



Notice is given under section 1 of the Statistics of Trade Act 1947

Business Register and Employment Survey 2012

Office for
National Statistics

This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

00001 0 82990 3 PO

CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Using **black ink**, write any changes to your name and address in the box below

To be completed for:

THE BUSINESS NAMED ABOVE

From:

Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

Respondent Relations Team



0300 1234 944

Your reference:

221 8888 8880 005

You are required by law to complete this questionnaire for the business/organisation named above.

Please complete and return this questionnaire to the above address or fax to 01633 652707 by **12 October 2012**.

If exact figures are not available, please provide informed estimates.

If you need additional sites pages please telephone freephone 0800 220973.

Respondent identification number **8888 8880 0058** Survey Code **221**

Please note

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).

Additional Information

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.
- To complete the questionnaire in Euros, please call your contact (see red box above).
- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.
- We guarantee that while your employment is less than 10, you will be included in just this one ONS business survey and receive no more than 1 questionnaire. You must complete and return this questionnaire, after which you will be excluded from all our business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

The information you supply is the only information used by the Office for National Statistics (ONS) which updates the Inter Departmental Business Register at workplace level with location, employment and industrial classification details. Your information contributes to local and national employment statistics, which are used in policy making, strategic planning and monitoring of employment trends by government departments and local authorities. They also feed into a number of key measures of the UK economy.

Thank you for your co-operation.

All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

www.ons.gov.uk

221 0005

F P G 2 2 1

BRES

88888880005 L 00000000 A 221 201212 001



Business Register and Employment Survey

Purpose of this Survey

The purpose of this survey is to collect the data required for updating the Office for National Statistics' (ONS) Inter-Departmental Business Register (IDBR) and the data required for producing annual employment statistics. ONS uses the IDBR to design statistical surveys required to produce UK National Accounts. ONS publishes employment statistics via the ONS data and publications website (www.ons.gov.uk) and the Nomis website (www.nomisweb.co.uk).

Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

Section B asks you to check and amend the details that we currently hold on your **existing sites**.

Section C asks you to provide details about any **additional sites**.

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- leave the response box blank if the question is not applicable
- **do not** cross sevens or zeros
- please round all monetary figures to the nearest £1,000 for example £16,805 = , ,

Section A- Business Structure

Please complete this section for the business named on the previous page.

Please answer all questions as at: **14 September 2012**

1. Which category best describes the operational status of the business named on the previous page?

If this business is seasonal, please treat as if it is active.

- Please one box only
- | | | | |
|---|--|--|-----|
| <p>a. This business is active, with all or part of the activity taking place within Great Britain (GB)
Great Britain consists of England, Scotland and Wales</p> | <input checked="" type="checkbox"/> 10 | <p>→ Go to question 2</p> | MRT |
| <p>b. This business is active, with all of the activity taking place outside GB . . .</p> | <input checked="" type="checkbox"/> 11 | <p>→ Go to question 11
Please complete question 11 in Section A <u>only</u> and then return this questionnaire to ONS.</p> | MRT |
| <p>c. This business is now part of another GB business, due to a takeover or merger</p> | <input checked="" type="checkbox"/> 12 | | MRT |
| <p>d. This business has not started operating yet</p> | <input checked="" type="checkbox"/> 13 | | MRT |
| <p>e. This business has ceased but is expected to restart within two years. . . .</p> | <input checked="" type="checkbox"/> 14 | | MRT |
| <p>f. This business has ceased and is not expected to restart within two years</p> | <input checked="" type="checkbox"/> 15 | | MRT |
| <p>g. The business has never started operating and is not expected to start . .</p> | <input checked="" type="checkbox"/> 16 | | MRT |



2. Are the VAT details printed below correct for this business?

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

VAT Registration Number

Subsidiary Reference Number

9 9 9 9 9 9 9 9 9

9 9 9

Yes —▶ Go to question 4 21

No —▶ Go to question 3 22

Exempt —▶ Go to question 4 25

MRP

MRP

MRP

3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.

VAT Registration Number

Subsidiary Reference Number

20

NVR

4. Is the employer's PAYE reference printed below correct for this business?

This consists of a tax office number followed by a / and an employer reference number, which can be found on your paying-in book and form P35.

Employer's PAYE Reference

9 9 9 / X Z 9 9 9 9 9

Yes —▶ Go to question 6 31

No —▶ Go to question 5 32

MRP

MRP

5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.

Employer's PAYE Reference

30

NVS

6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.

If not applicable, please leave blank.

33

FJK



Business Register and Employment Survey

Section B - Details of Existing Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing site(s)**.

Please answer this section as at: 14 September 2012

Write any changes to the name/address in this box only. ²

OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG



FPD

STOP If the site located at the address above is staffed for fewer than 20 hours per week, or the planned activity is for less than a year, please leave Section B blank for this site and include it in the figures you report for your main or head site instead.

1. From the list below, select the category that describes the operational status of the site named above:

The site is active and operated by this business.



→ Go to question **2**

MRT

The site has ceased but is expected to restart within two years.



MRT

The site has ceased and is not expected to restart within two years.



Go to the next **Section B**. If this is your last **Section B**, please go to **Section C**

MRT

The site has been transferred to another business.



MRT

2. For the site named above, what was the total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

3. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

601

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0

NMZ



4. Is the business activity printed below correct for this site?

BUSINESS ACTIVITY EXAMPLE PRINT

Yes Go to question 6 61

No Go to question 5 62

MRP
MRP

5. If the description above is incorrect, please describe the business activity of this site in the boxes below. For example:

- MANUFACTURE OF UPVC WINDOWS
LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word.

