

**LIVING IN BRITAIN**

**LIVING IN SCOTLAND**

**LIVING IN WALES**

**WAVE 18 (10)  
MAINSTAGE**

**BOOKING IN,  
EDITING & CODING  
INSTRUCTIONS**

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## **INTRODUCTION**

This year the LIB survey is going into the field on the 1<sup>st</sup> September together with the LIS and the LIW surveys. The Household, Individual and Proxy and Telephone questionnaires are on CAPI. All other questionnaires and fieldwork documents are on paper.

A major change for this wave is the inclusion of five different Respondent Consent Forms. A combination of these forms will be present if a respondent has given us permission to link their survey data to other data held by various official sources including the NHS, DWP and DCFS.

The procedures for coding and editing will basically remain the same as last year. You will be checking all of the paper documents, coding verbatim responses output from the CAPI questionnaires and resolving errors where the paper documents and CAPI questionnaires do not match; for example, where ID's have been entered incorrectly or person numbers swapped.

### **Wave 18 Following Rules (As At Wave 17)**

**Rule 1** - All people listed in households who were interviewed at Wave 1 are Permanent Sample Members (PSMs), including children under the age of 16. People are eligible for interview if they reach 16 on or before December 1st 2006. Wave 1 PSMs have a PID beginning with '1'. ALL PSMs MUST BE FOLLOWED, INCLUDING CHILDREN YOUNGER THAN 16 AND PEOPLE LIVING WITH THEM. Some people first enumerated after Wave 1 have been defined as PSM, for example the child of a PSM. These people may have a PID beginning with 2, 3 or 4 etc.

**Rule 2** - Respondents are divided into Permanent Sample Members (PSMs) and Temporary Sample Members (known as XXXs). All members of a household where any PSM resides are potentially eligible for interview.

**Rule 3** - The sample status code for all individuals has been defined in advance of fieldwork and WILL NOT CHANGE DURING FIELDWORK (coversheet page 2).

**Rule 4** - XXXs are followed to a new address as long as they have moved with a PSM. XXX split-offs moving without a PSM are not followed to their new address.

**Rule 5** - Where feasible follow-up will be attempted for PSMs who move into institutional accommodation.

**Rule 6** – Follow-up will only be attempted in Britain. However, any PSM who leaves the country will be subject to normal panel maintenance procedures and will be interviewed on their return to Britain.

## Wave 18 Documents

### General Design

**Date conventions** : These have not changed since last year. Year dates are still four digits instead of two digits with 19 pre-printed in front of the date. Where there is no separate 'don't know' code we have four blank boxes which interviewers will have to fill in. This is so they can enter '9998' for 'don't know' and '9999' for refused if necessary. These conventions apply all throughout the questionnaire.

**Coversheet** : The household grid is still included and must be completed for all persons present in co-operating households regardless of whether they have been interviewed or not. Remember to check the code at question 15 on the outcome of the self-completion questionnaire.

The tracking details are not collected in the Coversheet but are collected as part of the CAPI individual interview.

Address status box - For the issued address there are three codes which are 'code all that apply' so that we can distinguish postcode corrections from other types of corrections. For new addresses there are two codes.

The Visual Edit Check - Usually on printed on the back page of the Coversheet has been replaced with a grid for checking the numbers of consent forms returned, refused and not required for the individuals within the household. The Visual Edit Check is now printed on page 10 of the Coversheet. **Please note** that due to an oversight the column numbers are printed incorrectly on the **Consent form Grid**.

**The Movers Form :** Reminder: This form should only be completed where new address details **cannot** be found. For all movers where the new address **is** known the interviewer should write this in directly on the Coversheet. This applies to local and non-local moves as well as XXX only split-offs who will not be followed.

**Household Questionnaire (CAPI):** This should only be completed for co-operating households.

**Individual Questionnaire (CAPI):** There are some new questions and some rotated questions. The Individual Questionnaire now collects data using dependent Interviewing for some questions.

**Self-completion (Paper):** completed by all co-operating Individual Questionnaire respondents.

**Proxy Questionnaire (CAPI):** There are no new questions this year.

#### **Telephone Questionnaire : (CAPI)**

Youth Questionnaire (Paper): There are some changes this year with previous questions being rotated back in. The Youth Questionnaire is a self-completion booklet as at Wave 16.

#### **Consents – in the survey**

The consent questions are at the end of the interview, before the final verbatim. For each type of consent there will be a form for the respondent to sign. The respondent's consent will also be recorded on CAPI – however, it is the forms which are needed. The respondent will keep a copy of the signed form, and the original will be returned to Chelmsford for checking. There are a number of different forms, for different consents.

#### **Questionnaire Changes for Wave 18**

As last year the Household, Individual Proxy and Telephone questionnaires are all on CAPI. The only paper documents are the Coversheet, adult Self-

completion, Youth questionnaire, [the various consent forms](#) and the Untraced Mover's Form.

The Youth Questionnaire for 11 – 15 year olds is standard self-completion questionnaire, which means that you will have to do a visual edit of the questionnaire before it is punched. To ensure confidentiality for the child within the household, interviewers will have brown envelopes for them to put the questionnaire into before handing it back. While we will ask interviewers to remove the questionnaire from the envelope and attach it to the correct household before mailing back, some will fail to do this.

As last year, there is no Update and Tracking Form, instead of collecting the tracking details in the Coversheet tracking details have now been moved to the end of the 'F' Section of the individual Questionnaire.

The overall content and the format of the questionnaires are similar to last year with some changes.

### **Consents – who is asked what?**

All adults

DWP/HMRC, Health

Adults aged 16-25

Education

Parents of school-age [\(4-15 years\)](#) children

Education for children, ~~Health for children~~

All responsible adults

Health for children

### **Consents – what information?**

Department of Work and Pensions / Her Majesty's Revenue and Customs (DWP/HMRC) records

Benefit/tax receipt, National Insurance contributions, Employment and earnings, Savings and pensions, Participation in government schemes

Department for Children, Schools and Families (DCSF) records  
Children's performance at school, Characteristics of pupils in school

National Health Service / Government Records Office / Office for National Statistics (NHS/GRO/ONS)

Admissions/attendance at hospital, Visits to GP or other health professionals, Records of specific conditions (cancer, diabetes), Prescriptions, Notification of death/cause of death and keeping in touch with co-operative movers.

Data matching will take place without the need to pass on any of the respondent's survey data to the various official sources thus protecting the confidentiality of the respondent's data.

### **CASCOT Occupational Coding**

Wave 16 saw the introduction of CASCOT Occupational coding. CASCOT will generate both SOC2000 (four digit) and SOC90 (three digit). Please code all occupations to SOC2000 and also record the SOC90 code on the CAPI data files. The identifiers used for each coded response should be the FID and PNO.

