



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

## Business Register and Employment Survey 2014



**Please do not discard this important document - your response is legally required**

00001 0 82990 3

CONTACT NAME

OFFICE FOR NATIONAL STATISTICS

GOVERNMENT BUILDINGS

CARDIFF ROAD

NEWPORT

NP10 8XG

\*\*\*\*\* EXAMPLE PRINT \*\*\*\*\*

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 10 October 2014**

Dear Sir or Madam,

Please find the 2014 questionnaire for the Business Register and Employment Survey (BRES) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information you supply is the only information used by the Office for National Statistics (ONS) to update its Inter Departmental Business Register at workplace level with location, employment and Standard 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.

The information also feeds into a number of key measures of the UK economy.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire for the business/organisation named above.** If you do not complete and return this questionnaire by 10 October 2014, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business/organisation to unauthorised persons.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:**

01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh)

0300 1234 921

If you would like to use our Minicom service for the Deaf

01633 815044

For any other queries, please contact the **BRES survey team**  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

**0300 1234 944**

If you require additional site pages, please refer to Section C Question 9

### When contacting the office you may be asked for the following information

**Survey code:** 221

**Reference number:** 8888 8880 005

**Period:** 201412

- Telephone calls may be recorded for training and quality purposes

221 0005

88888880005 L 00000000 A 221 201412 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](http://www.ons.gov.uk)) and the Nomis website ([www.nomisweb.co.uk](http://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: **12 September 2014**

**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. <b>This business is active, with all or part of the activity taking place within Great Britain (GB)</b><br/>Great Britain consists of England, Scotland and Wales . . . . .</p> | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 10 | →  | Go to question 2 | MRT |     |
| <p>b. <b>This business is active, with all of the activity taking place outside GB . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 11 | }  |                  |     | MRT |
| <p>c. <b>This business is now part of another GB business, due to a takeover or merger . . . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 12 |  |                  |     | MRT |
| <p>d. <b>This business has not started operating yet . . . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 13 |  |                  |     | MRT |
| <p>e. <b>This business has ceased but is expected to restart within two years. . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 14 |  |                  |     | MRT |
| <p>f. <b>This business has ceased and is not expected to restart within two years . . . . .</b></p>   | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 15 |  |                  |     | MRT |
| <p>g. <b>The business has never started operating and is not expected to start . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 16 | <p>→ Go to question 10<br/>Please complete question 10 in Section A <u>only</u> and then return this questionnaire to ONS.</p> |                  | 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 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: 12 September 2014**

**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 8 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?**

Two rows of 20 boxes each for business name entry. 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

Two rows of 20 boxes each for trading style entry.

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.

Five rows of 20 boxes each for address entry. 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: 12 September 2014**

**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 8 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?**

Two rows of 20 boxes each for business name input. 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

Two rows of 20 boxes each for trading style input.

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.

Five rows of 20 boxes each for address input. 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

Two rows of 20 empty boxes for describing business activity.

CFG

7. For the site named above, what was the total number of employees that your business pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your business 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 and working owners paid via PAYE.
Those temporarily absent but still being paid, e.g. on maternity leave.
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:

- Directors and working owners not paid via PAYE.
Agency workers paid directly from the agency payroll.
Voluntary employees.
Former employees only receiving a pension.

a. Employees working:

i more than 30 hours per week [ ][ ][ ][ ] 155
ii less than or equal to 30 hours per week [ ][ ][ ][ ] 156

NEH

NEH

b. Total employees [ ][ ][ ][ ][ ][ ] 150

NFB

8. For the month of August 2014 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 [X] 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 [X] 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 2014



**Please do not discard this important document - your response is legally required**

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

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 10 October 2014**

Dear Sir or Madam,

Please find the 2014 questionnaire for the Business Register and Employment Survey (BRES) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information you supply is the only information used by the Office for National Statistics (ONS) to update its Inter Departmental Business Register at workplace level with location, employment and Standard 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.