110

Grid of 26 boxes for writing business activity

Grid of 26 boxes for writing business activity

CFG

6. In the box below, please write any additional comments that you would like to make.

81

Large rectangular box for additional comments

FHI

7. What to do next:

Go to the next Section B. If this is your last Section B, please go to Section C.



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 9 of Section A.

Yes → Go to question **2** 71

No → Please return this questionnaire to the Office for National Statistics 72

2. What is the business name for this site?

200

MRP
MRP

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



5. When did this site start trading as part of the business named on the front page of this questionnaire?

For example: July 2006 would be entered as 07 2006.

Month Year **240**

NFC

6. Please describe the main business activity of this site in the boxes below.

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word.

110

CFG

7. What was this site's total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all employees paid directly from this business's payroll(s)
- those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary employees
- former employees only receiving a pension
- self-employed employees
- working owners who are not paid via PAYE

Employees working more than 30 hours per week **155**

NEH

Employees working 30 hours or less per week **156**

NEH

Total employees **150**

NFB

8. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 000

601

NFZ

9. Does this business have any more sites that were not included in Section B?

Yes



Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.

Your Respondent Identification Number is: **8888 8880 0058**

The survey code is: **221**

No



Please return this questionnaire to the Office for National Statistics



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 9 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

MRP

MRP

2. What is the business name for this site?

200

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



5. **When did this site start trading as part of the business named on the front page of this questionnaire?**

For example: July 2006 would be entered as 07 2006.

Month Year ²⁴⁰

NFC

6. **Please describe the main business activity of this site in the boxes below.**

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word. ¹¹⁰

CFG

7. **What was this site's total number of employees on: 14 September 2012**

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all employees paid directly from this business's payroll(s)
- those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary employees
- former employees only receiving a pension
- self-employed employees
- working owners who are not paid via PAYE

Employees working more than 30 hours per week ¹⁵⁵

NEH

Employees working 30 hours or less per week ¹⁵⁶

NEH

Total employees ¹⁵⁰

NFB

8. **For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?**

E.g. turnover of £12,845 would be written as £ , 13 ,

⁶⁰¹

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , ,

NMZ

9. **Does this business have any more sites that were not included in Section B?**

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.
Your Respondent Identification Number is: **8888 8880 0058**
The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics





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Business Register and Employment Survey 2012



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00001 0 85310 4 PO
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Using **black ink**, write any changes to your name and address in the box below

To be completed for:

THE BUSINESS NAMED ABOVE

From:

Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

Respondent Relations Team



0300 1234 944

Your reference:

221 8888 8880 006

You are required by law to complete this questionnaire for the business/organisation named above.

Please complete and return this questionnaire to the above address or fax to 01633 652707 by **12 October 2012**.

If exact figures are not available, please provide informed estimates.

If you need additional sites pages please telephone freephone 0800 220973.

Respondent identification number **8888 8880 006** Survey Code **221**

Please note

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Additional Information

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- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.
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Thank you for your co-operation.

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www.ons.gov.uk

221 0006

F P G 2 2 1

BRES

88888880006 T 00000000 A 221 201212 001



Business Register and Employment Survey

Purpose of this Survey

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Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

Section B asks you to check and amend the details that we currently hold on your **existing sites**.

Section C asks you to provide details about any **additional sites**.

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- leave the response box blank if the question is not applicable
- **do not** cross sevens or zeros

Section A- Business Structure

Please complete this section for the business named on the previous page.

Please answer all questions as at: **14 September 2012**

1. Which category best describes the operational status of the business named on the previous page?

If this business is seasonal, please treat as if it is active.

- Please one box only
- | | | | | |
|----|--|-----------------------------------|--|-----|
| a. | This business is active, with all or part of the activity taking place within Great Britain (GB)
Great Britain consists of England, Scotland and Wales | <input type="text" value="X"/> 10 | → Go to question 2 | MRT |
| b. | This business is active, with all of the activity taking place outside GB . . . | <input type="text" value="X"/> 11 | } → Go to question 9
Please complete question 9 in Section A <u>only</u> and then return this questionnaire to ONS. | MRT |
| c. | This business is now part of another GB business, due to a takeover or merger | <input type="text" value="X"/> 12 | | MRT |
| d. | This business has not started operating yet | <input type="text" value="X"/> 13 | | MRT |
| e. | This business has ceased but is expected to restart within two years. . . . | <input type="text" value="X"/> 14 | | MRT |
| f. | This business has ceased and is not expected to restart within two years | <input type="text" value="X"/> 15 | | MRT |
| g. | The business has never started operating and is not expected to start . . . | <input type="text" value="X"/> 16 | | MRT |



2. Are the VAT details printed below correct for this business?

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

VAT Registration Number

Subsidiary Reference Number

9 9 9 9 9 9 9 9 9

9 9 9

Yes —▶ Go to question 4 21

No —▶ Go to question 3 22

Exempt —▶ Go to question 4 25

MRP

MRP

MRP

3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.

VAT Registration Number

Subsidiary Reference Number

20

NVR

4. Is the employer's PAYE reference printed below correct for this business?

This consists of a tax office number followed by a / and an employer reference number, which can be found on your paying-in book and form P35.

Employer's PAYE Reference

9 9 9 / 9 9 9 9 9

Yes —▶ Go to question 6 31

No —▶ Go to question 5 32

MRP

MRP

5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.