Please refer to Nick Moon for the final format and output for the CASCOT files. We would like the additional output variables provided by CASCOT (source of code, % accurate etc) to be included on the output file.

### **Question Numbering Conventions**

We have altered the numbering conventions within the W18 questionnaires but this should not affect coding and editing.

### **Dependent Interviewing**

Questions using dependent interviewing are numbered as usual with a suffix of 'P' or 'R' (eg.E5P E6R). The suffix P denotes a question using Proactive Dependent Interviewing while the addition of R as a suffix denotes those questions which use Reactive Dependent Interviewing.

### **Rotating Questions**

Where question numbers are prefixed with the letter 'R', these questions form part of the rotating questionnaire content (eg. RD1, RM1a, etc.).

**Coversheet:**

The Name change code on Page 8 of the coversheet is retained in the same form as last wave to aid in the collection of more accurate name change details, as have the Civil Partnership categories on the Enumeration Grid and Household Grid (These codes apply to same-sex couples only). A same sex couple who have not undergone a registered Civil Partnership ceremony but are living together are cohabiting/living as a couple and are not to be recorded as in a Civil Partnership.

As last year current tracking details are pre-printed on the inside back page of the Coversheet. Changes to tracking details are collected at the end of the Individual Questionnaire.

Please code only calls made in person to the 'issued' and 'new' address at cols. 52-53 and 54-55 and do not include calls made by telephone.

The visual Edit Check moves to page 10 from the back cover of the Coversheet and is replaced by a table in which the number of signed, refused and not required Consent Forms is to be recorded.

**Movers Form** : Same as at Wave 15. No changes.

**Showcards**: The numbering system used on the showcards is sequential - running from 'Showcard 1' through to 'Showcard 75'.

**Household Questionnaire:**

**RH1** New rotating question about the likelihood of installing Solar Electricity Generating or Solar Water Heating panels, or an electricity generating wind turbine.

**RH2** New question about the likelihood of purchasing electricity using a 'Green Tariff'

**RH3** New rotating question about whether the Local Government operates a recycling scheme in the local area.

**RH4** New rotating question about the frequency of recycling using Local Government recycling schemes

**RH5** New rotating question about whether the respondent uses a bottle bank or other recycling facility in their local area.



**Telephone Questionnaire:** The format of the revised Telephone Questionnaire continues to include a shortened Household Questionnaire and a reduced Individual Questionnaire. The Telephone Questionnaire is now a sub-set of the Individual questionnaire with a few additional questions and variations. Each telephone questionnaire will have a Coversheet including the Household Grid. All editing and coding practices used for the Coversheet and Individual Questionnaire now apply to the Telephone Questionnaire. The Telephone Questionnaire also asks a consent module. However, this is asking only for their permission for ISER to send them the consent forms. They will then complete these and return them directly to ISER.

We have changed the Interviewer Number procedure for telephone interviews on the coversheet from 'PHONE1' to 'PHONE1' (Sheila Mayne) and 'PHONE2' (Wendy Dutton). We have also added PHONE3 for June Clarke and PHONE4 for Mim Addley. Please do not allow changes from the initial Interviewer Area for phone questionnaires. If a Refusal from a GfK NOP field area has a Final Household Outcome of 15 (telephone interview only) then the last GfK NOP Actual Interviewer Area should be recorded in the Actual Interviewer Area box. All reissues to phone only (391 - 398) areas will be done by ISER post fieldwork. The exception to this is for Issued Interviewer Area 398. This is to be changed directly to the area number of the converter attempting a telephone interview (i.e. Issued Interviewer Area 398 attempted by Mim has an Actual Interviewer Area of 394).

**Individual Questionnaire:** The rotating questions this year are about Neighbourhood, Expectations of relationships and marriage, Religion – attendance and importance in life and Leisure activities. They occur throughout the questionnaire, mainly in the Demographics and Values sections. We last asked this set of questions at Wave 13.

Dependent interviewing continues to be used throughout the W18 Individual Questionnaire.

### ***Demographics***

D37, D41, D45, D105      CASCOT Code SOC2000 (4 digits) and SOC90 (3 digits)

D30 is a showcard question on national identity. There are three separate showcards. The use of the correct showcard is dependent on where the interview is conducted (England, Scotland or Wales).

RD 47 – 50 Collection of name and address of last school attended for those under 25 and for dependant children still at school. Asked in preparation for data linkage to DCFS data and completed by use of dropdown menu and school name search within the CAPI programme. The code reference and school name given in the dropdown menu is then copied directly into the script by the interviewer.

RD 31 – RD 40 Rotating questions on long-term relationships and expectations of marriage.

RD 41 – RD 46 New Rotating questions on birthplace of the respondent's mother and father and maternal and paternal grandparents. The responses to these are selected from a long coded list by the interviewer.

## **Health**

Core BHPS questions only

## **Employment**

The current Employment (E) Section was revised with the inclusion of Dependent Interviewing (DI). There will be less coding of Industry from this wave onwards as many respondents will have not changed their occupation or the industry in which they work. For these cases the DI CAPI script will automatically feed pre-coded data from the last wave forward into the data for this wave. Once all respondents have been coded using CASCOT at Wave 16 the use of DI will ensure that there will also be less coding of Occupation in future waves

E5, E117, E133 CASCOT Code SOC2000 (4 digits) and SOC90 (3 digits)

## **Job History**

The Job History (J) Section was extensively revised at wave 16 by the introduction of Dependent Interviewing. The Job History now works forwards in time from the date of the last interview for those with data from an interview

conducted last wave, or from [September 1<sup>st</sup> 2006](#) if no data exists from an interview last wave.

J14 Spell numbers 1-9 CASCOT Code SOC2000 (4 digits) and SOC90 (3 digits)

J33 CASCOT Code SOC2000 (4 digits) and SOC90 (3 digits)

### ***Values and Opinions***

[RV 87 Rotating question on differing views on Britain today.](#)

[RV 91 – RV 93 Rotating questions on importance of religion and frequency of religious services or meetings.](#)

[RV 10 Rotating question on leisure time use and activities done](#)

[RV 12 – RV 14 Rotating Questions on interaction with others. Last carried at W17](#)

[RV 94 Rotating Question on importance of various attributes](#)

[RV 95 – RV 97 Rotating questions on local neighbourhood last asked W14](#)

[RV 104 – RV 108 New questions on environmental attitudes and behaviours](#)

### ***Household Finances***

The series of checks instituted at W15 are strengthened by the use of Reactive DI to catch under-reporting of 'other income' types.

As well as the CAPI script checking if basic eligibility conditions are met the script will also now compare payment types given at this wave with those reported last wave and prompt the interviewer to check for forgotten payments and collect details of any unreported.

