

Information about occupied dwelling is provided by any of the adult dwelling users. A dwelling user is a natural person or more natural persons who actually make use of a dwelling regardless of the length of stay in the dwelling and regardless of the legal reason for the use of the dwelling and of nonexistent legal reasons. Information about the unoccupied dwelling in an occupied building is provided by the owner of the building or dwelling, or the authorised manager or administrator of the building. In the case of another type of housing arrangements (in a recreational cottage, chalet, in boarding facilities, emergency housing etc.) answer questions 1 and 2 only and the second side of the Census Form - Dwellings.

Information is entered according to the situation at midnight between 25 to 26 March 2011. For each question always indicate one answer only.

If there is no pre-completed data in column A or this answer does not correspond with the actual state of the dwelling, always indicate or write the correct answer in column B. Do not cross out the information in column A. If the pre-completed data in column A remains valid, it is not necessary to repeat the correct answer in column B.

1. HOUSING ARRANGEMENTS OF DWELLING HOUSEHOLD

A **dwelling** is a set of rooms, or an individual room, which are designated by the building authority for living. The choice of „dwelling“ is made in all cases of a residential household in a dwelling regardless of the type of building (e.g. even in the case of a school caretaker's dwelling in a school, the dwelling of a concierge in a rest home, etc.).

A **recreational cottage, chalet** is a building which corresponds to the requirements for family recreation and is designed for this purpose.

An **emergency dwelling, shelter** includes emergency and temporary buildings, non-attested buildings, make shift accommodation at a workplace etc.

Boarding facilities are stated in the case of a residential household in facilities which provide the household with not only long-term accommodation, but also services which the household shares together with other persons (bathroom, dining room, bedroom, etc.).

2. OCCUPANCY STATUS OF DWELLING

A dwelling is unoccupied when there is no-one residing in it.

3. LEGAL TITLE FOR THE USE OF DWELLING

A **dwelling in one's own building** is mostly in a family house, and may also be in an own dwelling building.

A **dwelling in personal ownership** is a dwelling whose user is registered in the property cadastre as the owner of a unit (dwelling). A dwelling in personal ownership cannot be in one's own family house - this is indicated as a dwelling in one's own building.

Other gratis use of a dwelling may occur in all types of buildings whose owner is a private individual; it most often relates to the gratis use of a dwelling in a building which belongs to a relative or other close persons.

A **rental dwelling** is a dwelling used on the basis of a rental agreement regardless of whether the rental agreement is entered into for a determined or undetermined period. A rental dwelling is also indicated by a person who lives in a sub-leased - rented dwelling.

A **co-operative dwelling** is used on the basis of membership in a dwelling co-operative (in the sense of Section 221 of the Business Code), wherein the dwelling co-operative is registered as a legal entity in the property cadastre as the owner of the dwelling, or as the owner of the whole building.

4. DWELLING SIZE - NUMBER OF ROOMS AND FLOOR SPACE

Information regarding the dwelling area in m² is stated by **rounding up to a whole number**. If there is a kitchenette in the dwelling (it does not comprise a separate room), its space is entered within the area of the **kitchen, kitchenette** and the remaining part of the room is calculated within the area of the residential rooms, or other dwelling space.

Other areas of the dwelling include the sum total of ancillary areas, the entrance hall, pantry, storage room, etc. Also included within these spaces is the room area of the dwelling which is not used for living, but is designated for business or work purposes. An attic, cellar, balcony, terrace, loggia (even glazed), and stairwell area are not included.

5. POSITION OF DWELLING IN HOUSE

For a dwelling on two floors, the lower shall be stated. In the case of a dwelling in an attic, the attic shall be considered to be another regular floor.

Ground and first floor are indicated for a dwelling in a two-storey family house.

6. PIPED GAS

This ascertains a connection to a gas distribution system (or a local distribution network) or to a local gas supply. Using compressed cylinder gas is not considered a gas facility for a dwelling and „no gas“ should be stated.

8. HOT WATER

Other or combined source is stated in the case where various sources are used for heating water in different time periods (e.g. central or single storey heating in winter and another source in summer).

9. TYPE OF HEATING

Central heating in buildings with two and more dwellings is heating by a source of heat located outside the dwelling. In the case of a one-dwelling family house, central heating is also considered to be heating by a source of heat in a separate room designated for this (including the cellar).

Single storey heating is heating established for one dwelling only, is connected to one heating source (boiler) located directly in the dwelling (in the kitchen, entrance hall, bathroom etc.) and serves the user of the dwelling directly.

10. ENERGY USED FOR HEATING

State the predominant, main source of energy, or the type of fuel used for heating. **Energy from boiler outside the building** is indicated in cases where the building is connected to distant central heating or a block boiler room.

Wood, wood briquettes also include wood pellets, wood waste, plant and other biomass (straw, grain, etc.).

13. PERSONAL COMPUTER AND INTERNET CONNECTION

A **personal computer** can be a table PC and portable computer (notebook, PDA); state in the case where it is used by members of a household for private purposes. A personal computer which is located in an dwelling but is used exclusively as a work aid for a job is not considered to be household equipment.

A **computer with internet** is entered regardless of the method of internet connection.

LIST OF NATURAL PERSONS LIVING IN THE DWELLING OR THE OTHER LIVING QUARTER (SECOND SIDE OF THE CENSUS FORM - DWELLINGS)

State **all the persons who actually live in a dwelling** and are members of some household (as well as in the case that they are temporarily absent, e.g. for reasons of a business trip, hospital stay, etc.). It is not important where the persons are registered for permanent residency.

Separately (in lines 001 - 005) state the members of the dwelling household staying 12 and more months out of the territory of the Czech Republic (studying abroad, long-term work stay, etc.).

Also separately enter (in lines 991 - 995) persons who are not household members and on census day are **staying only temporarily in the specific dwelling** or the living quarter (e.g. visiting relatives).

Persons jointly running a household are registered to the given household (first jointly run household, second jointly run household). If more than two households live in a dwelling, use the form „Census Form- Dwellings - continued“, which a household shall obtain in the event of need from the census officer.

Information regarding one person is stated in one line by entering the surname and first name, the complete date of birth (day/month/year) and by entering one cross in some of the columns 2-14, which indicate the relationship to the first person recorded in the household. For a person entered as the first (lines 101, 201) the cross is pre-printed.

Spouse, registered partner - state the person whose relationship to person no. 1 is: husband, wife, or registered partner, i.e. the de jure relationship (legal relationship).

Common law partner - state in the case of an actual common law partnership, regardless of the de jure family status.

Son, daughter - state regardless of whether it relates to one's own child, an adopted child or a child in foster care, a joint child of both partners or a child of only one partner.

Grandchild's / great-grandchild's partner - include cases of marriage and informal (common law) partnership, or registered partnership also.