Employer's PAYE Reference

 /

30

NVS

6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.

If not applicable, please leave blank.

33

FJK



7. How many GB sites, in total, did this business operate from on: 14 September 2012?

For example, a workshop, factory, warehouse, office, mine, depot or construction site where one or more persons carry out economic activity for a minimum of 20 hours per week **and** the planned activity for your business is for more than one year.

90

NNE

8. What was this business's total number of employees on: 14 September 2012?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s) including Directors paid via PAYE.
- Those temporarily absent but still being paid, for example on maternity leave.
- Employees at sites where the planned activity is for less than one year.
- Employees at sites where staff work for less than 20 hours per week.
- NHS bank staff.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self employed employees.
- Working owners who are not paid via PAYE

150

NNF

9. In the box below, please write any additional comments that you would like to make.

If this business has been taken over or merged with another UK business, please provide us with the contact details of the business that should now complete this questionnaire.

81

FHI

10. Please give details of the person we should contact if we have any queries regarding the information provided in this questionnaire.

Contact Name

95

QVC

Position in Business

97

QVC

Telephone Number Ext

96

QQC

11. What to do next: In the following sections, please provide information for each site separately.

If you only have one site, please provide detailed information on this site.



Business Register and Employment Survey

Section B - Details of Existing Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing site(s)**.

Please answer this section as at: 14 September 2012

Write any changes to the name/address in this box only. ²

OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG



FPD



If the site located at the address above is staffed for fewer than 20 hours per week, or the planned activity is for less than a year, please leave Section B blank for this site and include it in the figures you report for your main or head site instead.

1. From the list below, select the category that describes the operational status of the site named above:

The site is active and operated by this business.



→ Go to question **2**

MRT

The site has ceased but is expected to restart within two years.



MRT

The site has ceased and is not expected to restart within two years.



→ Go to the next **Section B**. If this is your last **Section B**, please go to **Section C**

MRT

The site has been transferred to another business.



MRT

2. For the site named above, what was the total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.
- NHS bank staff.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 7 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

2. What is the business name for this site?

	200

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

	210

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

	220

Postcode

--	--	--	--

230

--	--	--

231

MRP

MRP

ASV

ASV

SYK

BGL



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 7 of Section A.

Yes → Go to question 2 ⁷¹

No → Please return this questionnaire to the Office for National Statistics ⁷²

MRP

MRP

2. What is the business name for this site?

	200

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

	210

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

	220

SYK

Postcode

--	--	--	--

²³⁰

--	--	--

²³¹

BGL





Notice is given under section 1 of the Statistics of Trade Act 1947

Business Register and Employment Survey 2012

Office for
National Statistics

This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

00001 0 96010 84 PO
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Using **black ink**, write any changes to your name and address in the box below

To be completed for:

THE BUSINESS NAMED ABOVE

From:

Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

Respondent Relations Team



0300 1234 944

Your reference:

221 8888 8880 007

You are required by law to complete this questionnaire for the business/organisation named above.

Please complete and return this questionnaire to the above address or fax to 01633 652707 by **12 October 2012**.

If exact figures are not available, please provide informed estimates.

If you need additional sites pages please telephone freephone 0800 220973.

Respondent identification number **8888 8880 0071** Survey Code **221**

Please note

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).

Additional Information

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.
- To complete the questionnaire in Euros, please call your contact (see red box above).
- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.
- We guarantee that while your employment is less than 10, you will be included in just this one ONS business survey and receive no more than 1 questionnaire. You must complete and return this questionnaire, after which you will be excluded from all our business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

The information you supply is the only information used by the Office for National Statistics (ONS) which updates the Inter Departmental Business Register at workplace level with location, employment and industrial classification details. Your information contributes to local and national employment statistics, which are used in policy making, strategic planning and monitoring of employment trends by government departments and local authorities. They also feed into a number of key measures of the UK economy.

Thank you for your co-operation.

All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

www.ons.gov.uk

221 0007

F P G 2 2 1

BRES

88888880007 B 00000000 A 221 201212 001



Business Register and Employment Survey

Purpose of this Survey

The purpose of this survey is to collect the data required for updating the Office for National Statistics' (ONS) Inter-Departmental Business Register (IDBR) and the data required for producing annual employment statistics. ONS uses the IDBR to design statistical surveys required to produce UK National Accounts. ONS publishes employment statistics via the ONS data and publications website (www.ons.gov.uk) and the Nomis website (www.nomisweb.co.uk).

Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

Section B asks you to check and amend the details that we currently hold on your **existing sites**.

Section C asks you to provide details about any **additional sites**.

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- leave the response box blank if the question is not applicable
- **do not** cross sevens or zeros
- please round all monetary figures to the nearest £1,000 for example £16,805 = , ,

Section A- Business Structure

Please complete this section for the business named on the previous page.

Please answer all questions as at: **14 September 2012**

1. Which category best describes the operational status of the business named on the previous page?

If this business is seasonal, please treat as if it is active.