[RF 13 – RF 14 Verbatim questions about their neighbourhood and why they think their neighbourhood is a good or bad place to live.](#)

[RF16 – RF 31 Data linking consent questions](#)

## **Self-Completion Questionnaire**

10b Question about closest friends, code first three mentions

11a first friend's current or last job

**Youth Questionnaire:**

Q62 Height in Feet and Inches or Metres and Centimetres

Q63 Weight in Stones and pounds or Kilograms

Q71 School name

Q72 Job like once left school

Q74 Main and second job

Q79 Main reasons might not go on to full time education after leaving school

Q71 What change to make life better

**BOOKING-IN INSTRUCTIONS FOR COMPLETELY AND PARTIALLY  
CO-OPERATING HOUSEHOLDS**

The aim of these procedures is to ensure that all expected questionnaire documents are physically present and reliably labelled and to ensure that critical information is present and correct on the Coversheet.

The documents which are present should correspond to the interview outcomes on the Coversheet. If documents are not present but the interview outcome suggests they should be present, this must be queried with the interviewer.

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Sex and date of birth must be present and consistent on all documents. The Coversheet information must be complete. The identification of previously enumerated and interviewed sample members and those new to the study must be correct on the Coversheet Enumeration Grid.

Consent forms must be present and consistent with both household and individual level data, signed and complete with all identifiers. Cross-checking between data and the paper forms is NOT required but please make sure that the appropriate consent forms are physically present and correct.

The number of Consent Forms achieved should be recorded in the Consent Form Grid on the back page of the Coversheet by the interviewer and be consistent with the number of forms expected for that particular household. Where mistakes have been made by an interviewer or the number of Consent Forms be inconsistent with that expected, the Consent Form Grid should be edited to reflect the number of Consent Forms actually present with the Coversheet.

Reminder: The Household Grid forms part of the Coversheet and should only be completed for co-operating Households. The Enumeration Grid and the Household Grid continue to allow up to 15 people per household.

**Household-Level Document Checks (All Present And Complete?)**

Verify that the **Coversheet** is present for each household, even if non-response or ineligible.

**SERIAL NUMBER:** Check that all parts of the household ID number are correctly and clearly entered on new Coversheets created by interviewers. Where there has been a partial household move, the household number should be incremented from 0 to 1 for the first split-off household, from 1 to 2 for the second split-off household and so on. The check digit for split-offs should have been written in by interviewers as the CAPI programme provides this for them. If it missing it must be correctly assigned.

**NEW ADDRESSES:** Check that issued address details have been correctly transferred onto new Coversheets created by interviewers. If there are any moves out of the country or the address is unknown a **Mover's Form** should be present. Coversheets should be created for all split-off movers, even XXX split-offs who have become ineligible for interview this wave.

**ADDRESS STATUS:** If a household is still at the issued address and corrections have been made to the postcode this should be coded '2' at col 29 and the new postcode should be entered into the boxes provided, **then punched into the booking-in program**. If the postcode is missing for new addresses, flag with a yellow post-it. The postcode is punched as it is used for geographical coding on the survey database. For the rare cases where the postcode is not 4 + 3 digits, for the first four boxes left justify when only 2 or 3 digits. For the second three boxes, right justify if less than 3 digits. If any other corrections have been made to the address '3' should be coded at col 30.

If the household is at a known new address they should be coded '1' at col 31, but if the new address is not known or is an out-of-scope address use code '2' at col 31. If no corrections are required '1' should be coded at col 28. Please ensure there is a code for all households, including household refusals, non contacts etc.

**INTERVIEWER AREAS:** Check that the issued interviewer area number, actual area number, interviewer name and number have all been completed. In most cases the area number will be the same in both boxes. In the case of

re-issues from another area the issued interviewer area will belong to the first interviewer and another area number will be entered in the boxes for 'actual interviewer area'.

Where a telephone interview is achieved during refusal conversion or tracking ISER Staff will determine the Interviewer Number needed for punching. For this wave the Interviewer Number will change to either 'PHONE1'; 'PHONE2'; 'PHONE3' or PHONE4. This change will also include 'Area 391, 392, 393, 394 and 398' Coversheets which are not issued to NOP field interviewers.

There are two situations where the Actual Interviewer Area will be '300' and the Interviewer Number '0's:

- 1) In cases where a Coversheet is not re-issued during fieldwork as a new address cannot be traced,
- 2) Where a split-off Coversheet with only XXX's resident is created.

IN ALL OTHER CASES, INCLUDING REFUSALS, enter the Actual Interviewer Area and Interviewer Number of the NOP GfK interviewer who attempted the contact. Under no circumstances change an NOP GfK field area to that of a Phone only interviewer (391, 392, 393, 304 or 398). All reissues to a phone only area will be completed by ISER post fieldwork.

**NUMBER OF CALLS:** Check that the number of calls entered in boxes for issued address and any new addresses are consistent with the call record. If the interview(s) takes place at the 'Issued Address' pre-printed on the label, the total number of calls will be recorded at cols 54-55 and blank at cols 56-57. If there is a 'New Address', i.e. code 1 at col 31, the number of calls entered in the boxes at cols 56-57 should be consistent with the information entered in the call record. If no calls are made at a new address, leave the boxes blank. **Please code personal calls only and not those made by telephone.** If a mover is interviewed at an old address (i.e. parental home) record the number of calls at new address as 00. If no calls made at issued address and calls only made to new address enter 00 at cols 54-55. **MAKE ANY CORRECTIONS WHERE NECESSARY.**

**COVERSHEET, PAGE 8:** Check that column 21 (Question 1) is code 1 only if the interviewer has written in details of difficult to find addresses, or information relevant to re-contacting the respondent(s) next year, for example



"behind Eccles Estate in cul-de-sac", "don't call on Sunday", or "respondent is slightly deaf/blind" etc. **CHANGE CODE TO 2 IF INTERVIEWER HAS PUT COMMENTS SUCH AS** "nice family", "just got a new dog" etc.

**HOUSEHOLD OUTCOMES:** Check the final household outcome is consistent with the individual interview outcome at question 14 OR 19. Only if question 14 or 19 is code 1 for every resident eligible member (i.e. aged 16 or over) should household outcome be code 10 'completely co-operating'. If any codes 2, 3 or 4 at question 14 or 19, household outcome is partially co-operating, code 11, 12 or 13 as required. **NB** This is based on **current** household membership excluding movers and persons who have died.

For non-interviewed households check that Questions 4, 5 and 6 are correctly coded. For question 5 the household grid would only be 1 'yes' at col 26 if the interviewer managed to ask the respondent the relevant questions. If codes 21 to 40 at Question 6, reasons for refusal should be written in below. Pass all refusals to Institute staff for decisions on re-issues.

**CONVERSION / RE-ISSUE HOUSEHOLD OUTCOME:** Check that this is complete and correct in all cases where a refusal conversion was attempted i.e. where col 35 on page 10 is coded '1'.

