



Business Register and Employment Survey 2015

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 9 October 2015

Dear Sir or Madam,

Please find the 2015 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 9 October 2015, 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

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 005 **Period:** 201512

- Telephone calls may be recorded for training and quality purposes



Business Register and Employment Survey

Purpose of this Survey

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

Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

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

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

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

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

Section A- Business Structure

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

Please answer all questions as at: **11 September 2015**

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

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

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



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: 11 September 2015

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

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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: 11 September 2015?

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



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: 11 September 2015

1. Does the business have sites that were not included in Section B and that are staffed for a minimum of 20 hours?

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 completed questionnaire to ONS, using the address provided 72
on the front page. You are advised to retain a copy for your records.

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

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



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: 11 September 2015

1. Does the business have sites that were not included in Section B and that are staffed for a minimum of 20 hours?

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 completed questionnaire to ONS, using the address provided 72
on the front page. You are advised to retain a copy for your records.

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

220

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

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