- Please one box only
- | | | | |
|---|--|--|-----|
| <p>a. This business is active, with all or part of the activity taking place within Great Britain (GB)
Great Britain consists of England, Scotland and Wales</p> | <input checked="" type="checkbox"/> 10 | <p>→ Go to question 2</p> | MRT |
| <p>b. This business is active, with all of the activity taking place outside GB . . .</p> | <input checked="" type="checkbox"/> 11 | <p>→ Go to question 11
Please complete question 11 in Section A <u>only</u> and then return this questionnaire to ONS.</p> | MRT |
| <p>c. This business is now part of another GB business, due to a takeover or merger</p> | <input checked="" type="checkbox"/> 12 | | MRT |
| <p>d. This business has not started operating yet</p> | <input checked="" type="checkbox"/> 13 | | MRT |
| <p>e. This business has ceased but is expected to restart within two years. . . .</p> | <input checked="" type="checkbox"/> 14 | | MRT |
| <p>f. This business has ceased and is not expected to restart within two years</p> | <input checked="" type="checkbox"/> 15 | | MRT |
| <p>g. The business has never started operating and is not expected to start . . .</p> | <input checked="" type="checkbox"/> 16 | | MRT |



2. Are the VAT details printed below correct for this business?

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

VAT Registration Number

Subsidiary Reference Number

9 9 9 9 9 9 9 9 9

9 9 9

Yes —▶ Go to question 4 21

No —▶ Go to question 3 22

Exempt —▶ Go to question 4 25

MRP

MRP

MRP

3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.

VAT Registration Number

Subsidiary Reference Number

20

NVR

4. Is the employer's PAYE reference printed below correct for this business?

This consists of a tax office number followed by a / and an employer reference number, which can be found on your paying-in book and form P35.

Employer's PAYE Reference

9 9 9 / X Z 9 9 9 9 9

Yes —▶ Go to question 6 31

No —▶ Go to question 5 32

MRP

MRP

5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.

Employer's PAYE Reference

30

NVS

6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.

If not applicable, please leave blank.

33

FJK



7. Is this business a limited company or a registered charity?

- Yes, limited company ———> Go question 9
- Yes, registered charity ———> Go question 9
- No, neither of these ———> Go question 8

8. How many working owners are there in this business who receive: drawings and/or a share of profits, but are NOT PAID via PAYE?

Working owners include sole traders, sole proprietors and partners. 51
 Question not applicable to registered charities or limited companies. 51

NCS

9. How many GB sites, in total, did this business operate from on: 14 September 2012?

For example, a workshop, factory, warehouse, office, mine, depot or construction site where one or more persons carry out economic activity for a minimum of 20 hours per week **and** the planned activity for your business is for more than one year. 90

NNE

10. Excluding anybody listed at question 8, what was this business's total number of employees on: 14 September 2012?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme. For your agency workers, please refer to hours worked for week including 14 September 2012.

Include:

- All workers, both permanent staff and agency workers, paid directly from this business's payroll(s) including Directors paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- Employees at sites where the planned activity is for less than one year.
- Employees at sites manned for less than 20 hours per week.
- North Sea Oil Workers and any other employees working on the UK Continental Shelf (UKCS). The UKCS is the region of waters surrounding the United Kingdom in which the country claims mineral rights.

Exclude:

- Voluntary workers.
- Former employees only receiving a pension.
- Self-employed workers (not paid via the business's payroll(s)) 150

NNF

11. In the box below, please write any additional comments that you would like to make.

If this business has been taken over or merged with another UK business, please provide us with the contact details of the business that should now complete this questionnaire. 81

FHI

12. Please give details of the person we should contact if we have any queries regarding the information provided in this questionnaire.

Contact Name 95

Position in Business 97

Telephone Number Ext 96

QVC

QVC

QQC

13. What to do next:

In the following sections, please provide information for each site separately.

If you only have one site, please provide detailed information on this site.



Business Register and Employment Survey

Section B - Details of Existing Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing site(s)**.

Please answer this section as at: 14 September 2012

Write any changes to the name/address in this box only. ²

OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG



FPD

STOP If the site located at the address above is staffed for fewer than 20 hours per week, or the planned activity is for less than a year, please leave Section B blank for this site and include it in the figures you report for your main or head site instead.

1. From the list below, select the category that describes the operational status of the site named above:

- The site is active and operated by this business. ¹⁷ → Go to question 2
- The site has ceased but is expected to restart within two years. ¹⁴
- The site has ceased and is not expected to restart within two years ¹⁵ → Go to the next Section B. If this is your last Section B, please go to Section C
- The site has been transferred to another business. ¹⁸

MRT
MRT
MRT
MRT

2. For the site named above, what was the total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme. For your agency workers, please refer to hours worked for week including 14 September 2012.

- | | |
|--|---|
| Include: | Exclude: |
| <ul style="list-style-type: none"> ● All workers, both permanent staff and agency workers, paid directly from this business's payroll(s). ● Those temporarily absent but still being paid, for example on maternity leave. | <ul style="list-style-type: none"> ● Voluntary workers. ● Former employees only receiving a pension. ● Self-employed workers. ● Working owners who are not paid via PAYE. |

Employees working more than 30 hours per week ¹⁵⁵

Employees working 30 hours or less per week ¹⁵⁶

Total employees ¹⁵⁰

NEH
NEH
NFB

3. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ 13, ⁶⁰¹

If actual figures are not available, please provide informed estimates. £ , ,

If turnover is nil, please enter a zero in the box. £ , ,

NMZ



5. When did this site start trading as part of the business named on the front page of this questionnaire?

For example: July 2006 would be entered as 07 2006.

Month Year 240

NFC

6. Please describe the main business activity of this site in the boxes below.

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word.

110

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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CFG

7. What was this site's total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

For your agency workers, please refer to hours worked for week including 14 September 2012.