**Conversion/re-issue information, page 9, cols 35-36:** Institute staff to code col 35 for all households, codes 21-40 at Question 6, page 8. Any refusal household re-issued to field code '1' at col 36. If not re-issued to field code '2'

**OFFICE USE ONLY BOX, page 9.** Coversheet issued to field. col 44: All household '0's issued to field will be code '1'. All split-off Coversheets created during field where contact is attempted will be code '1'. **Households can never become a code '2' or '3' during fieldwork.** Codes '4' and '5' will be assigned during fieldwork as required. Code '4' applies to any split-off XXX-only household which has become ineligible for interview. Code '5' applies to any other split-off household NOT issued to field, e.g. untraced movers, out-of-scope. For all codes '4' and '5' the Actual Interviewer Area will be '300' and the Interviewer Number '0's on the front page of the Coversheet.

**Progress code, col 45:** This should be updated as necessary throughout fieldwork, until the household is finally completed when it is coded '1'.

**Re-issue details, col 46-62:** This information must be completed for any coversheet that is re-issued back into the field. **The information must also be punched into the booking in program.**

### **NEW COVERSHEETS CREATED BY INTERVIEWERS**

Check to make sure that where a new Coversheet has been created by the interviewer for a split-off household, i.e. where one or more members of the original household has moved locally to a new household and been traced by the interviewer, the household number is not 0 and the check digit has been left blank. **CORRECT AS NECESSARY.**

For all split-off households traced by interviewers, two addresses should be entered on the front page of the new Coversheet - all information from the pre-printed issued address including the [Wave 17 FID](#) and full details of the new address of interview. If any information is incomplete and cannot be reconstructed, flag with a yellow post-it and alert your supervisor.

Check that **all** pre-printed information about the listed members who have moved to the new address has been transcribed to questions 2 to 8 in the Enumeration Grid on page 2 of the new Coversheet.

Interviewers should **not** transfer the Person Numbers from the original household Coversheet to the split-off Coversheet. Interviewers should simply start listing at person 01 and continue in sequence until all current household members are listed.

**NB: On all newly created coversheets an existing sample member, either PSM or XXX should be listed as person 01. CORRECT AS NECESSARY**

**Consent Form Checking, page 12.** Prior to data punching the presence of Consent Forms should be written into the Consent Form Grid on Page 12 of the Coversheet. Where this has not been done by an interviewer in the field collate, check and enter the number of consent forms returned from field into the boxes provided on the back page of the coversheet. Please ensure that a copy of the consent form is retained by the respondent and that only valid (signed, appropriate and attributable forms) are entered onto the data and Coversheet Consent Form Check grid.

Please Note: Due to an oversight the column numbers for the check grid are incorrect. The correct column numbers for the grid are:

|        |              |
|--------|--------------|
| Form A | col 68 to 70 |
| Form B | col 71 to 73 |
| Form C | col 74 to 76 |
| Form D | col 77 to 79 |
| Form E | col 80 to 82 |

When coding and data entering the Consent Form Grid please consider that quantities of any one given form should be single digit entry only. Enter '1' through '8' to represent the actual number of forms present. In the unlikely event that we receive correctly completed forms in a quantity greater than or equal to '9' we will consider that 9 includes '9+' forms

**INDIVIDUAL-LEVEL CHECKING ON THE COVERSHEET****ENUMERATION GRID**

**Questions 3 - 8:** Leave questions 3, 6, 7 and 8 blank for unlisted joiners except if they are a rejoiner i.e. a sample member we know about moving back in. For rejoiners interviewers will have the PID entered on the Coversheet only. Please contact Essex to get the additional information for Cols 3 - 8.

**Question 9:** Check that household membership has been correctly coded. Any person who appears on the pre-printed label must be a listed member and will have a code of 1, 2, 3 or 4. All unlisted members entered by the interviewer will have a code 5, 6 or 7.

**Rejoiners:** In the small number of cases where a respondent who has been enumerated at previous waves has rejoined the household they are coded 5 at qu 9. It is important these individuals are not confused with those **never** enumerated at a previous wave. If a previously enumerated member rejoins a household their PID, sex, date of birth, interview status codes and sample status code **must** be entered at questions 3 - 8 (col 21-41). In cases where the interviewer does not have this information to transfer from another label they have been issued, they **must** contact Essex to obtain the correct details. In all cases of previously enumerated members rejoining a household i.e. anyone coded 5 at qu 9, page 3, their details **must be checked** with the issued label information held at Essex.

In a few cases you may find a 'retired rejoiner'. These are people we have withdrawn permanently from the sample as we never expect to see them again but who reappear in a sample household. Please check the listing of 'retired sample members'. Code '8' at qu 9. Obtain sample status code and whether ever interviewed information from the Research Centre if necessary. Questions 3 - 8 on the enumeration grid must be completed for these cases.

Check to make sure all boxes for questions 9 through 15 have a code value if there is any sort of interview.

Check that **interview outcome** recorded at Question 14 is consistent with the documents received. Codes '01' to '11' should be used in all cases where the

interviewer has made contact with the household and established who is resident even if no interviews are achieved. Code '11' applies when all PSMs have moved away from the issued household '0' leaving only ineligible XXXs behind. In these cases the PSM movers should appear on a split-off coversheet. Codes '13 to '15' should be used only in cases of complete non-contact i.e., the interviewer has recorded no information about the current household at questions 9 to 13. Code '15' 'Ineligible XXX split-off' applies only to cases where the XXX mover(s) has moved without any PSMs, including XXX children under 16.

**Question 15:** Check the code here and ensure that the Self-Completion Questionnaire is attached for each code 1.

**Question 16:** Check that 'Voucher Confirmation' is completed.

**Question 17** For all **within-household refusals/non-contacts** i.e. codes 3, 4, 9 or 10 at qu 14, the reason for the refusal/non-contact must be coded here. If it is not, flag it and the interviewer will be approached for further details. Note this includes youth refusals/non-contacts.

**Question 18** To be completed by Institute staff only if respondent is a within-household refuser. A youth can also be a within-household refuser.

**Question 19** To be coded where any conversion has been attempted or refusals have been re-issued to field. These may be either within household refusals or whole household refusals. A final interview outcome must be coded for all those listed on page 2 of the coversheet even if no conversion is achieved.

### **HOUSEHOLD GRID**

Look at questions 9 - 14, pages 3 - 4 of the Coversheet and check that all current household members are listed on the Household Grid. **IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED TO THE HOUSEHOLD GRID and to all other individual level documents. NB** This might mean the numbers on the Household Grid do not run in sequence. They could, for instance, go something like 02, 03, 05 if Person Numbers 01 and 04 on the issued coversheet have left the household

Check to make sure that all boxes 3 - 13 have a code value.

