



CONFIDENTIAL

REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PLANNING, ECONOMIC AND SOCIAL RESTRUCTURING AND GENDER AFFAIRS

CENTRAL STATISTICAL OFFICE

2011 POPULATION AND HOUSING CENSUS

MUNICIPALITY
I.D.

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COMMUNITY
CODE

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E.D.
NUMBER

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REGION / MUNICIPALITY /
PARISH NAME:

COMMUNITY:

VISITATION RECORD



2011 Population & Housing Census
Central Statistical Office

VISITATION RECORD

NUMBER OF BUILDINGS

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NUMBER OF DWELLING UNITS

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NUMBER OF HOUSEHOLDS

--	--	--

NUMBER OF BUSINESS PLACES

--	--	--

NUMBER OF INSTITUTIONS

--	--	--

REGION / MUNICIPALITY /
PARISH NAME: _____

COMMUNITY: _____

SUPERVISOR'S NAME: _____

ADDRESS: _____

ENUMERATOR'S NAME: _____

ADDRESS: _____

MUNICIPALITY
I.D.

--	--

COMMUNITY
CODE

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E.D.
NUMBER

--	--	--	--	--

TOTAL POPULATION

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MALE

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FEMALE

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NUMBER OF
NO-CONTACTS:

--	--

NOT AT HOME WITH
INFO

--	--

NOT AT HOME
WITHOUT INFO.

--	--

REFUSED WITH INFO.

--	--

REFUSED WITHOUT
INFO.

--	--

CLOSED DWELLING
WITH INFO.

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CLOSED DWELLING
WITHOUT INFO.

--	--

VACANT DWELLING

--	--

OTHER

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DEFINITIONS

Before you can begin to list you must know the following basic definitions:

1. A *building* is defined as any physical structure separate and independent of any other comprising one or more rooms, or other spaces covered by a roof and enclosed within external walls or dividing walls which extend from the foundation to the roof. It is designed for residential, agricultural, commercial, industrial or cultural purposes, or for the provision of services. Detached rooms or out-rooms relating to the main building are treated as part of the main building.

In some instances, buildings may not conform to the definition outlined above. These include garages, wayside vegetable stalls and poultry pens, where there may or may not be external walls extending from foundation to roof as specified. These are to be taken up as buildings and are to be further classified according to “type of business activity”, so as to distinguish from other types of buildings, which conform to the full description of the definition. Car-park lots with structures from which business is transacted i.e. the issuing of tickets and collection of parking fees must be assigned a building number as well as a business unit number and a remark to this effect recorded in the appropriate column.

2. A *household* is defined as one or more persons living together (sleeping most nights of a week) and sharing at least one of the main daily meals. In most cases, therefore, a household will comprise a father, mother and children living together.

It is important to note, however, a member of the household is not necessarily a relative of the main family. For example, a boarder or a domestic employee who sleeps in most nights of the week and shares at least one of the daily meals is also included as a member of the household.

3. A *dwelling unit* is any building or separate and independent part of a building in which a person or group of persons (private household) is living at the time of census enumeration.

The essential features of a dwelling unit are “separateness” and “independence”.

An enclosure is separate if surrounded by walls, fences or some form of partitioning, covered by a roof so that a person or a group of persons can isolate himself/herself/themselves from other persons for purposes of sleeping, preparing and sharing meals and protecting themselves from the hazards of climate and environment.

It is independent when it has direct access from the street or common landing, staircase, passage or gallery or grounds, i.e. when the occupants can come in and go out of their living quarters without passing through another person’s premises.

4. A *Business Establishment/Place* is any building, part of a building or area associated with a building where any identifiable form of economic activity is normally carried out. The area used for this economic activity does not necessarily have to be a separate room but could be part of a room that is also used for another purpose, e.g. a small parlour operated in a living room is to be classified as a business establishment.
5. An *institution* is a building used as living quarters for housing persons who are not in households. Some examples are hospitals, orphanages, prisons. However some institutions can also be businesses. In these cases you are to record it on a **separate** line and allocate a business unit number.
6. A *hotel* is a building that provides lodging on a fee basis which caters for six (6) or more paying guests, boarders or lodgers. Hotels, motels, inns and boarding houses fall in this category. Even though a hotel is not an institution (*as defined in the Concepts and Definitions Manual, page 4*), it will be enumerated as such and given an institution number as well. All hotels are businesses and will need to be recorded on a **separate** line and allocated a business unit number.
7. A *closed building* is one that is in use or occupied, but during the enumeration period, the occupants are temporarily away, that is, away for less than **six (6)** months.
8. A *vacant building* is one that at the time of enumeration is not being used for any purpose. It will also include buildings where the tenants are away for **six (6)** months or more.
9. An *improvised housing unit* is any makeshift structure built of waste materials and/or without a predetermined plan for habitation by a household
10. A *closed dwelling unit* is one which is occupied, but during the enumeration period the occupants are away for less than **six (6)** months.
11. A *vacant dwelling unit* is one which at the time of enumeration is not being used for habitation. It will also include dwelling units that are closed for **six (6)** months or more.
12. A *holding* is a unit of agricultural production comprising all livestock kept and all land used wholly or partially for agricultural purposes. A holding may consist of one or more separate parcels located in one or more separate area, operated by one person, a household, jointly by two or more persons or a manager on behalf of the owner. Examples of holdings are estates, gardens, pig farms, poultry farms.
13. A *holder* is a person who operates an agricultural holding and makes major decisions regarding the utilisation of the resources. He/she may operate the holding directly as an owner or a tenant or through a manager