Include:

- All workers, both permanent staff and agency workers, paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Voluntary workers.
- Former employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

Employees working 30 hours or less per week 156

Total employees 150

NEH

NEH

NFB

8. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 ,

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0

601

NMZ

9. Does this business have any more sites that were not included in Section B?

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.
Your Respondent Identification Number is: **8888 8880 0071**
The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics



5. When did this site start trading as part of the business named on the front page of this questionnaire?

For example: July 2006 would be entered as 07 2006.

Month Year 240

NFC

6. Please describe the main business activity of this site in the boxes below.

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word. 110

CFG

7. What was this site's total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

For your agency workers, please refer to hours worked for week including 14 September 2012.

Include:

- All workers, both permanent staff and agency workers, paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Voluntary workers.
- Former employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

8. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 ,

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 601

NMZ

9. Does this business have any more sites that were not included in Section B?

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.

Your Respondent Identification Number is: **8888 8880 0071**

The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 9 of Section A.

Yes Go to question 2 ⁷¹

No Please return this questionnaire to the Office for National Statistics ⁷²

MRP

MRP

2. What is the business name for this site?

²⁰⁰

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

²¹⁰

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

²²⁰

SYK

Postcode ²³⁰ ²³¹

BGL



5. **When did this site start trading as part of the business named on the front page of this questionnaire?**

For example: July 2006 would be entered as 07 2006.

Month Year 240

NFC

6. **Please describe the main business activity of this site in the boxes below.**

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word. 110

CFG

7. **What was this site's total number of employees on: 14 September 2012**

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

For your agency workers, please refer to hours worked for week including 14 September 2012.

Include:

- All workers, both permanent staff and agency workers, paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Voluntary workers.
- Former employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

8. **For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?**

E.g. turnover of £12,845 would be written as £ , 13 , 000

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0 601

NMZ

9. **Does this business have any more sites that were not included in Section B?**

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.

Your Respondent Identification Number is: **8888 8880 0071**
The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics





Notice is given under section 1 of the Statistics of Trade Act 1947

Business Register and Employment Survey 2012



This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

00001 0 23630 21 PO
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Using **black ink**, write any changes to your name and address in the box below

To be completed for:

THE BUSINESS NAMED ABOVE

From:

Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

Respondent Relations Team



0300 1234 944

Your reference:

221 8888 8880 008

You are required by law to complete this questionnaire for the business/organisation named above.

Please complete and return this questionnaire to the above address or fax to 01633 652707 by **12 October 2012**.

If exact figures are not available, please provide informed estimates.

If you need additional sites pages please telephone freephone 0800 220973.

Respondent identification number **8888 8880 0083** Survey Code **221**

Please note

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).

Additional Information

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.
- To complete the questionnaire in Euros, please call your contact (see red box above).
- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.
- We guarantee that while your employment is less than 10, you will be included in just this one ONS business survey and receive no more than 1 questionnaire. You must complete and return this questionnaire, after which you will be excluded from all our business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

The information you supply is the only information used by the Office for National Statistics (ONS) which updates the Inter Departmental Business Register at workplace level with location, employment and industrial classification details. Your information contributes to local and national employment statistics, which are used in policy making, strategic planning and monitoring of employment trends by government departments and local authorities. They also feed into a number of key measures of the UK economy.

Thank you for your co-operation.

All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

www.ons.gov.uk

221 0008

88888880008 D 0000000 A 221 201212 001

F P G 2 2 1

BRES



Business Register and Employment Survey

Purpose of this Survey

The purpose of this survey is to collect the data required for updating the Office for National Statistics' (ONS) Inter-Departmental Business Register (IDBR) and the data required for producing annual employment statistics. ONS uses the IDBR to design statistical surveys required to produce UK National Accounts. ONS publishes employment statistics via the ONS data and publications website (www.ons.gov.uk) and the Nomis website (www.nomisweb.co.uk).

Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

Section B asks you to check and amend the details that we currently hold on your **existing sites**.

Section C asks you to provide details about any **additional sites**.

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- leave the response box blank if the question is not applicable
- **do not** cross sevens or zeros
- please round all monetary figures to the nearest £1,000 for example £16,805 = , ,

Section A- Business Structure

Please complete this section for the business named on the previous page.

Please answer all questions as at: **14 September 2012**

1. Which category best describes the operational status of the business named on the previous page?

If this business is seasonal, please treat as if it is active.

- Please one box only
- | | | | |
|---|--|--|-----|
| <p>a. This business is active, with all or part of the activity taking place within Great Britain (GB)
Great Britain consists of England, Scotland and Wales</p> | <input checked="" type="checkbox"/> 10 | <p>→ Go to question 2</p> | MRT |
| <p>b. This business is active, with all of the activity taking place outside GB . . .</p> | <input checked="" type="checkbox"/> 11 | <p>→ Go to question 13
Please complete question 13 in Section A <u>only</u> and then return this questionnaire to ONS.</p> | MRT |
| <p>c. This business is now part of another GB business, due to a takeover or merger</p> | <input checked="" type="checkbox"/> 12 | | MRT |
| <p>d. This business has not started operating yet</p> | <input checked="" type="checkbox"/> 13 | | MRT |
| <p>e. This business has ceased but is expected to restart within two years.</p> | <input checked="" type="checkbox"/> 14 | | MRT |
| <p>f. This business has ceased and is not expected to restart within two years</p> | <input checked="" type="checkbox"/> 15 | MRT | |
| <p>g. The business has never started operating and is not expected to start . . .</p> | <input checked="" type="checkbox"/> 16 | MRT | |



2. Are the VAT details printed below correct for this business?

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

VAT Registration Number

Subsidiary Reference Number

9 9 9 9 9 9 9 9 9

9 9 9

Yes —▶ Go to question 4 21

No —▶ Go to question 3 22

Exempt —▶ Go to question 4 25

MRP

MRP

MRP

3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.