The information also feeds into a number of key measures of the UK economy.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire for the business/organisation named above.** If you do not complete and return this questionnaire by 10 October 2014, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business/organisation to unauthorised persons.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:** 01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815044

For any other queries, please contact the **BRES survey team** 0300 1234 944  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

If you require additional site pages, please refer to Section C Question 8

### When contacting the office you may be asked for the following information

**Survey code:** 221      **Reference number:** 8888 8880 006      **Period:** 201412

- Telephone calls may be recorded for training and quality purposes

221 0006

88888880006 T 00000000 A 221 201412 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 organisation 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- Organisation Structure

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

Please answer all questions as at: **12 September 2014**

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

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

- |   |   |  |
|---|---|--|
|   | Please <input style="border: 1px solid red; width: 15px; height: 15px; text-align: center;" type="text" value="X"/> one box only        |  |
| <p>a. <b>This organisation is active, with all or part of the activity taking place within Great Britain (GB)</b><br/>Great Britain consists of England, Scotland and Wales. ....</p> | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 10 | → Go to question 2   |
| <p>b. <b>This organisation is active, with all of the activity taking place outside GB</b> .....</p>  | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 11 | } → Go to question 9<br>Please complete question 9 in Section A <u>only</u> and then return this questionnaire to ONS. |
| <p>c. <b>This organisation is now part of another GB organisation, due to a takeover or merger</b> .....</p>  | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 12 |  |
| <p>d. <b>This organisation has not started operating yet</b> .....</p>  | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 13 |  |
| <p>e. <b>This organisation has ceased but is expected to restart within two years</b> .....</p>   | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 14 |  |
| <p>f. <b>This organisation has ceased and is not expected to restart within two years</b> .....</p>   | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 15 |  |
| <p>g. <b>The organisation has never started operating and is not expected to start</b> .....</p>  | <input style="border: 1px solid red; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> 16 |  |



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

If the organisation 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 organisation in the boxes below.**

**VAT Registration Number**

**Subsidiary Reference Number**

20

NVR

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

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 organisation in the boxes below.**

**Employer's PAYE Reference**

  /  

30

NVS

**6. If this organisation 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 organisation operate from on: 12 September 2014?**

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 organisation is for more than one year. . . . .

Four empty boxes for data entry, followed by the number 90.

NNE

8. **What was this organisation's total number of employees on: 12 September 2014?**

An employee is anyone aged 16 years or over that your organisation 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 organisation's payroll(s) including directors and working owners 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.
- NHS bank staff.

Exclude:

- Directors and working owners **not** paid via PAYE.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension. . . . .

Five empty boxes for data entry, followed by the number 150.

NNF

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

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

81

A large empty rectangular box for providing additional comments.

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

A long row of 20 empty boxes for entering the contact name.

95

QVC

Position in Business

A long row of 20 empty boxes for entering the position in business.

97

QVC

Telephone Number

Five empty boxes for the telephone number.

Five empty boxes for the telephone number.

Ext

Five empty boxes for the extension number.

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: 12 September 2014**

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

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. If this is the case, please X this box.



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 organisation .....



→ 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 organisation .....



MRT

2. For the site named above, what was the total number of employees that your organisation pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your organisation 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 organisation's payroll(s) including directors and working owners paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- 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.
- NHS bank staff.

Exclude:

- Directors and working owners not paid via PAYE.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.

a. Employees working:

i. more than 30 hours per week. ....

155

NEH

ii. less than or equal to 30 hours per week. ....

156

NEH

b. Total employees. ....

150

NFB











5. When did this site start trading as part of the organisation 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 organisation 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

Two rows of 20 empty boxes for describing the main organisation activity.

CFG

7. For the site named above, what was the total number of employees that your organisation pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your organisation 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 organisation's payroll(s) including directors and working owners paid via PAYE.
Those temporarily absent but still being paid, e.g. on maternity leave.
North Sea Oil Workers and any other employees working on the UK Continental Shelf (UKCS).
NHS bank staff.

Exclude:

- Directors and working owners not paid via PAYE.
Agency workers paid directly from the agency payroll.
Voluntary employees.
Former employees only receiving a pension.

a. Employees working:

i more than 30 hours per week. [ ][ ][ ][ ] 155
ii less than or equal to 30 hours per week. [ ][ ][ ][ ] 156

NEH

NEH

b. Total employees. [ ][ ][ ][ ][ ] 150

NFB

8. Does this organisation have any more sites that were not included in Section B?

Yes [X] 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 006 The survey code is: 221

No [X] 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: 12 September 2014**

**1. Does the organisation 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 organisation name for this site?**

**3. What is the trading style for this site?**

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

**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.

Postcode

MRP

MRP

ASV

ASV

SYK

BGL



5. When did this site start trading as part of the organisation 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 organisation 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

Two rows of 20 empty boxes for text entry.

CFG

7. For the site named above, what was the total number of employees that your organisation pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your organisation 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 organisation's payroll(s) including directors and working owners paid via PAYE.
Those temporarily absent but still being paid, e.g. on maternity leave.
North Sea Oil Workers and any other employees working on the UK Continental Shelf (UKCS).
NHS bank staff.

