid] Surname [grid]
Occupant 2: First name [grid] Surname [grid]

W2 Only for freehold dwellings: Who owns the dwelling? 8

- Private individual(s) [input]
- Private sector company [input]
- Public sector company, church or the like [input]
- Housing co-operative [input]

W3 Use of the dwelling on 9 May 2011? 9

- Occupied by owner [input]
- Let for residential use [input]
- Vacant [input]
- Whole dwelling used exclusively for commercial purposes [input]
- End of survey for this dwelling. [input]

W5 How many rooms are in the dwelling? 11 [grid]

W6 Toilet in the dwelling

- Yes [input] No [input]

W7 Bathtub or shower in the dwelling 12

- Yes [input] No [input]

W8 How many persons are living in the dwelling on 9 May 2011? 13 [grid]

W9 This dwelling is ... 14

- ... a holiday or leisure dwelling [input]
- ... a diplomat's dwelling/dwelling of foreign armed forces [input]
- ... none of the two [input]

W4 Floor space of the dwelling in m² 10 [grid]

Dwelling 3

W1 Please indicate up to two persons who are living in the dwelling on 9 May 2011. 7

Occupant 1: First name [grid] Surname [grid]
Occupant 2: First name [grid] Surname [grid]

W2 Only for freehold dwellings: Who owns the dwelling? 8

- Private individual(s) [input]
- Private sector company [input]
- Public sector company, church or the like [input]
- Housing co-operative [input]

W3 Use of the dwelling on 9 May 2011? 9

- Occupied by owner [input]
- Let for residential use [input]
- Vacant [input]
- Whole dwelling used exclusively for commercial purposes [input]
- End of survey for this dwelling. [input]

W5 How many rooms are in the dwelling? 11 [grid]

W6 Toilet in the dwelling

- Yes [input] No [input]

W7 Bathtub or shower in the dwelling 12

- Yes [input] No [input]

W8 How many persons are living in the dwelling on 9 May 2011? 13 [grid]

W9 This dwelling is ... 14

- ... a holiday or leisure dwelling [input]
- ... a diplomat's dwelling/dwelling of foreign armed forces [input]
- ... none of the two [input]

W4 Floor space of the dwelling in m² 10 [grid]

Please mark your answers in the official 2011 Census questionnaire.

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Dwelling 4

W1 Please indicate up to two persons who are living in the dwelling on 9 May 2011. 7

Occupant 1: First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Occupant 2: First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

W2 **Only for freehold dwellings:
Who owns the dwelling?** 8

Private individual(s)

Private sector company

Public sector company, church or the like

Housing co-operative

W3 **Use of the dwelling on 9 May 2011?** 9

Occupied by owner

Let for residential use

Vacant

Whole dwelling used exclusively for commercial purposes

End of survey for this dwelling.

W5 **How many rooms are in the dwelling?** 11

--	--

W6 **Toilet in the dwelling**

Yes No

W7 **Bathtub or shower in the dwelling** 12

Yes No

W8 **How many persons are living in the dwelling on 9 May 2011?** 13

--	--

W9 **This dwelling is ...** 14

... a holiday or leisure dwelling

... a diplomat's dwelling/dwelling of foreign armed forces

... none of the two

W4 **Floor space of the dwelling in m²** 10

--	--	--

Dwelling 5

W1 Please indicate up to two persons who are living in the dwelling on 9 May 2011. 7

Occupant 1: First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Occupant 2: First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

W2 **Only for freehold dwellings:
Who owns the dwelling?** 8

Private individual(s)

Private sector company

Public sector company, church or the like

Housing co-operative

W3 **Use of the dwelling on 9 May 2011?** 9

Occupied by owner

Let for residential use

Vacant

Whole dwelling used exclusively for commercial purposes

End of survey for this dwelling.

W5 **How many rooms are in the dwelling?** 11

--	--

W6 **Toilet in the dwelling**

Yes No

W7 **Bathtub or shower in the dwelling** 12

Yes No

W8 **How many persons are living in the dwelling on 9 May 2011?** 13

--	--

W9 **This dwelling is ...** 14

... a holiday or leisure dwelling

... a diplomat's dwelling/dwelling of foreign armed forces

... none of the two

W4 **Floor space of the dwelling in m²** 10

--	--	--

Please mark your answers in the official 2011 Census questionnaire.