VAT Registration Number

Subsidiary Reference Number

20

NVR

4. Is the employer's PAYE reference printed below correct for this business?

This consists of a tax office number followed by a / and an employer reference number, which can be found on your paying-in book and form P35.

Employer's PAYE Reference

9 9 9 / X Z 9 9 9 9 9

Yes —▶ Go to question 6 31

No —▶ Go to question 5 32

MRP

MRP

5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.

Employer's PAYE Reference

30

NVS

6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.

If not applicable, please leave blank.

33

FJK



7. Is this business a holding company, without any significant output of its own?

A holding company is a business with a principal function of controlling and directing a group of subsidiaries.

Yes —> Go to question 8 41

No —> Go to question 9 42

MRP

MRP

8. If this is a holding company, what is the company registration number of one of the main operating companies within the group of subsidiaries?

130

NRP

9. Is this business a limited company or a registered charity?

Yes, limited company —> Go question 11

Yes, registered charity —> Go question 11

No, neither of these —> Go question 10

10. How many working owners are there in this business who receive: drawings and/or a share of profits, but are NOT PAID via PAYE?

Working owners include sole traders, sole proprietors and partners.

Not applicable to registered charities or limited companies

51

NCS

11. How many GB sites, in total, did this business operate from on: 14 September 2012?

For example, a workshop, factory, warehouse, office, mine, depot or construction site where one or more persons carry out economic activity for a minimum of 20 hours per week and the planned activity for your business is for more than one year.

90

NNE

12. Excluding anybody listed at question 10, what was this business's total number of employees on: 14 September 2012?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s) including Directors paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- Employees at sites where the planned activity is for less than one year.
- Employees at sites where staff work for less than 20 hours per week.
- North Sea Oil Workers and any other employees working on the UK Continental Shelf (UKCS). The UKCS is the region of waters surrounding the United Kingdom in which the country claims mineral rights.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees (not paid via the business's payroll(s))

150

NNF

13. In the box below, please write any additional comments that you would like to make.

If this business has been taken over or merged with another UK business, please provide us with the contact details of the business that should now complete this questionnaire.

81

FHI



221 0008

88888880008 D 0000000 A 221 201212 006



Business Register and Employment Survey

Section B - Details of Existing Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing site(s)**.

Please answer this section as at: 14 September 2012

Write any changes to the name/address in this box only. ²

OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG



FPD



If the site located at the address above is staffed for fewer than 20 hours per week, or the planned activity is for less than a year, please leave Section B blank for this site and include it in the figures you report for your main or head site instead.

1. From the list below, select the category that describes the operational status of the site named above:

The site is active and operated by this business.



→ Go to question **2**

MRT

The site has ceased but is expected to restart within two years.



Go to the next **Section B**. If this is your last **Section B**, please go to **Section C**

MRT

The site has ceased and is not expected to restart within two years.



MRT

The site has been transferred to another business.



MRT

2. For the site named above, what was the total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

| | | | |

NEH

Employees working 30 hours or less per week 156

| | | | |

NEH

Total employees 150

| | | | | |

NFB

3. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

601

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0

NMZ



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 11 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

MRP

MRP

2. What is the business name for this site?

200

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



5. When did this site start trading as part of the business named on the front page of this questionnaire?

For example: July 2006 would be entered as 07 2006.

Month Year 240

NFC

6. Please describe the main business activity of this site in the boxes below.

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word. 110

CFG

7. What was this site's total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

8. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

601

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0

NMZ

9. Does this business have any more sites that were not included in Section B?

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.

Your Respondent Identification Number is: **8888 8880 0083**

The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 11 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

MRP

MRP

2. What is the business name for this site?

200

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



Business Register and Employment Survey

Section C - Details of Additional Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional sites** that were not included in Section B. Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: **14 September 2012**

1. Does the business have sites that were not included in Section B?

The number of sites completed in Sections B and C should be the same as the number of sites reported in question 11 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

MRP

MRP

2. What is the business name for this site?

200

ASV

3. What is the trading style for this site?

The trading style is the name the site trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



5. When did this site start trading as part of the business named on the front page of this questionnaire?

For example: July 2006 would be entered as 07 2006.

Month Year 240

NFC

6. Please describe the main business activity of this site in the boxes below.

For example:

- MANUFACTURE OF UPVC WINDOWS
- LICENSED HOTEL AND RESTAURANT

Ensure letters are printed and centred within each box. Leave a space between each word. 110

CFG

7. What was this site's total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

8. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0 601

NMZ

9. Does this business have any more sites that were not included in Section B?

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.

Your Respondent Identification Number is: **8888 8880 0083**

The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics





Notice is given under section 1 of the Statistics of Trade Act 1947

Business Register and Employment Survey 2012

Office for
National Statistics

This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

00001 0 79120 2 PO

CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Using **black ink**, write any changes to your name and address in the box below

To be completed for:

THE BUSINESS NAMED ABOVE

From:

Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

Respondent Relations Team



0300 1234 944

Your reference:

221 8888 8880 009

You are required by law to complete this questionnaire for the business/organisation named above.

Please complete and return this questionnaire to the above address or fax to 01633 652707 by **12 October 2012**.

