

**This is the easy read presentation.**

**An easy read leaflet will be available to order from the public contact centre when it opens.**

**This presentation is intended for use by Census Engagement Managers and Community Advisers.**

**They can use it to share the contents of the easy read leaflet with their Local Authorities and community groups.**

**Since census telephone lines are not yet live at time of publishing, telephone numbers have been removed to avoid confusion.**

# It's time to fill in your census form

This presentation  
tells you about the  
census and how to  
fill in the form.

census  
2021





# What is the census?

Every 10 years we collect information about everyone in England and Wales.



We do this by asking some questions about:

- you
- where you live
- where you work



This is called a **census**.



# Your answers are very important.

The census will tell us how many people live in England and Wales and a little bit about them.



Your answers help organisations to decide how best to run services in your community.

## Services like:



- hospitals



- police



- council services that help you and the area you live in



- schools



The next census is happening on Sunday 21 March 2021.

## Who should fill in the census form



Everybody needs to fill in the census. 1 person in your house can fill it in for everyone or you can fill it in yourself.



If 1 person fills it in for everyone they must either:

- live there and own the home or pay the rent

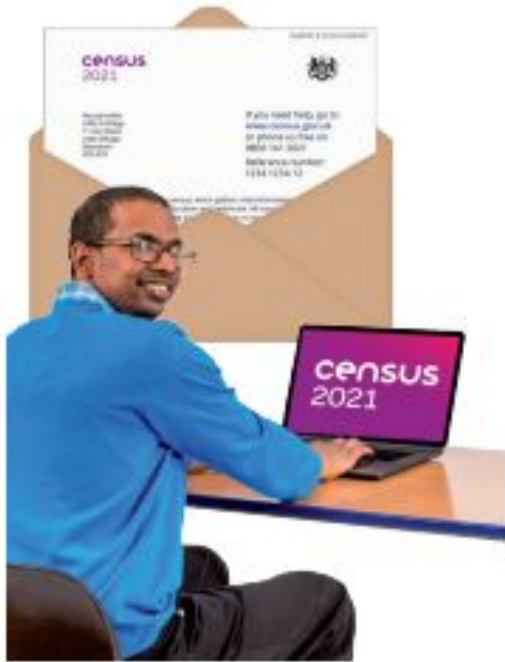


- live there and pay the bills  
Things like the gas, electricity and water bill



- be a paid support worker or carer for people who live in the house





# What you need to do

You will get a letter in the post.

As soon as you get the letter you can fill in the census.



We will ask you to tell us who is staying at your home on **Sunday 21 March 2021.**



You should include people who usually live there, even if they are away from home on that day.



If someone is staying overnight you can add them as a visitor.

# Important



The law says you must fill in the census form



If you don't fill it in you may have to pay a fine.

The fine can be up to £1000.



# How to fill in your census form

You can fill in the form online or you can fill in a paper form.



You need to phone us if you want a paper form.

## Phone

It is free to phone us.



#### How to complete your census

- 1 Read this letter containing your household access code.
- 2 Go to [www.census.gov.uk](http://www.census.gov.uk), select "Start census" and enter your household access code:  
**1A2B C3D4 E5F6 G7H9**
- 3 Answer the questions and submit when complete.

You will get a letter with a code on it.  
It is called your **access code**.



You need this code to fill in the census. You should keep it safe and only share it with people you trust.



# How to fill in the census online

Go to this website address

**[www.census.gov.uk](http://www.census.gov.uk)**



Type your access code in the box.

**1A2B C3D4 E5F6 G7H9**



Answer the census questions.  
The questions are not in easy read.



You do not have to answer all the  
questions at once.



You can save your answers and finish it later or do a little bit at a time.



When you have answered all the questions click **submit**.





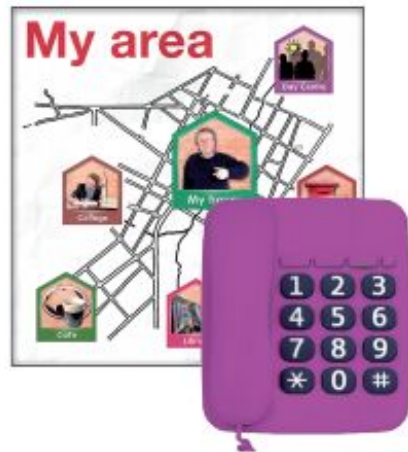
# Help to fill in the census

If you need help to fill in the census you can:

- ask someone you trust to help you fill it in
- go to one of our local **Census Support Centres**



Phone us to find out where your nearest support centre is.



## Telephone

It is free to phone us.



Staff at the support centre will help you if:

- you are not confident filling in the form online
- you do not have a computer, tablet or smartphone
- you need help to fill in the paper form

# Contact us



If you have any questions or need help please get in touch.

**Go to our website**  
**[www.census.gov.uk](http://www.census.gov.uk)**



**Phone us**



It is free to phone us.



**If you have a hearing problem you can use our Text Relay service**

It is free to phone us.



**If you need information in another language telephone**

It is free to phone us.

# How we will look after the information you give us



We will keep any personal information you tell us confidential and safe for 100 years.



Look at our website to find out how we look after personal information.

**Website**  
**[www.census.gov.uk/privacy](http://www.census.gov.uk/privacy)**



This means we will not share it with anyone else.