Exclude:

- Directors and working owners not paid via PAYE.
Agency workers paid directly from the agency payroll.
Voluntary employees.
Former employees only receiving a pension.

a. Employees working:

i more than 30 hours per week. [ ][ ][ ][ ] 155

ii less than or equal to 30 hours per week. [ ][ ][ ][ ] 156

NEH

NEH

b. Total employees. [ ][ ][ ][ ] 150

NFB

8. Does this organisation have any more sites that were not included in Section B?

Yes [X] 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 006 The survey code is: 221

No [X] 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 2014



**Please do not discard this important document - your response is legally required**

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

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 10 October 2014**

Dear Sir or Madam,

Please find the 2014 questionnaire for the Business Register and Employment Survey (BRES) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information you supply is the only information used by the Office for National Statistics (ONS) to update its Inter Departmental Business Register at workplace level with location, employment and Standard 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.

The information also feeds into a number of key measures of the UK economy.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire for the business/organisation named above.** If you do not complete and return this questionnaire by 10 October 2014, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business/organisation to unauthorised persons.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:** 01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815044

For any other queries, please contact the **BRES survey team** 0300 1234 944  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

If you require additional site pages, please refer to Section C Question 9

### When contacting the office you may be asked for the following information

**Survey code:** 221      **Reference number:** 8888 8880 007      **Period:** 201412

- Telephone calls may be recorded for training and quality purposes

221 0007

88888880007 B 00000000 A 221 201412 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](http://www.ons.gov.uk)) and the Nomis website ([www.nomisweb.co.uk](http://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: **12 September 2014**

**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. <b>This business is active, with all or part of the activity taking place within Great Britain (GB)</b><br/>Great Britain consists of England, Scotland and Wales . . . . .</p> | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 10 | → | Go to question 2 | MRT |
| <p>b. <b>This business is active, with all of the activity taking place outside GB . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 11 |   |                  | MRT |
| <p>c. <b>This business is now part of another GB business, due to a takeover or merger . . . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 12 |   |                  | MRT |
| <p>d. <b>This business has not started operating yet . . . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 13 |   |                  | MRT |
| <p>e. <b>This business has ceased but is expected to restart within two years. . . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 14 |   |                  | MRT |
| <p>f. <b>This business has ceased and is not expected to restart within two years . . . . .</b></p>   | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 15 |   |                  | MRT |
| <p>g. <b>The business has never started operating and is not expected to start . .</b></p>  | <input style="width: 20px; height: 20px; border: 1px solid black; text-align: center; vertical-align: middle;" type="text" value="X"/> | 16 |   |                  | MRT |
- }
- Go to question 10  
Please complete question 10 in Section A only and then return this questionnaire to ONS.



**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. **How many directors or working owners are there in this business who receive drawings and/or a share of profits, but are NOT PAID via PAYE?** 51  
 This category includes sole traders, sole proprietors, partners and directors. . . . .

NCS

8. **How many GB sites, in total, did this business operate from on: 12 September 2014?** 90  
 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. . . . .

NNE



Please ensure that any working owners or directors entered in question 7 are not also included in the number of employees given in question 9.

9. **EXCLUDING anybody listed at question 7, what was this business's total number of employees on: 12 September 2014?**  
 An employee is anyone aged 16 years or over that your business 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 workers, both permanent and agency workers, paid directly from this businesses payroll(s), including directors and working owners 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:

- Directors and working owners not paid via PAYE.
- Voluntary employees.
- Former employees only receiving a pension. . . . .

150

NNF

10. **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

11. **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 96

QQC

12. **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: **12 September 2014**

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

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. If this is the case, please X this box.



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

MRT

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



14

MRT

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

MRT

The site has been transferred to another business. ....



18

MRT

2. For the site named above, what was the total number of employees that your business pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your business 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 workers, both permanent and agency workers, paid directly from this businesses payroll(s), including directors and working owners paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- 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:

- Directors and working owners not paid via PAYE.
- Voluntary employees.
- Former employees only receiving a pension.

a. Employees working:

i more than 30 hours per week. ....

155

NEH

ii less than or equal to 30 hours per week. ....

156

NEH

b. Total employees. ....