If exact figures are not available, please provide informed estimates.

If you need additional sites pages please telephone freephone 0800 220973.

Respondent identification number **8888 8880 0095** Survey Code **221**

Please note

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).

Additional Information

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.
- To complete the questionnaire in Euros, please call your contact (see red box above).
- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.
- We guarantee that while your employment is less than 10, you will be included in just this one ONS business survey and receive no more than 1 questionnaire. You must complete and return this questionnaire, after which you will be excluded from all our business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

The information you supply is the only information used by the Office for National Statistics (ONS) which updates the Inter Departmental Business Register at workplace level with location, employment and industrial classification details. Your information contributes to local and national employment statistics, which are used in policy making, strategic planning and monitoring of employment trends by government departments and local authorities. They also feed into a number of key measures of the UK economy.

Thank you for your co-operation.

All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

www.ons.gov.uk

221 0009

F P G 2 2 1

BRES

88888880009 H 00000000 A 221 201212 001



Business Register and Employment Survey

Purpose of this Survey

The purpose of this survey is to collect the data required for updating the Office for National Statistics' (ONS) Inter-Departmental Business Register (IDBR) and the data required for producing annual employment statistics. ONS uses the IDBR to design statistical surveys required to produce UK National Accounts. ONS publishes employment statistics via the ONS data and publications website (www.ons.gov.uk) and the Nomis website (www.nomisweb.co.uk).

Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

Section B asks you to check and amend the details that we currently hold on your **existing offices, stores and construction sites**.

Section C asks you to provide details about any **additional offices, stores and construction sites**.

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- leave the response box blank if the question is not applicable
- **do not** cross sevens or zeros
- please round all monetary figures to the nearest £1,000 for example £16,805 = , ,

Section A- Business Structure

Please complete this section for the business named on the previous page.

Please answer all questions as at: **14 September 2012**

1. Which category best describes the operational status of the business named on the previous page?

If this business is seasonal, please treat as if it is active.

- Please one box only
- | | | | |
|---|--|--|-----|
| <p>a. This business is active, with all or part of the activity taking place within Great Britain (GB)
Great Britain consists of England, Scotland and Wales</p> | <input checked="" type="checkbox"/> 10 | <p>→ Go to question 2</p> | MRT |
| <p>b. This business is active, with all of the activity taking place outside GB . . .</p> | <input checked="" type="checkbox"/> 11 | <p>→ Go to question 12
Please complete question 12 in Section A <u>only</u> and then return this questionnaire to ONS.</p> | MRT |
| <p>c. This business is now part of another GB business, due to a takeover or merger</p> | <input checked="" type="checkbox"/> 12 | | MRT |
| <p>d. This business has not started operating yet</p> | <input checked="" type="checkbox"/> 13 | | MRT |
| <p>e. This business has ceased but is expected to restart within two years. . . .</p> | <input checked="" type="checkbox"/> 14 | | MRT |
| <p>f. This business has ceased and is not expected to restart within two years</p> | <input checked="" type="checkbox"/> 15 | | MRT |
| <p>g. The business has never started operating and is not expected to start . . .</p> | <input checked="" type="checkbox"/> 16 | | MRT |



2. Are the VAT details printed below correct for this business?

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

VAT Registration Number

Subsidiary Reference Number

9 9 9 9 9 9 9 9 9

9 9 9

Yes —▶ Go to question 4 21

No —▶ Go to question 3 22

Exempt —▶ Go to question 4 25

MRP

MRP

MRP

3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.

VAT Registration Number

Subsidiary Reference Number

20

NVR

4. Is the employer's PAYE reference printed below correct for this business?

This consists of a tax office number followed by a / and an employer reference number, which can be found on your paying-in book and form P35.

Employer's PAYE Reference

9 9 9 / X 9 9 9 Z

Yes —▶ Go to question 6 31

No —▶ Go to question 5 32

MRP

MRP

5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.

Employer's PAYE Reference

30

NVS

6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.

If not applicable, please leave blank.

33

FJK



7. Is this business a limited company or a registered charity?

- Yes, limited company ———> Go question 9
- Yes, registered charity ———> Go question 9
- No, neither of these ———> Go question 8

8. How many working owners are there in this business who receive: drawings and/or a share of profits but are NOT PAID via PAYE?

Working owners include sole traders, sole proprietors and partners. 51
Not applicable to registered charities or limited companies.

NCS

9. Does this business ever operate as a main contractor?

A main contractor has a job or contract with a client or project owner, has the responsibility for its completion and did not receive it as sub-contracted work from another construction business. Businesses constructing speculative buildings should also consider themselves as a main contractor.

- Yes 52
- No 53

MRP

MRP

10. How many GB offices, stores and construction sites in total, did this business operate from on: 14 September 2012?

Include only locations where the planned activity for your business is for more than one year and where one or more persons carry out economic activity for a minimum of 20 hours per week. 90

NNE

11. Excluding anybody listed at question 8, what was this business's total number of employees on: 14 September 2012?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s) including Directors paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- Employees at sites where the planned activity is for less than one year.
- Employees at sites where staff work for less than 20 hours per week.
- North Sea Oil Workers and any other employees working on the UK Continental Shelf (UKCS). The UKCS is the region of waters surrounding the United Kingdom in which the country claims mineral rights.