Dwelling 6

W1 Please indicate up to two persons who are living in the dwelling on 9 May 2011. 7

Occupant 1: First name

Surname

Occupant 2: First name

Surname

W2 Only for freehold dwellings: Who owns the dwelling? 8

Private individual(s)

Private sector company

Public sector company, church or the like

Housing co-operative

W5 How many rooms are in the dwelling? 11

W6 Toilet in the dwelling

Yes No

W3 Use of the dwelling on 9 May 2011? 9

Occupied by owner

Let for residential use

Vacant

Whole dwelling used exclusively for commercial purposes

End of survey for this dwelling.

W7 Bathtub or shower in the dwelling 12

Yes No

W8 How many persons are living in the dwelling on 9 May 2011? 13

W9 This dwelling is ... 14

... a holiday or leisure dwelling

... a diplomat’s dwelling/dwelling of foreign armed forces

... none of the two

W4 Floor space of the dwelling in m² 10

If you are responsible for providing information on more than 6 dwellings in the building, please use the separate continuation questionnaire. If you have not received a continuation questionnaire, please contact us to request one.

Comments

If you wish to make comments or add supplementary data on the building or the dwellings therein, please enter that information here.

Thank you very much for your support.

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Census of Buildings and Housing on 9 May 2011

Instructions for page one of the questionnaire

A **separate building and housing questionnaire** has to be completed for each building with residential space and for each inhabited accommodation.

A **building with residential space** is defined as:

- every **detached** building or
- every building in a group of semi-detached buildings separated by a firewall. As a rule, semi-detached buildings can be recognised by their separate entrance and separate staircase which lead to at least one dwelling, irrespective of whether the dwellings are occupied or vacant.

Inhabited accommodations include **inhabited** summerhouses, **inhabited** construction site trailers, **inhabited** portacabins and the like.

If you are the owner of several buildings with residential space, please request a separate building and housing questionnaire for each building, even if these buildings have the same address.

Instructions on the questions about the building

- 1** Please mark **residential building** if at least half of the total useful floor space in the building is used for residential purposes and it is not a residential home. If less than half of the total useful floor space is used for residential purposes, because the building mainly contains, for example, shops or offices, please mark **other building with residential space**.

Residential homes are residential buildings that are mainly used to meet the housing needs of specific population groups (e.g. student hall of residence, home for elderly people). Residential homes contain common rooms. The occupants of residential homes have their own household. Please mark **residential home** even if the building includes, for example, a long-term care unit.

Inhabited accommodations are temporary structures. They include, for instance, summerhouses, construction site trailers, shacks, mobile homes (e.g. on camping sites), portacabins, huts in allotment gardens, hunting lodges, vineyard huts, Alpine cabins and permanently anchored houseboats provided that the latter are continuously inhabited.

- 2** Please indicate the **number of all dwellings in the building**, irrespective of whether they are currently occupied or not. Accessory apartments in one-family houses have to be counted as separate dwellings. Please count in dwellings that were originally intended for residential purposes but are now used exclusively for commercial purposes (e.g. because they accommodate medical practices or offices). Do not include salesrooms. In the case of **residential homes** (where occupants have their own household), each self-contained unit is counted as a dwelling if it can be entered directly from a staircase, corridor or the outside.

- 3** **Detached one-family or multi-family house:** This may be, for instance, a detached one-family house or a detached high-rise building.

Semi-detached house: A building erected side-by-side with one other building, irrespective of whether the buildings are one-family or multi-family houses.

Examples of semi-detached houses:



Terraced house: A building erected side-by-side with at least two other buildings, irrespective of whether they are one-family or multi-family houses. The buildings need not have the same design and may be set in a staggered line

or at different levels. This category includes end of terrace houses.

Examples of terraced houses:



Other type of building: All types of buildings that are not detached, semi-detached or terraced houses and all types of inhabited accommodations.

- 4** Indicate the year in which the building was originally completed. For buildings that were rebuilt after complete destruction, the year of construction is the year in which the building was rebuilt. If you do not know the exact year of construction, please give an estimate.