The HRP has to be correct according to the HRP definition. Note that the **HRP is not necessarily line 01**. This means that the relationship column can easily be corrected. Please note that the first person on the list must always be a PSM or XXX (transferred from the coversheet). An unlisted member must never be the first person recorded on the household grid.

If the owner/tenant of the accommodation is no longer a household member (e.g., husband moved out), the next logical person should be coded as the HRP. The HRP has to be a current household member.

**3. SEX:** Replace 8's and blanks if this information is known elsewhere.

**4. DATE OF BIRTH:** Replace 98's and blanks if this information is known elsewhere.

**5-6 PRE-PRINTED DoB and SEX SAME:** Check that the information coded matches the pre-printed information on the Coversheet. If an interviewer has had to make up a new coversheet and transfer the details, assume that they have transferred this correctly and check against this.

**7-10.** If aged under 16 ensure 8 - 10 are coded 0, 00 and 0.

**8 MARITAL STATUS:** If two persons are divorced and are only in the same living accommodation for financial reasons, code relationship as other (we have no code for ex-spouse) and code spouse/partner number as 00.

Marital status in the grid is marital status **within the household**. Two divorced people living together as a couple, should be coded as 'living as couple.' Marital status in the individual questionnaire is the person's **legal marital status**. Thus these two items may be inconsistent. Leave marital status as is self-reported by respondent, with the following exception: Married couples and persons living as a couple must be properly coded as such in the grid.

Still count as married those persons whose spouse is absent (even cases where the spouse is living in another country or an institution.) Count as

separated cases where a spouse lives outside the household to allow the other spouse to claim benefits (because they have an agreement to live apart).

There is a new category of 'Civil Partnership' and conversely 'Dissolved Civil Partnership'. Only same-sex couples can be in a Civil Partnership which is the equivalent of marriage for heterosexual couples.

If any heterosexual married couples are coded as within a Civil Partnership, re-code to married.

**10 PAID EMPLOY:** Leave as reported, even if this is inconsistent with the Individual Questionnaire.

**11-12 FATHER/MOTHER NO:** If interviewer has specifically put in '00' for mother or father number but this seems to conflict with what is written in under relationship, do not change the mother/father number columns. These take precedence over the written in relationship and at a later stage will be used to fix relationship. Don't fix relationship. Go with self report. If missing and can easily be reconstructed, do so.

**13 RESP ADULT:** Check that the responsible adult has been coded correctly. In most circumstances the responsible adult is the mother of the children. If someone is a step-mother, who is married to the child's father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

Persons who will turn 16 during the fieldwork i.e., on or before December 1st 2006 are interviewed. In the grid they should be treated according to their age at the date of interview i.e. if under 16 items 8 - 10 are entered as 00's and they will have a responsible adult.

**Circle appropriate check code on VISUAL EDIT FORM on Coversheet.**

### **CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH**

Verify that the documents labelled for each person are really for that person. Make sure that **sex** and **date of birth** in the individual documents **are**

**consistent** with each other and with the information listed for the person in the Enumeration Grid and the Household Grid. Replace 98's and blanks in the Household Grid if this information is known elsewhere. If birth dates are **not** consistent between documents and there is a marginal comment explaining which is the correct date, correct as necessary. If birth dates are **not** consistent between documents and there is **no** marginal comment explaining which is the correct date, alert your supervisor.

**NB** Date of birth is D11 on the individual questionnaire, back page on the self-completion, and P4 on the proxy questionnaire. If the reason for any inconsistency between documents is not obvious, don't make any changes.

If you have had to make corrections to the sex and date of birth information on the **self-completion questionnaire** do not code this as codes '2' or '3' (editor corrected/can't be reconstructed). These codes should be used only when corrections need to be made in other documents.

Check the consistency of questions 5 and 6 on the **Household Grid** with the pre-printed information on the **Coversheet Enumeration Grid**. If questions 5 or 6 are code 1 'Yes' the information entered on the Household Grid must be consistent with the information entered on the Coversheet Enumeration Grid and the date of birth with the Individual and Self-completion questionnaires. **CORRECT AS NECESSARY.**



**INDIVIDUAL LEVEL CONSENT FORM - VISUAL EDIT**

Please check each Consent Form received to ensure that the form carries the correct wave number; serial number; check digit and relevant person number.

Check also that the form is signed by the respondent and that name, person number and date of birth entered correspond to the Coversheet. Respondents between the ages of 16 and 18 inclusive can consent to data linkage in their own right and do not need an 'adult' to sign for or with them. Where forms allow for the linking of data about children the Responsible Adult (as defined on the House Hold Grid) should complete the Consent Form.

Where a Consent Form allows the respondent to consent to more than one data linkage operation (Form A – All Adults - Health, Form B - Children aged 0-15 Years - Health, Form C - Adults aged 16-24 - Education and Benefits etc and Form E – Children 4 to 15 years - Education) Respondents may seek to refuse to one part of the form (or one child) while agreeing to another. It is likely that respondents may seek to indicate consent to partial data linkage by the insertion of a tick mark placed into the relevant box on the form and also refuse data linkage by placing a cross in another box on the same form. There will of course be some deviation from this and some forms may arrive with a cross in one box while another box is unmarked.

Where a Consent Form allows for only one option (Form D – All Adults - DWP & HMRC) receipt of a signed Consent Form, otherwise correctly completed, but with a cross in a box should be considered as a valid consent.

On final receipt of survey data ISER will cross-check entered data from page 12 of the Coversheet with CAPI data. This is true particularly if coupled with data indicating a valid consent and actioned accordingly. Wherever a discrepancy occurs which cannot be resolved whatever the respondent has indicated on the paper Consent Form should be taken as the definitive answer.

**BOOKING-IN INSTRUCTIONS FOR COMPLETE NON-RESPONSE  
HOUSEHOLDS**

Check that the **final household outcome**, Coversheet page 8, is correctly filled out and completed. If codes 21, 30, 31, 32, 33, or 40 are circled, the appropriate sections on page 9 of the Coversheet need to be completed. These sections should **not** be completed for other outcomes. **CORRECT AS NECESSARY**

Where the household has not been enumerated and a household level outcome only is recorded e.g. whole household refusal/ non-contact/ no trace/ only XXXs resident etc., Interview Outcome at question 14, page 4 of the Coversheet should be coded 13, 14 or 15 as appropriate.

**If you find an interviewer is making significant errors on the Coversheet or Household Grid, or any other paper documents including consent forms, they should be informed as soon as possible. A copy of all comments fed back to interviewers should be kept for reference.**

**EDITING PROCEDURES****HOUSEHOLD, INDIVIDUAL AND TELEPHONE QUESTIONNAIRES**

If there are mismatches between IDs, PNOs, sex or date of birth of the respondent(s) between the CAPI data and the paper documents, the CAPI data management system will generate an error. You will have to check and resolve these errors, make the appropriate decision and edit the CAPI data accordingly.