Exclude:

- Subcontractors.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees (not paid via the business's payroll(s))

150

NNE

NNF

12. In the box below, please write any additional comments that you would like to make.

If this business has been taken over or merged with another UK business, please provide us with the contact details of the business that should now complete this questionnaire. 81

FHI



221 0009

88888880009 H 00000000 A 221 201212 006



Business Register and Employment Survey

Section B - Details of Existing Locations in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing offices, stores and construction sites**.

Please answer this section as at: 14 September 2012

Write any changes to the name/address in this box only. ²

OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG



FPD

STOP If the site located at the address above is staffed for fewer than 20 hours per week, or the planned activity is for less than a year, please leave Section B blank for this site and include it in the figures you report for your main or head site instead.

1. From the list below, select the category that describes the operational status of the office, store or construction site named above:

It is active and operated by this business. 17

It has ceased but is expected to restart within two years. 14

It has ceased and is not expected to restart within two years. 15

It has been transferred to another business. 18

17 → Go to question 2

14 }
 15 } → Go to the next Section B. If this is your last Section B, please go to Section C
 18 }

MRT

MRT

MRT

MRT

2. For the office, store or construction site named above, what was the total number of employees on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Subcontractors.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

3. For the month of August 2012 what was the value of this site's turnover to the nearest £1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 000

601

NMZ



4. Is the business activity printed below correct for this office, store or construction site?

BUSINESS ACTIVITY EXAMPLE PRINT

Yes —▶ Go to question 6 61

No —▶ Go to question 5 62

MRP

MRP

5. If the description above is incorrect, please describe the business activity in the boxes below.

For example:

- CONSTRUCTION OF RESIDENTIAL AND NON-RESIDENTIAL BUILDINGS
- PLUMBING, HEATING AND AIR-CONDITIONING INSTALLATION

Ensure letters are printed and centred within each box. Leave a space between each word.

110

Grid of 32 boxes for business activity description

Grid of 32 boxes for business activity description

CFG

6. In the box below, please write any additional comments that you would like to make.

81

Large empty box for additional comments

FHI

7. What to do next:

Complete the next Section B for the named office, store or construction site. If this is your last Section B, please go to Section C.



Business Register and Employment Survey

Section C - Details of Additional Locations in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional offices, stores and construction sites** that were not included in Section B.

Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have offices, stores and construction sites that were not included in Section B?

The number of locations completed in Sections B and C should be the same as the number of locations reported in question 10 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

MRP

MRP

2. What is the business name for this office, store or construction site?

200

ASV

3. What is the trading style for this office, store or construction site?

The trading style is the name the location trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this office, store or construction site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



Business Register and Employment Survey

Section C - Details of Additional Locations in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional offices, stores and construction sites** that were not included in Section B.

Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

1. Does the business have offices, stores and construction sites that were not included in Section B?

The number of locations completed in Sections B and C should be the same as the number of locations reported in question 10 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

MRP

MRP

2. What is the business name for this office, store or construction site?

200

ASV

3. What is the trading style for this office, store or construction site?

The trading style is the name the location trades under which is different to the business name. If not applicable, please leave blank.

210

ASV

4. What is the address of this office, store or construction site?

Please use a separate line for each part of the address. Include, where applicable, the street number.

220

SYK

Postcode 230 231

BGL



Business Register and Employment Survey

Section C - Details of Additional Locations in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is to collect information about **additional offices, stores and construction sites** that were not included in Section B.

Do not return photocopied Section C sheets, please follow instructions at the end of Section C.

Please answer this section as at: 14 September 2012

- 1. Does the business have offices, stores and construction sites that were not included in Section B?**
The number of locations completed in Sections B and C should be the same as the number of locations reported in question 10 of Section A.

Yes → Go to question 2 71

No → Please return this questionnaire to the Office for National Statistics 72

- 2. What is the business name for this office, store or construction site?**

200

- 3. What is the trading style for this office, store or construction site?**
The trading style is the name the location trades under which is different to the business name.
If not applicable, please leave blank.

210

- 4. What is the address of this office, store or construction site?**

Please use a separate line for each part of the address.
Include, where applicable, the street number.

220

Postcode 230 231

MRP

MRP

ASV

ASV

SYK

BGL



5. When did this office, store or construction site start trading as part of the business named on the front page of this questionnaire?

For example: July 2006 would be entered as 07 2006.

Month Year 240

NFC

6. Please describe the main business activity of this office, store or construction site in the boxes below.

For example:

- CONSTRUCTION OF RESIDENTIAL AND NON-RESIDENTIAL BUILDINGS
- PLUMBING, HEATING AND AIR-CONDITIONING INSTALLATION

Ensure letters are printed and centred within each box. Leave a space between each word.

110

CFG

7. What was the total number of employees at this office, store or construction site on: 14 September 2012

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- All employees paid directly from this business's payroll(s).
- Those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- Subcontractors.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.
- Self-employed employees.
- Working owners who are not paid via PAYE.

Employees working more than 30 hours per week 155

NEH

Employees working 30 hours or less per week 156

NEH

Total employees 150

NFB

8. For the month of August 2012 what was the value of this site's turnover to the nearest £ 1,000, excluding VAT?

E.g. turnover of £12,845 would be written as £ , 13 , 000

If actual figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box. £ , , 0 0 0

601

NMZ

9. Does this business have any more offices, stores or construction sites that were not included in Section B?

Yes → Please complete the next Section C site page. If this is the last Section C site page, please call **0800 220973** to request additional Section C site pages. Do not return photocopied sheets.
Your Respondent Identification Number is: **8888 8880 0095**
The survey code is: **221**

No → Please return this questionnaire to the Office for National Statistics