INSTRUCTIONS FOR COMPLETING THE VISITATION RECORD

INTRODUCTION

The Visitation Record is the first enumeration form and has four main purposes.

First, it will clearly indicate the number of persons in the household (Col.10)

Secondly, it will enable you to keep a close check on the number of buildings visited, the number of questionnaires completed and to see at a glance the buildings or holdings which will require a call back.

Thirdly, your Supervisor will be able to assess the rate at which you are working.

Fourthly, central office staff will use this Visitation Record as a basis for checking your work and the number of persons in each household (Col.10) can be easily totalled to provide preliminary population figures.

THIS IS AN IMPORTANT PART OF YOUR JOB, AND MUST NOT BE NEGLECTED!

HOW TO COMPLETE THE VISITATION RECORD

Column 1 – Date of First Visit

You are required to record the date you first visited each building, household, business unit or institution.

Column 2 – Date Enumeration Completed

It may not be possible to complete a Census questionnaire for all the members of the household on your first visit. In this column you are required to enter the date when enumeration of the entire household, business place or institution was completed.

Column 3 – Building Number

Give each Building a number in serial order as you visit it starting from 001 and repeating that number in cases where there are more than one household in the building. REMEMBER THAT A BUILDING MAY CONTAIN SEVERAL DWELLING UNITS (i.e. living quarters which are structurally separate and independent places of abode).

Improvised Housing Units

Improvised Housing Units must be recorded but must NOT be given a building number in sequence. It should be numbered starting at 801, 802, 803...

However, these housing units should be given the next sequential dwelling unit number and the next sequential household number.

Column 4 – Dwelling Unit Number

You are required to number the dwelling units in serial order, starting from 001. It is important to remember that there may be more than one dwelling unit in a single building and there may be more than one household in a single dwelling unit. Repeat the dwelling unit number in cases where there are more than one household in a dwelling unit. The last number appearing in this column will represent the total number of dwelling units in your Enumeration District.

Column 5 – Household Number

The numbering of households must be in serial order, starting from 001, 002 etc. You must make every effort to adhere to the specific instructions that you will be given about the route to follow, so that the buildings, dwelling units, households, business places, etc. within your enumeration district will be numbered in the correct order and in sequence.

Column 6 – Institution Number

The numbering of the Institutions/Hotels must also start from 001, 002, 003 etc. When the institution/hotel is also a business, it is given a business number and recorded on the following line. Always check back on the last number used to avoid repeating numbers.

Column 7 – Questionnaire Result Code

The enumerators will enter the result code as indicated on the front cover of the questionnaire.

Column 8 – Surname and Other Name of Head of Household or Name of Establishment/Institution

Write in BLOCK LETTERS the name of head of the household in the column putting the Surname first and the Other name after. With respect to a business place you must write the name of the business place.

In the case of an institution put the name of the institution e.g. St. Clair Medical Centre.

Column 9 – Full Address

The full postal address must be recorded here, that is the name of the road or street, the number of the house (if houses are numbered) and the name of the town, village or community. In areas where houses or buildings are few and far

between or where addresses are vague, mileposts, electricity poles (lampposts) or other land-marks should be inserted.

Column 10 – Total Number of Persons - Both Sexes

You are required to record in this column the total number of persons including babies that are days old and members who are temporarily* away in the household. The sum of male plus female must equal the total number of persons in the household. If there are five (5) persons in the household, enter (5) in column 10, if none enter (-).

**Note: Temporarily implies a period of less than six months*

Column 11 – Male

Enter the number of Male members of the household, if none enter a dash (-). If there is only one (1) male member, record (1).

Column 12 – Female

Enter the number of Female members of the household, if none enter a dash (-). If there are four (4) female members, record (4).