**INDIVIDUAL AND TELEPHONE QUESTIONNAIRE**

For individuals from split-off households and rejoiners to a sample household, interviewers are required to enter the PID in the CAPI questionnaire so that all the fed forward data, including interview outcomes at last wave and the dependent interviewing data are attached to them correctly.

Interviewers now have a PID search facility on their machines but in some cases may still telephone for PIDs.

**If any individual is interviewed under the wrong PID please provide Essex with the ID details in case of errors during processing.**

**SELF-COMPLETION FORM**

**Page 2 Sex:** Replace blanks, if this information is known elsewhere.

**Page 2 Date of Birth:** Replace blanks, if this information is known elsewhere.

**YOUTH QUESTIONNAIRE**

Ensure that date of birth, sex and person number are consistent with information on the Household Grid.

Check that only one box is ticked per question. If more than one box is ticked remove extra ticks at random. If a child has written in 'don't know' code = 8, 98 as appropriate.

**LIVING IN BRITAIN**  
**LIVING IN SCOTLAND**  
**LIVING IN WALES**  
  
**WAVE 18 (10)**  
  
**CODING MANUAL**

**Items for coding**

|                      |   |
|----------------------|---|
| <b>Coversheet</b>    | Individual refusal reasons                                    |
| Page 5               | Individual within household refusal reasons                   |
| Page 8               | Household refusal reasons                                     |
| Household Grid       | Relationship to reference person                              |
|                      |   |
| <b>Household</b>     |   |
| H31                  | Other period  |
| H36                  | Other period  |
|                      |   |
| <b>Individual</b>    |   |
| D4                   | Why prefer to move  |
| D10                  | Other main reasons for moving (1) & (2)                       |
| D25                  | UK place of birth   |
| D25                  | Foreign place of birth  |
| D28                  | Citizenship (main)  |
| D28                  | Citizenship (secondary)                                       |
| D37                  | Father job CASCOT SOC2000 and SOC90                           |
| D41                  | Mother job CASCOT SOC2000 and SOC90                           |
| D45                  | First job CASCOT SOC2000 and SOC90                            |
| <a href="#">RD36</a> | <a href="#">Advantages of living as a couple 1 &amp; 2</a>    |
| <a href="#">RD38</a> | <a href="#">Disadvantages of living as a couple 1 &amp; 2</a> |
| D93                  | Weight in grams 1, 2 & 3                                      |
| D104                 | Reasons might not continue to Further Education M1            |
| D104                 | Reasons might not continue to Further Education M2            |
| D105                 | Future job wanted CASCOT SOC2000 and SOC90                    |
|                      |   |
| E5                   | Current job CASCOT SOC2000 and SOC90                          |
| E6                   | Current job SIC 92  |
| E21                  | Other period gross pay  |
| E23                  | Other period net pay  |
| E23c                 | Other period working tax credit                               |
| E28                  | Other period usual pay  |
| E55                  | Other period pay after promotion                              |
| E60                  | Other period Sept pay   |
| E63                  | Other period Sept pay   |

|                        |   |
|------------------------|---|
| E92                    | Other period S/E no accounts                            |
| E117                   | Ideal job CASCOT SOC2000 and SOC90                      |
| E133                   | Second job CASCOT SOC2000 and SOC90                     |
|                        |   |
| J14                    | Next job CASCOT SOC2000 and SOC90 spells (1-9)          |
| J22                    | Next job SIC 92 spells (1-9)                            |
| J25                    | Other period next job spells (1-9)                      |
| J28                    | Reason for attraction to present job (1 & 2)            |
| J33                    | Last job CASCOT SOC2000 and SOC90                       |
| J34                    | Last job SIC 92   |
|                        |   |
| F3e                    | Other period finance grids (1-12)                       |
| F6                     | Why better / worse off than last year                   |
| F11a                   | Why saving (1 & 2)                                      |
| F18                    | Other time period Pension premium                       |
| F22                    | Other Time period Pension contribution                  |
| F42                    | Relationship external transfers                         |
| F45                    | Other Time period maintenance payments                  |
| RF14                   | Why neighbourhood is a good or bad place to live        |
|                        |   |
| <b>Self-completion</b> |   |
| 10b                    | Relationship of friend (code three friends)             |
| 11a                    | First friend's current job                              |
|                        |   |
| <b>Proxy</b>           |   |
| P2b                    | Relationship to informant                               |
| P49                    | Current job CASCOT SOC2000 and SOC 90                   |
| P50                    | Current job SIC 92                                      |
|                        |   |
| <b>Youth</b>           |   |
| Q62                    | Height: convert to feet and inches and / or centimetres |
| Q63                    | Weight: convert to stones and pounds and / or kilograms |
| Q72                    | Future job wanted CASCOT SOC2000 and SOC90              |
| Q74                    | Current job (1) and (2) CASCOT SOC2000 and SOC90        |
| Q79                    | Reasons no further education (1&2)                      |
| Q80                    | What change to make life better (1&2)                   |
|                        |   |

|   |  |
|---|--|
|   |  |
|   |  |
|   |  |
|   |  |
| <b>Telephone</b>  |  |
| Note that in many cases the question numbers on the Telephone questionnaire are the same as on the Individual questionnaire |  |
| H31   | Other period rent payment                          |
| D25   | UK place of birth                                  |
| D25   | Foreign place of birth                             |
| E5  | Current job CASCOT SOC2000 and SOC90               |
| E6  | Current job SIC 92                                 |
| E21   | Other time period gross pay                        |
| E23   | Other time period take home pay                    |
| E28   | Other time period usual pay                        |
| T6  | Other time period weekly or monthly income         |
| J14   | Next job CASCOT SOC2000 and SOC90 spells 1-9       |
| J28   | Main attractive thing about job                    |
| J33   | Last job CASCOT SOC2000 and SOC90                  |
| J34   | Last job SIC92                                     |
| F3e   | Other period finance grids 1-12                    |
| F18   | Other period pension premium                       |
| F22   | Other time period personal contribution to pension |

### **Coding of occupation and industry**

All occupations are coded to four digit SOC2000 and three digit SOC90 using CASCOT. As of Wave 16 CASOC will no longer be used to code Occupation. We will want to receive the CASCOT files relating to each batch of data delivered.

All industry codes are four digit SIC (1992).

## **CODING OF 'OTHER' TIME PERIODS**

Coding will need to be done on items where a non-standard period of time is associated with an amount variable and is coded 'other'. These are found throughout the Household and Individual Questionnaires as separately detailed above.