150

NFB

3. For the month of August 2014 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. .... £

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: 12 September 2014**

**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 8 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



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

Grid of boxes for describing business activity

CFG

7. For the site named above, what was the total number of employees that your business pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your business 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 workers, both permanent and agency workers, paid directly from this businesses payroll(s), including directors and working owners paid via PAYE.
Those temporarily absent but still being paid, e.g. on maternity leave.
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:

- Directors and working owners not paid via PAYE.
Voluntary employees.
Former employees only receiving a pension.

a. Employees working:

i more than 30 hours per week. [ ][ ][ ][ ] 155

NEH

ii less than or equal to 30 hours per week. [ ][ ][ ][ ] 156

NEH

b. Total employees. [ ][ ][ ][ ][ ] 150

NFB

8. For the month of August 2014 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 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: 12 September 2014**

**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 8 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

BGL

Postcode 

--	--	--	--

230

--	--

231











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

# Business Register and Employment Survey 2014



**Please do not discard this important document - your response is legally required**

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

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 10 October 2014**

Dear Sir or Madam,

Please find the 2014 questionnaire for the Business Register and Employment Survey (BRES) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information you supply is the only information used by the Office for National Statistics (ONS) to update its Inter Departmental Business Register at workplace level with location, employment and Standard 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.

The information also feeds into a number of key measures of the UK economy.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire for the business/organisation named above.** If you do not complete and return this questionnaire by 10 October 2014, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business/organisation to unauthorised persons.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:** 01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815044

For any other queries, please contact the **BRES survey team** 0300 1234 944  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

If you require additional site pages, please refer to Section C Question 9

### When contacting the office you may be asked for the following information

**Survey code:** 221      **Reference number:** 8888 8880 008      **Period:** 201412

- Telephone calls may be recorded for training and quality purposes

221 0008

88888880008 D 0000000 A 221 201412 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](http://www.ons.gov.uk)) and the Nomis website ([www.nomisweb.co.uk](http://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 7 or zeros 0
- please round all monetary figures to the nearest £1,000 for example £16,805 =    , 17, 000

### Section A- Business Structure

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

Please answer all questions as at: **12 September 2014**

**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 X one box only
- |    |  |  |  |     |
|----|--|--|--|-----|
| a. | <b>This business is active, with all or part of the activity taking place within Great Britain (GB)</b><br>Great Britain consists of England, Scotland and Wales . . . . . | <span style="border: 1px solid black; padding: 2px;">X</span> 10 | → Go to question 2   | MRT |
| b. | <b>This business is active, with all of the activity taking place outside GB . . . . .</b>   | <span style="border: 1px solid black; padding: 2px;">X</span> 11 | } → Go to question 12<br>Please complete question 12 in Section A <u>only</u> and then return this questionnaire to ONS. | MRT |
| c. | <b>This business is now part of another GB business, due to a takeover or merger . . . . .</b>   | <span style="border: 1px solid black; padding: 2px;">X</span> 12 |  | MRT |
| d. | <b>This business has not started operating yet . . . . .</b>   | <span style="border: 1px solid black; padding: 2px;">X</span> 13 |  | MRT |
| e. | <b>This business has ceased but is expected to restart within two years. . . . .</b>   | <span style="border: 1px solid black; padding: 2px;">X</span> 14 |  | MRT |
| f. | <b>This business has ceased and is not expected to restart within two years . . . . .</b>  | <span style="border: 1px solid black; padding: 2px;">X</span> 15 |  | MRT |
| g. | <b>The business has never started operating and is not expected to start . . . . .</b>   | <span style="border: 1px solid black; padding: 2px;">X</span> 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. How many directors or working owners are there in this business who receive drawings and/or a share of profits, but are NOT PAID via PAYE?

This category includes sole traders, sole proprietors, partners and directors. . . . .

51

NCS

10. How many GB sites, in total, did this business operate from on: 12 September 2014?

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



Please ensure that any working owners or directors entered in question 9 are not also included in the number of employees given in question 11.

11. EXCLUDING anybody listed at question 9, what was this business's total number of employees on: 12 September 2014?

An employee is anyone aged 16 years or over that your business 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 and working owners 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:

- Directors and working owners not paid via PAYE.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension. . . . .

150

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 0008

88888880008 D 0000000 A 221 201412 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: 12 September 2014**

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

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. If this is the case, please X this box.



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 that your business pays from its payroll(s) on: 12 September 2014?

An employee is anyone aged 16 years or over that your business 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 and working owners paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- 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:

- Directors and working owners not paid via PAYE.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.

a. Employees working:

i. more than 30 hours per week. ....

155

NEH

ii. less than or equal to 30 hours per week. ....

156

NEH

b. Total employees. ....