- 5** **Commonhold owners:** This category applies always and exclusively where a building (multi-family house) has been split into freehold dwellings in accordance with the Housing Property Act. Commonhold owners must not be marked in the case of adjacent one-family houses (e.g. semi-detached or terraced houses) that have been split into separate units under the Housing Property Act. In that case, one of the other categories must be chosen (usually: private individual(s)).

Private individual(s): All natural persons. This refers, for instance, to individuals, couples or other groups of persons, such as communities of heirs.

Housing co-operative: All housing companies with the legal form of a co-operative.

Private sector housing company: All housing companies under private law, excluding co-operatives.

Other private sector company: All companies under private law owning dwellings that were not primarily purchased to be rented out (e.g. banks, insurance companies, funds).

Municipality or municipal housing company: Company or institution in which the municipality holds more than 50% of the nominal capital or voting rights.

Federation, State: Company or institution in which the Federation or the State holds more than 50% of the nominal capital or voting rights.

Non-profit organisation: e.g. churches.

- 6 District heating:** District heating is a system where the heat for entire residential areas is produced centrally in a district heating plant (also called long-distance heating).

Block heating: This applies where the heat for an entire block of buildings is produced by a central heating system whose heat source is inside, attached to, or very close to one of the buildings (also called short-distance heating).

Central heating: A central heating system supplies heat to all dwelling units in a building from one central source of heat that is located inside the building (usually in the cellar).

Single-storey heating: Single-storey heating is a system where all the rooms of a self-contained dwelling are heated from a central source of heat (e.g. gas furnace) that is usually located inside the dwelling.

Single-room or multi-room stoves: Single-room stoves (e.g. coal stoves or night storage heaters) only heat the room in which they are placed; usually, they are firmly installed. A multi-room stove (e.g. tile stove) supplies heat to several rooms at once (sometimes by air ducts).

Heat recovery systems/controlled ventilation systems in passive houses are considered here as "heating" and should be allocated to the relevant category (usually: central heating).

If there are several heating systems in a building, please mark the one that supplies heat for the largest proportion of the floor space.

Instructions on the questions about dwellings

A **dwelling** is defined as a self-contained unit for residential use that usually consists of adjoining rooms and enables the occupants to have their own household.

Dwellings have a separate entrance with direct access from the outside, a staircase or vestibule. The dwelling may however include cellar or attic rooms that are outside the actual dwelling but have been converted for residential use (e.g. mansards).

- 7** The first names and surnames of up to two persons who permanently or regularly live in the dwelling even if they are not staying in the dwelling on 9 May. In the case of let dwellings, please look up the names in the rental contract, if necessary. If you do not know the names of the persons actually living in the dwelling, please enter the names of the persons with whom the contract was made. For holiday dwellings (see **14**), please enter the names of the persons who normally use the dwelling.

- 8** This question must only be answered for freehold dwellings in multi-family houses, that is, whenever the category "commonhold owners" was marked in question G5.

Private sector company: Including private sector housing companies.

Public sector companies, churches or the like: Companies or institutions in which municipalities, the Federation or the States hold more than 50% of the nominal capital or voting rights. Non-profit organisations such as churches also come under this category.

- 9 Occupied by owner:** If at least one of the occupants owns the dwelling, even if the dwelling is occupied by sub-tenants besides the owner.

Please mark **let for residential use** if the **dwelling** has been rented out for residential use or if someone is allowed to use it rent-free.

A dwelling is considered as **vacant** if it is neither rented out on the reference day nor occupied by the owner and is not a holiday or leisure dwelling (see **14**). If the dwelling cannot be used for some time because of alterations or renovations – while the tenancy continues – the dwelling is not considered as vacant.

The category **exclusive commercial use** applies if the dwelling is not used for residential purposes but only and exclusively for commercial purposes (e.g. as office, medical practice). Dwellings that are continuously let for commercial/hotel purposes as holiday dwellings are also used exclusively for commercial purposes.

- 10 Floor space:** Total useful floor space of the dwelling. Rooms outside the self-contained dwelling (e.g. mansards) and cellar and attic rooms converted for **residential use** also form part of the dwelling.

