



# Annual Purchases Survey 2015

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

00001 03220  
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 29 April 2016**

Dear Sir or Madam,

Please find the 2015 questionnaire for the Annual Purchases Survey 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.

This survey is based on information provided by the Inter-Departmental Business Register, which is the comprehensive list of UK businesses registered for VAT or PAYE that is used by Government for statistical purposes. This ensures that we approach you only for information relevant to your business. The aim of this survey is to collect information regarding expenditure on energy, services, goods and materials that are used up or transformed by your business.

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

**You are required by law to complete this questionnaire.** If you do not complete and return this questionnaire by 29 April 2016, 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 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 815 044

To complete the questionnaire in Euros 0300 1231 217

For any other queries, please contact the **Purchases Survey Team** 0300 1231 217  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

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

**Survey code:** 010      **Reference number:** 4990 0000 000      **Period:** 201512

- Telephone calls may be recorded for training and quality purposes



## Introduction to the Annual Purchases Survey 2015

### Purpose of this survey

The aim of this survey is to collect data regarding the expenditure on energy, services, goods and materials used up or transformed by your business.

### Include:

- raw materials
- utilities
- rental on buildings
- business services such as advertising, recruitment consultancy and cleaning

### Exclude:

- amount charged to capital account
- staff costs (eg wages, salaries, bonuses, pension contributions and any payments in kind)
- goods and services bought for resale without further processing

### The information you supply will:

- help us to identify the purchasing patterns of businesses to inform UK Government policy
- be included in outputs which show the impact your industry has on the economy
- contribute to the UK National Accounts and estimates of Gross Domestic Product (GDP)
- meet the UK's international obligations, particularly to the European Union

For more information about the survey, please go to: [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

### Information Required

This questionnaire is divided into seven sections:

- Section A** Reporting Period
- Section B** Total Purchases
- Section C** Purchases of Energy, Water and Waste
- Section D** Purchases of Services
- Section E** Purchases of Goods, Materials and Related Services
- Section F** Summary of Purchases
- Section G** Completion Time and Contact Details

### Coverage:

- include information for the UK business named on the front of this questionnaire
- the UK consists of England, Wales, Scotland and Northern Ireland, but excludes the Channel Islands and the Isle of Man
- exclude overseas branches, subsidiaries and agencies













**(q) sewerage services?**

**Include:**

- sewerage removal and treatment services
- maintenance and cleaning services of sewers and drains
- emptying and cleaning of cesspools and septic tanks
- servicing of chemical toilets

**Exclude:**

- construction, repair and alteration of sewers
- collection or purification of water
- cleaning and deblocking of drainpipes
- decontamination services of groundwater and surface waters at the point of pollution

£

3700

EFG

**(r) any other energy, water and waste?**

Please refer to the list of additional Codes for Section C - Energy, Water and Waste at the back of this questionnaire, and write the applicable codes in the boxes below.

**Code**

(i)  .....

£

9901

NMA

**Code**

(ii)  .....

£

9902

NMA

**Code**

(iii)  .....

£

9903

NMA

**Code**

(iv)  .....

£

9904

NMA

**5 (a) What was your total expenditure on energy, water and waste?**

This should be the sum of 4 (a) to 4 (r) .....

£

5000

EFG

**(b) Of your figure reported in question 5 (a), what was your expenditure on energy, water and waste purchased from suppliers located:**

if actual figures are not available, please provide informed estimates

(i) **in the UK?** .....

£

5010

EFG

(ii) **outside the UK?** .....

£

5020

EFG



## Section D - Purchases of Services

### 6. What was your expenditure on:

Figures should exclude staff costs, capital assets and services purchased for resale without further processing. Please refer to guidance table on page 3 for further information.

#### (a) rental and leasing services?

**Include:**

- goods or equipment without an operator or driver (eg motor vehicles, air transport and telecommunications)
- machinery, furniture, sports goods, equipment and other tangible goods
- licensing services for the right to use intellectual property and similar products

**Exclude:**

- buildings
- goods or equipment rented or leased with an operator or driver

£

7700

EFG

#### (b) architectural, engineering and technical testing services?

**Include:**

- residential and non-residential, urban and rural architectural services
- historical restoration and architectural advisory services
- engineering, technical and project management consulting services for construction
- geological and geophysical consulting services

**Exclude:**

- research and development services
- interior and industrial design services and general construction work
- dental, health and animal care testing
- testing and analysis for motor trade or insurance companies

£

7100

EFG

#### (c) construction of buildings?

**Include:**

- residential and commercial buildings (eg factories, public entertainment buildings and educational buildings)

**Exclude:**

- construction of special concrete or steel frameworks for buildings
- construction works for mining and manufacturing, other than buildings
- construction works for civil engineering
- specialised construction works and repair and maintenance of buildings

£

4100

EFG

















**(o) any other goods, materials and related services?**

Please refer to the list of additional Codes for Section E - Goods, Materials and Related Services at the back of this questionnaire, and write the applicable codes in the boxes below.

(i)	<b>Code</b> [ ][ ][ ][ ]	.....	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	NMA
				9909	
(ii)	<b>Code</b> [ ][ ][ ][ ]	.....	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	NMA
				9910	
(iii)	<b>Code</b> [ ][ ][ ][ ]	.....	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	NMA
				9911	
(iv)	<b>Code</b> [ ][ ][ ][ ]	.....	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	NMA
				9912	

**9 (a) What was your total expenditure on goods, materials and related services?**  
 This should be the sum of 8 (a) to 8 (o) .....