BUSINESS PLACES

Column 13 – Business Unit Number

Business places must be numbered serially. The first unit should be numbered 001 so that the last number appearing in this column will also be the total number of the business places within the enumeration district.

Column 14 – Type of Business / Activity

Enter a precise description of the type of business or activity in which the establishment is engaged. The entry here should be precise, for example, sale of shoes, tailor shop, dry goods store, etc.

For institutions describe the activity carried out by the institution e.g. hospital, prison, nursing home, youth camp, orphanage etc.

Column 15 – For office use only

This column is for office use only. It will be used by the Census Office to enter industry codes.

Column 16 – Number of Paid Employees

Record in this column the total number of paid employees engaged by this business place, during the last pay period i.e. week, fortnight, month, etc. if none put a dash (-). If there are three (3) paid employees record (3).

AGRICULTURAL HOLDINGS

For any piece of land to be distinguished as a holding it **must** be associated with, at the time of enumeration **at least**:

- (a) Two or more heads of cattle, or pigs, or goats, or rabbits, or sheep or any other type of livestock being raised for agricultural purposes primarily for sale; or
- (b) A flock of at least 12 poultry of which all or some are being raised for sale or
- (c) Bee-keeping or fish farming activities primarily for sale; or
- (d) Land being cultivated for crops (vegetables, fruits and other tree crops) primarily for sale; or
- (e) The growing of ornamental plants or flowers primarily for sale

A backyard garden on which crops are being grown solely for home consumption is **NOT** considered a holding.

Column 17 – No. of Holders

Every respondent must be asked if he/she or any other member of the household operates land for agricultural purposes. If the response is yes, enter the no. of holders.

Column 18 – Size of Acreage

Record in this column the total land area operated for agricultural purposes in this column, regardless of tenure and location. The total land area should include all agricultural lands operated by members within the household despite the fact that there may be more than one holder resident in this household. The minimum area of land to be included should be one eighth (1/8) of an acre or one lot.

A holder may operate more than one parcel of land and usually:

- 1. Owns land for agricultural purposes;
- 2. Rents land for agricultural purposes;
- 3. Squats on land and operates same for agricultural purposes;
- 4. Operates agricultural land which is not owned by him, the proceeds of which he/she may or may not share with the owner.

A person who operates land for non-agricultural purposes (e.g. Housing and Industrial Estates) does not fall in this classification and should be excluded.

Column 19 – Principal Crop

Code the principal crop(s) as identified by the respondent up to a maximum of four (4) crops. See Crop Codes that are located at the bottom of every page for your convenience.

Column 20 – Type and Number of Livestock Kept

If the respondent rears more than one type of livestock, you are to record in coded format, up to a maximum of four (4) types, as reared by the holder including the number for each recorded type. See Livestock Codes that are located at the bottom of every page for your convenience. In the case of poultry specify the type (e.g. chickens; ducks) in the remarks column.

Livestock that are to be excluded from this classification are RACING HORSES and DOGS.

Column 21 – Remarks

This column must be used for recording any information that may prove helpful e.g. callbacks, dates and times of appointments, problems in certain households to be discussed with your supervisor. If space provided is insufficient, use the pages at the back.

Remarks at the back of the Visitation Record

When using Remarks, enter Building, Dwelling and Household numbers, along with the line and page numbers.

VISITATION RECORD

Line No.	Date of First Visit	Date Enumeration Completed	Building No.	Dwelling Unit No.	Household No.	Institution No.	Result Code	Surname and Other Name of Head of household/Name of establishment/Name of institution	Full Address
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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PRINCIPAL CROP: CODE

1. Sugar Cane

2. Coffee / Cocoa

3. Citrus

4. Coconut

5. Mixed Tree Crops
6. Other Tree Crops

7. Bananas & Plantains

8. Horticulture

9. Vegetables, Food Crops, Pulses & Rice

10. Other – Specify in Remarks

MAIN LIVESTOCK CODE:

1. Poultry - Specify in Remarks	5. Rabbit
2. Pig	6. Aquaculture (Fish farming)
3. Cattle	7. Apiculture (Bee-keeping)
4. Sheep & Goat	8. Other – Specify in Remarks

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PRINCIPAL CROP: CODE

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2. Coffee / Cocoa

3. Citrus

4. Coconut

5. Mixed Tree Crops
6. Other Tree Crops

7. Bananas & Plantains

8. Horticulture

9. Vegetables, Food Crops, Pulses & Rice

10. Other – Specify in Remarks

MAIN LIVESTOCK CODE:

1. Poultry - Specify in Remarks	5. Rabbit
2. Pig	6. Aquaculture (Fish farming)
3. Cattle	7. Apiculture (Bee-keeping)
4. Sheep & Goat	8. Other – Specify in Remarks

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