150

NFB

3. For the month of August 2014 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 £ , ,

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

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

601

NMZ



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

BUSINESS ACTIVITY EXAMPLE PRINT

Yes  Go to question 6 <sup>61</sup>

No  Go to question 5 <sup>62</sup>

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. <sup>110</sup>

Grid of 20 boxes for business activity description

Grid of 20 boxes for business activity description

CFG

6. In the box below, please write any additional comments that you would like to make. <sup>81</sup>

Large empty 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: 12 September 2014

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 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 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: 12 September 2014

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 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 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: 12 September 2014

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 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 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

Postcode  230  231

MRP

MRP

ASV

ASV

SYK

BGL







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

# Business Register and Employment Survey 2014



**Please do not discard this important document - your response is legally required**

00001 0 79120 2

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

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 10 October 2014**

Dear Sir or Madam,

Please find the 2014 questionnaire for the Business Register and Employment Survey (BRES) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information you supply is the only information used by the Office for National Statistics (ONS) to update its Inter Departmental Business Register at workplace level with location, employment and Standard 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.

The information also feeds into a number of key measures of the UK economy.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire for the business/organisation named above.** If you do not complete and return this questionnaire by 10 October 2014, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business/organisation to unauthorised persons.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:** 01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815044

For any other queries, please contact the **BRES survey team** 0300 1234 944  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

If you require additional site pages, please refer to Section C Question 9

### When contacting the office you may be asked for the following information

**Survey code:** 221      **Reference number:** 8888 8880 009      **Period:** 201412

- Telephone calls may be recorded for training and quality purposes

221 0009

88888880009 H 0000000 A 221 201412 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](http://www.ons.gov.uk)) and the Nomis website ([www.nomisweb.co.uk](http://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: **12 September 2014**

**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. <b>This business is active, with all or part of the activity taking place within Great Britain (GB)</b><br/>Great Britain consists of England, Scotland and Wales . . . . .</p> | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> | 10 | →  | Go to question 2 | MRT |     |
| <p>b. <b>This business is active, with all of the activity taking place outside GB . . .</b></p>  | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> | 11 | <div style="font-size: 3em; line-height: 1; padding: 0 10px;">}</div> <p>→ Go to question 11<br/>Please complete question 11 in Section A <u>only</u> and then return this questionnaire to ONS.</p> |                  |     | MRT |
| <p>c. <b>This business is now part of another GB business, due to a takeover or merger . . . . .</b></p>  | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> | 12 |  |                  |     | MRT |
| <p>d. <b>This business has not started operating yet . . . . .</b></p>  | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> | 13 |  |                  |     | MRT |
| <p>e. <b>This business has ceased but is expected to restart within two years. . . . .</b></p>  | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> | 14 |  |                  |     | MRT |
| <p>f. <b>This business has ceased and is not expected to restart within two years . . . . .</b></p>   | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="text" value="X"/> | 15 |  |                  |     | MRT |
| <p>g. <b>The business has never started operating and is not expected to start . . .</b></p>  | <input style="border: 1px solid black; width: 20px; height: 20px; text-align: center; vertical-align: middle;" 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 / 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. **How many directors or working owners are there in this business who receive drawings and/or a share of profits, but are NOT PAID via PAYE?** 51  
 This category includes sole traders, sole proprietors, partners and directors. . . . .

NCS

8. **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.

MRP

MRP

Yes  52

No  53

9. **How many GB sites, in total, did this business operate from on: 12 September 2014?** 90  
 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. . . . .

NNE



Please ensure that any working owners or directors entered in question 7 are not also included in the number of employees given in question 10.

10. **EXCLUDING anybody listed at question 7, what was this business's total number of employees on: 12 September 2014?**  
 An employee is anyone aged 16 years or over that your business pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

NNE

NNE

Include:

- All employees paid directly from this business's payroll(s) including directors and working owners 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:

- Subcontractors.
- Directors and working owners not paid via PAYE.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension. . . . .

150

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





221 0009

88888880009 H 00000000 A 221 201412 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: 12 September 2014**

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

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. If this is the case, please X this box.



**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. ....



→ Go to question 2

MRT

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



MRT

It 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

It has been transferred to another business. ....



MRT

**2. For the site named above, what was the total number of employees that your business pays from its payroll(s) on: 12 September 2014?**

An employee is anyone aged 16 years or over that your business 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 and working owners paid via PAYE.
- Those temporarily absent but still being paid, e.g. on maternity leave.
- 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.
- Directors and working owners not paid via PAYE.
- Agency workers paid directly from the agency payroll.
- Voluntary employees.
- Former employees only receiving a pension.

**a. Employees working:**

i more than 30 hours per week. ....

155

NEH

ii less than or equal to 30 hours per week. ....

156

NEH

**b. Total employees.** ....

150

NFB

**3. For the month of August 2014 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 £   ,   ,

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

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

601

£   ,   ,

NMZ









### 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: 12 September 2014**

**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 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 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: 12 September 2014**

**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 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 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