The number of **weeks** should be calculated as demonstrated:

Multiply number of months x 4.33 and round the result, e.g.,

|          |   |   |
|----------|---|---|
| 1 day    | = | 2 weeks   |
| 2 months | = | 9 weeks   |
| 3 months | = | 13 weeks  |
| Quarter  | = | 13 weeks (applies on Individual Questionnaire only) |
| 4 months | = | 17 weeks  |
| year     | = | 52 weeks  |

If the time period is **less than one week** code the appropriate fraction of a week as follows.

|        |   |              |            |
|--------|---|--------------|------------|
| 1 day  | = | .2 of a week | code 0 0 2 |
| 2 days | = | .4 of a week | code 0 0 4 |
| 3 days | = | .6 of a week | code 0 0 6 |
| 4 days | = | .8 of a week | code 0 0 8 |

If the time period is **1 - 9 weeks** it should be coded as;

|          |                 |
|----------|-----------------|
| 1 week   | code 0 1 0      |
| 1½ weeks | code 0 1 5      |
| 2 weeks  | code 0 2 0      |
| 3 weeks  | code 0 3 0 etc. |

If the time period is **10 weeks or more** it should be entered as;

|          |                 |
|----------|-----------------|
| 10 weeks | code 1 0 0      |
| 11 weeks | code 1 1 0      |
| 12 weeks | code 1 2 0 etc. |

One-off or lump sum = 666

Time period for pay received given in hours only = 777



**COVERSHEET**

**Individual within household refusal reasons**

**Page 5, card no. 002 cols. (58-59)**

**Competence of respondent**

- 01 Too ill
- 02 Too elderly
- 03 R is senile or otherwise incompetent
- 04 R does not speak English
- 05 Stressful family situation (e.g. bereavement, divorce)

**Too busy**

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R almost never home
- 13 R is temporarily absent
- 14 Too busy (not elsewhere specified)

**Personal reasons**

- 20 Unhappy about confidentiality
- 21 Questions too personal

**Attitudes towards survey**

- 30 R doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont. over page)

**Individual Within Household Refusal Reasons (Continued)**

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Has had problems with LIB voucher payment in past

**Family pressure**

- 40 Other family member opposes R's participating/includes refusal of parental permission.
- 41 Someone has convinced R to refuse
- 42 Other household member refuses on behalf of R.
- 43 Never interviewed - pressure may jeopardise other interviews in hhold

**Other**

- 96 Other
- 99 No reason given

**Whole household refusal reasons**

**Coversheet, page 8, card no. 004 cols (33-34)**

**Competence of respondent(s)**

- 01 Too ill
- 02 Too elderly
- 03 R(s) is senile or otherwise incompetent
- 04 R(s) does not speak English
- 05 Stressful family situation (e.g. bereavement, divorce)

**Too busy**

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R(s) almost never home
- 13 R(s) are temporarily away/absent
- 14 Too busy (not elsewhere specified)

**Personal reasons**

- 20 Unhappy about confidentiality
- 21 Questions too personal

**Attitudes towards survey**

- 30 R(s) doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont over page)

**Whole Household Refusal Reasons (Continued)**

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Have had problems with LIB voucher payment(s) in past

**Family pressure**

- 40 Other family member(s) oppose participation
- 41 One family member refuses on behalf of all R(s) (no reason specified)

**Other**

- 94 Address occupied - no contact
- 95 R(s) have moved out-of scope/institutionalised
- 96 Other
- 99 No reason given

**HOUSEHOLD GRID****2. Relationship to Reference Person Codes**

- 01 Reference person
- 02 Lawful spouse/civil partner (husband/wife/same sex civil partner)
- 03 Live-in partner (common-law husband/wife, cohabitee) (include same sex partner)
- 04 Natural child
- 05 Adopted child
- 06 Foster child
- 07 Step-child, includes Children of civil relationship partner
- 08 Partner's child
- 09 Daughter/son-in-law
- 10 Natural brother/sister (half brother/sister)
- 11 Other brother/sister (adopted, step)
- 12 Brother/sister-in-law
- 13 Natural parent
- 14 Other parent (adopted/foster/step)
- 15 Mother/father-in-law
- 16 Any grand parent (incl of partner)
- 17 Any grand child (incl of partner)
- 18 Any cousin (incl of partner)
- 19 Any aunt/uncle (incl of partner)
- 20 Any nephew/niece (incl of partner)
- 21 Any other relative
- 22 Employee (e.g. nanny)
- 23 Lodger/boarder
- 24 Unrelated sharer
- 30 Other

**HOUSEHOLD QUESTIONNAIRE**

**H31** Code other time period

**H36** Code other time period

**INDIVIDUAL QUESTIONNAIRE****Neighbourhood and Individual Demographics****D4 Main reason would like to move****HOUSING RELATED REASONS**

- 01 Wants larger accommodation (other than reference solely to garden / garage)
- 02 Wants smaller/cheaper accommodation
- 03 Wants accommodation of their own / to form their own household (other than wanting to purchase accommodation)
- 04 To buy somewhere
- 05 Health reasons (e.g. house too damp, house not healthy) (other than needing accommodation without stairs)
- 06 To bungalow / accommodation with no stairs / ground floor flat
- 07 Wants other specific type of accommodation (e.g. detached house) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 08 Wants change in other aspects of the property (e.g. wants a garden, larger garden, garage)
- 09 Dislikes current house/flat (not elsewhere specified)
- 10 Wants better accommodation (not elsewhere specified)

**AREA RELATED REASONS**

- 11 Dislikes isolation / absence of facilities
- 12 Wants move **to** a more rural environment
- 13 Dislike of urban environment/pollution (not elsewhere specified: see 14, 15 & 16)
- 14 Dislikes traffic (include noise or danger from traffic)

(frame cont over page)

**D4 Main reason would like to move (Continued)**

- 15 Dislikes crime, vandalism, etc. / area unsafe
- 16 Noise (other than traffic)
- 17 Unfriendly area / Dislikes neighbours
- 18 Wants to move to specific place (not elsewhere specified)
- 19 Dislikes area (not elsewhere specified)

**OTHER REASONS**

- 21 Wants to move for new job / to find work
- 22 Wants to move to reduce commuting time
- 23 Wants to move because of retirement (NB if retirement is specifically mentioned, this code takes precedence over other codes)
- 24 Wants to be closer to family/friends
- 25 Wants more privacy
- 26 Wants a change
- 27 Wants to move for child's education
- 96 Other
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available



**D10 Other main reasons for moving - Code first two mentions****PERSONAL REASONS**

- 31 To marry/move in with partner
- 32 To separate/divorce/split up from spouse/partner
- 33 Moved in with family/moved back with family (other than 01)
- 34 Moved away from family (other than 02)
- 35 Moved in with friends
- 36 Moved to be closer to family/friends

**EDUCATIONAL/EMPLOYMENT RELATED REASONS**

- 41 Moved to/be closer to/for term-time accommodation/college or university
- 42 Left education/ended course
- 43 Job related reason for self, include commuting time (not elsewhere specified)
- 44 Job related reason for other (include commuting time)
- 45 Retirement (self or spouse) (NB if retirement is specifically mentioned, this code takes precedence over other codes)

**FORCED MOVES**

- 46 Evicted from rented accommodation/repossessed/other forced moves (inc council offered).