To calculate the useful floor space (in accordance with the Useful Floor Space Ordinance), include:

- the full floor space of rooms/parts of rooms with a clear height of at least 2 metres;
- half the floor space of rooms/parts of rooms with a clear height of at least 1 metre but less than 2 metres; conservatories without heating, swimming pools and similar fully enclosed rooms;
- usually a quarter, but no more than half, of the floor space of balconies, loggias, roof gardens, terraces.

If you do not know the exact floor space, please give an estimate.

- 11** The number of rooms includes all living, dining and bedrooms and other separate rooms (e.g. habitable cellar and attic rooms) of at least 6m² as well as self-contained kitchens irrespective of their size. The bathroom, toilet, corridor and utility rooms are in principle not included. A living room with a dining area, bedroom area or kitchenette should be counted as **one** room. Accordingly, open-plan dwellings in which the living spaces are not structurally separate from each other (e.g. loft apartments) consist of only **one** room.
- 12 Bathtub or shower:** Mark **no** if there are only portable shower units or bathtubs that are not permanently connected to the water supply and drain pipes.
- 13** The number of persons living permanently or regularly in the dwelling even if they are not staying in the dwelling on 9 May. If the exact number is not known, please indicate the number of persons living in the dwelling **as known to you**. For private holiday and leisure dwellings (see **14**) please indicate the number of persons normally using the dwelling.

- 14 Holiday or leisure dwellings** are dwellings where people only spend private leisure time (e.g. weekends, holidays, vacations, etc.). Holiday and leisure dwellings can be found in all kinds of buildings (e.g. weekend and holiday home, multi-family house). They may be used by the owner or be rented out permanently (or let free of charge) to a third party for leisure-time use.

This does not include holiday dwellings that are continuously let for commercial/hotel purposes.

The dwelling is a **diplomat's dwelling** or a **dwelling of foreign armed forces** if at least one of the occupants is a member of a foreign diplomatic mission, of foreign armed forces or the like, irrespective of whether they are owners or tenants.

Census of Buildings and Housing on 9 May 2011

Notification in accordance with Article 17 of the Federal Statistics Law

Purpose, type and scope of the survey, legal bases

Current official statistical data on buildings and dwellings are based on the results of the population census conducted in the old States in 1987 and of the census of buildings and housing conducted in the new States in 1995 as well as on intercensal estimates produced since that time. Updating those data and putting them on a new basis requires the collection of data on buildings and dwellings as part of the 2011 Census. Register data of the public administration cannot be used because there are no relevant registers. The survey covers all buildings with residential space, inhabited accommodations and dwellings.

To control the process of conducting the census of buildings and housing, the Federal Statistical Office has set up a register of addresses and buildings on the basis of the Act on Preparing a Register-Based Census of 8 December 2007 (Federal Law Gazette I, p. 2808), last amended by Article 3 of the Law of 8 July 2009 (Federal Law Gazette I, p. 1781). In that register, individual data on dwellings and owners are stored for every housing address.

The reference date of the census of buildings and housing is 9 May 2011.

The survey is conducted on the basis of the 2011 Census Act of 8 July 2009 (Federal Law Gazette I, p. 1781) in conjunction with the Federal Statistics Law of 22 January 1987 (Federal Law Gazette I, pp. 462, 565), last amended by Article 3 of the Law of 7 September 2007 (Federal Law Gazette I, p. 2246).

Data are collected in accordance with Article 6, paras. 2 and 3 of the 2011 Census Act.

The survey involves an obligation to provide information.

The obligation to provide information is laid down in Article 18, para. 2 of the 2011 Census Act in conjunction with Article 15, para. 1 of the Federal Statistics Law. Pursuant to those provisions, the owners, managers and other parties entitled to use or dispose of the buildings or dwellings are obliged to provide information.

Persons considered as owners include the persons to whom the buildings and dwellings are to be allocated in economic terms in accordance with Article 39, para. 2 of the Taxation Code.

To provide the information, an online questionnaire may be used instead of the paper questionnaire.