	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	
		9000	EFG

**(b) Of your figure reported in question 9 (a), what was your expenditure on goods, materials and related services purchased from suppliers located:**  
 if actual figures are not available, please provide informed estimates

(i) in the UK? .....	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	
		9010	EFG
(ii) outside the UK? .....	£	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 000	
		9020	EFG



**Section F - Summary of Purchases**

**10. What was your total expenditure on energy, services, goods and materials used up or transformed by your business?**  
This is the sum of questions 5 (a), 7 (a) and 9 (a) . . . . .

£ 

									000
--	--	--	--	--	--	--	--	--	-----

1090

**11. Is the value recorded in question 10 equal to that recorded in question 3 (b)?**

Yes  → Go to **Section G**

No  → Go to **Question 12** 1100

**12. In the box below, please provide additional information with regards to the difference between the totals for question 10 and 3 (b)?**

0003

EFG

MRK

LMN





010 1001 01610

49900000000 D 0000000 A 010 201512 020



Please choose the appropriate code from the list below to complete sections C, D and E on the questionnaire

Codes for Section C - Energy, Water and Waste	
Code	Description
0500	Coal and lignite
0610	Crude petroleum and tar sands
0620	Natural gas, liquefied or in gaseous state
3900	Remediation services and waste management services
Codes for Section D - Services	
Code	Description
6899	Renting, buying or selling of property
6830	Real estate services on a fee or contract basis
8100	Buildings and landscape services
4200	Construction and construction works for civil engineering; roads, railways, bridges and tunnels
4300	Specialised construction works, demolition and site preparation
0900	Mining support services
6300	Information services; data processing, web hosting and IT infrastructure provisioning
9500	Repair services of computers, personal and household goods
1800	Printing and reproduction services of recorded media
5800	Publishing services of books, newspapers, journals, advertising space in books and newspapers and software publishing services
5900	Motion pictures, video and television programme production services, sound recording and music publishing
6000	Programming and broadcasting services
6600	Support services to financial and insurance activities
7000	Head office and management consulting services
8200	Office administration, office support and other business support services
7200	Scientific research and development services
7900	Travel agency, tour operator and other reservation services and related services
8000	Security and investigation services
9400	Membership organisation services
9600	Personal services, dry cleaning and laundry, hairdressing and beauty, funeral and related services
4999	Passenger and freight rail transport services
5000	Water transport services
5100	Air transport services
3315	Repair and maintenance services of ships and boats
3316	Repair and maintenance services of aircraft and spacecraft
5200	Warehousing and transportation support services
5500	Travel accommodation services
8400	Public administration and compulsory social security services
8500	Education and training services
8600	Human health services
8700	Residential care services
8800	Social work services without accommodation
9000	Creative, arts and entertainment services
9100	Library, archive, museum and other cultural services
9200	Gambling and betting services
9300	Sporting, amusement and recreation services

**Codes for Section E - Goods, Materials and Related Services**

<b>Code</b>	<b>Description</b>
2700	Electrical equipment, electric motors, generators, transformers and parts
2900	Motor vehicles, trailers and semi-trailers
3091	Motorcycles, bicycles and carriages
3020	Railway locomotives and rolling stock
3010	Boats, ships and floating structures
3030	Aircraft, spacecraft and related machinery
3040	Military fighting vehicles
1300	Textile articles; carpets and rugs; preparation services of natural textile fibres; textile finishing services
3295	Jewellery and decorative goods
1400	Clothing and wearing apparel; fur, leather, work wear, underwear, hats and headgear
1500	Footwear and leather products
3100	Furniture; office, shop and kitchen furniture, upholstering and finishing services of new furniture and parts of furniture
1600	Wood and products of wood and cork, except furniture; articles of straw and plaiting materials
2300	Glass, clay, porcelain, ceramic and refractory products
2399	Cement, plaster and concrete
2096	Petrochemicals; organic basic chemicals, plastics in primary form, synthetic rubber and man-made fibres
2030	Paints, varnishes and similar coatings, printing ink and mastics
2040	Soaps and detergents, cleaning and polishing preparations, perfumes and toilet preparations
2050	Chemical products; explosives and related products, glues, essential oils, aromatic distilled waters
0800	Mining and quarrying products; ornamental and building stone, gravel, sand and clays, precious and semi-precious stones
0700	Metal ores, iron, non-ferrous metal, uranium and thorium, copper, nickel, aluminium, lead, zinc and tin ores
2499	Basic iron, steel and ferro-alloys including tubes, pipes, hollow fittings and other products of the first processing of steel
2540	Weapons and ammunition
2800	Machinery and equipment
3293	Toys, games and musical instruments
3292	Medical and dental instruments
0200	Forestry, logging and related products and services
0300	Fish and other fishing products, aquaculture products, support services to fishing
1010	Preserved meat and meat products
1020	Processed and preserved fish products
1030	Processed and preserved fruit and vegetables
1040	Vegetable and animal oils and fats
1050	Dairy products
1060	Grain mill products, starches and starch products
1070	Baked goods; bread, fresh pastry goods and cakes, rusks and biscuits and flour-based products
1080	Other food products; sugar, cocoa, chocolate and sugar confectionery, vinegar, sauces, processed tea and coffee
1199	Alcoholic beverages, distilled and fermented; wine, cider, perry, mead, vermouth, beer and malt
1107	Soft drinks and bottled waters
1200	Tobacco products; cigars, cheroots, cigarillos, cigarettes and cured, stemmed or striped tobacco leaves