Managers who are not in a position to answer the questions are obliged to indicate the names and addresses of the owners so that the latter can be questioned. If you are no longer responsible for providing information on 9 May 2011, you are obliged to provide the names and addresses of the purchasers to the relevant statistical office. If you do not have that information, you must indicate the names and addresses of the persons (owners, managers and other parties entitled to use or dispose of the building or dwelling) who are able to provide the information.

Pursuant to Article 15, para. 6 of the Federal Statistics Law, objections and actions for rescission brought against the summons to provide information will not have a suspensive effect.

Statistical confidentiality

In accordance with Article 16 of the Federal Statistics Law, the individual data collected are kept secret. Only in exceptional cases explicitly provided for by law may individual data be passed on.

For transmission to the legislative bodies and for planning purposes, but not for the handling of individual cases, tables containing statistical results – even where table cells contain only one case – may be transmitted by the statistical offices of the Federation and the States to Supreme Federal or State authorities in accordance with Article 22, para. 1 of the 2011 Census Act.

Under Article 22, para. 2 of the 2011 Census Act, the Statistical Offices of the Federation and the States may, exclusively for purposes of municipal statistics, transmit individual data on the survey variables and on the auxiliary variables of "street" and "house number" or individual data grouped by block sides to the municipal statistical units for their sphere of competence. However, such transmission is permitted only if statistical confidentiality is ensured by legally required measures, especially with regard to separating the municipal statistical units in terms of space, organisation and staff from those units that are responsible for non-statistical tasks. The auxiliary variables must be deleted there at the earliest possible time, but not later than two years after transmission. This means that the data must not be transmitted to the administration for administrative purposes. That prohibition to transfer the data back means, for example, that the population registers must not be corrected by means of the data collected by the Census.

Pursuant to Article 16, para. 6 of the Federal Statistics Law, only effectively anonymised individual data may be made available to institutions of higher education or other institutions entrusted with independent scientific research for the purpose of carrying out scientific projects.

The obligation to keep data secret applies to persons who have received individual data in accordance with the above provisions to the same extent as to staff members of the statistical offices.

Rights and duties of the interviewers

The census of buildings and housing is conducted as a written survey. In accordance with Article 11, para. 5 of the 2011 Census Act, however, interviewers may be employed in exceptional cases.

The interviewers must show their identification and have specially been sworn to secrecy. They must not use the information obtained from their activity in other procedures or for other purposes. This obligation will continue to apply after they have ended their activity as interviewers.

Auxiliary variables, separation and deletion, reference numbers

The family name, former names, first names and address of the persons obliged to provide information, telecommunication numbers of the persons responsible for providing information or of another person available for queries, the name and first name of up to two persons using the dwelling, the number of occupants per dwelling, the street, house number and address supplements of the dwelling are auxiliary variables which will only be used for the technical conduct of the survey. They will be separated from the survey variables at the earliest possible time, be stored separately and deleted as soon as the statistical offices have finished checking the survey variables and auxiliary variables for consistency and completeness, but not later than four years after 9 May 2011.

The questionnaires will be destroyed after census processing has been finished, but not later than four years after 9 May 2011.

The data from the register of addresses and buildings on the family name and first name or on the name and address of the relevant owners, holders of a heritable building right, managers or other parties entitled to dispose of the buildings or dwellings, always in connection with the selected housing addresses, may be used to prepare and conduct sample surveys.

Those data as well as any other data contained in the register of addresses and buildings will be deleted at the earliest possible time, but not later than six years after 9 May 2011.

The questionnaire number contains a sequence of random digits and allows allocating the questionnaire to the person concerned. It also includes a check digit. However, it does not contain any information on the relevant person.

The activation code is a sequence of random characters which, together with the questionnaire number, is used to identify the respondents if they participate in the online survey.

The bar code printed on the bottom of the questionnaire represents the document code shown directly above (sequence of 38 digits). The document code is a reference number used only for organising the survey and processing procedure. It contains the questionnaire number, the information that this is a questionnaire of the census of buildings and housing as part of the 2011 Census referring to the reference date of 9 May 2011, and indicates which State is responsible.

The building ID is used to distinguish between the buildings included in the survey and to efficiently process the survey. It consists of a random serial number.