**HOUSING RELATED REASONS**

- 51 Wanted larger accommodation (other than reference solely to garden/garage)
- 52 Wanted smaller/cheaper accommodation
- 53 Wanted accommodation of their own/to form their own household/setting up homes with partner (other than wanting to purchase accommodation)

(frame cont over page)

**D10 Other main reasons moved (Continued)**

- 54 To buy somewhere
- 55 Health reasons (e.g. house too damp, house not healthy) (other than needing accommodation without stairs)
- 56 To bungalow / accommodation with no stairs / ground floor flat
- 57 To sheltered accommodation/institution (needed care)
- 58 Wanted other specific type of accommodation (e.g. detached house, wanted a garden, larger garden, garage) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 59 Disliked previous house/flat (not elsewhere specified)
- 60 Wanted better accommodation (not elsewhere specified)
- 61 Wanted more privacy/previous accommodation overcrowded
- 62 Wants a change (not elsewhere specified)

**AREA RELATED REASONS**

- 71 Disliked isolation / absence of facilities
- 72 Wanted to move to a more rural environment
- 73 Disliked urban environment (not elsewhere specified: see 44, 45, 46)
- 74 Disliked traffic (include noise or danger from traffic)
- 75 Disliked crime, vandalism, etc. / area unsafe
- 76 Noise (other than traffic)
- 77 Unfriendly area / Disliked neighbours
- 78 Wanted to move to specific place
- 79 Disliked area (not elsewhere specified)

(frame cont over page)

**D10 Other main reasons moved (Continued)**

- 96 Other (include being nearer to children's school) - **list answers on 'other' sheet**
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

**D25 Where born****IF IN UK****For England, Wales, and Scotland: CODE TO LOCAL AUTHORITY DISTRICT**

1. Look up place name in appropriate OPCS volume (Census 1981: Index of Place Names, Index of Scottish Place Names).
2. Get district name. In most cases, there will be a one-to-one correspondence between the given town/county and the district making this an easy step.
  - a. If same town/county is listed against more than one district, choose the first district listed, e.g. New Brinsley, Nottinghamshire is part of two districts (Ashfield and Broxtowe), since Ashfield is listed first, choose Ashfield.
  - b. If no district name is listed, check to see whether the description code is a D or LB. The D indicates that the town is a district in and of itself and thus the town name is the district name, e.g. Bristol. LB indicates that the town is a London borough. Again the town name is the equivalent of the "district name," e.g. Hammersmith.
  - c. If a town/county is listed as a UA (Urban Area) it will not have a district name associated with it. Look for an additional listing which does have a district name, e.g. Brixworth, Northamptonshire is listed as a UA and as a Pa (parish). The parish is in the district of Daventry. Choose Daventry.
  - d. If a town/county is listed as a US (Urban Area Sub-division) ignore this line of data. Look for the same town/county as another listing. The other listing may use a more detailed name, e.g. Chorleywood is listed as a US in Buckinghamshire, the closest alternative is Chorleywood West (a locality in Buckinghamshire in the district of Chiltern); Broadstairs, Kent is a US, use the listing for Broadstairs and St. Peters, Kent a parish in the district of Thanet.
3. Once you have the district name, look it up in the alphabetical or county-order lists provided in Appendices A & B.

4. Use the four-digit code (two numerals, two letters) specified in the Appendices. In cases where only partial information is known, use two numerals followed by two blanks, e.g. London not otherwise specified = code 01\_\_\_. In cases where you are also unable to ascertain the correct county, code as 9999.

#### **FOR NORTHERN IRELAND AND THE ISLANDS**

##### **Code as Follows:**

|    |   |
|----|---|
| 67 | NI Belfast  |
| 68 | NI Co. Armagh   |
| 69 | NI Co. Antrim   |
| 70 | NI Co. Derry (Londonderry)                                |
| 71 | NI Co. Down   |
| 72 | NI Co. Fermanagh  |
| 73 | NI Co. Tyrone   |
| 74 | NI Northern Ireland (not otherwise specified)             |
| 75 | NI Isle of Man  |
| 76 | NI Channel Islands (Alderney, Guernsey, Jersey, and Sark) |

NB: Lanark has been renamed Clydesdale. It retains its same code, 6346.

#### **IF NOT IN UK**

|    |   |
|----|---|
| 06 | Irish Republic (inc. part not stated)/Eire  |
| 11 | Australia (Christmas Island, Cocos Islands) |
| 12 | Canada                                      |
| 13 | New Zealand (inc. Cook Island)              |

#### **NEW COMMONWEALTH**

##### **AFRICA**

##### **EASTERN AFRICA**

|    |          |
|----|----------|
| 14 | Kenya    |
| 15 | Uganda   |
| 16 | Tanzania |
| 17 | Malawi   |
| 18 | Zambia   |

##### **SOUTHERN AFRICA**

|    |  |
|----|--|
| 19 | Zimbabwe                                       |
| 20 | Botswana (Bechuanaland), Lesotho and Swaziland |

##### **WESTERN AFRICA**

|    |              |
|----|--------------|
| 21 | Gambia       |
| 22 | Ghana        |
| 23 | Nigeria      |
| 24 | Sierra Leone |

## CARIBBEAN

- 25 Barbados
- 26 Jamaica
- 27 Trinidad and Tobago
- 28 West Indies associated states
- 29 West Indies (so stated)
- 30 Other Caribbean Commonwealth
  - Antigua (Br)
  - Bahamas
  - Barbuda
  - Bermuda
  - British Virgin Islands
  - Cayman Island
  - Dominica
  - Grenada
  - Leeward Island (Br.)
  - Montserrat (Br.)
  - St. Kitts - Nevis Anguilla (Br.)
  - St. Lucia
  - St. Vincent
  - Turks and Caicos Island (Br.)
  - Windward Island (Br.)
- 31 Belize (British Honduras)
- 32 Guyana

## SOUTH ASIA

- 33 Bangladesh
- 34 India (inc. Sikkim)
- 35 Sri Lanka (Ceylon)

## SOUTH EAST ASIA

- 36 Hong Kong
- 37 Malaysia (inc. Sarawak)
- 38 Singapore

## MEDITERRANEAN

- 39 Cyprus
- 40 Gibraltar
- 41 Malta and Gozo
- 42 Seychelles
- 43 Mauritius
- 44 Other New Commonwealth
  - Ascension Island
  - Brunei
  - Chagos Archipelago
  - Ellice Island

Falkland Islands  
Fiji  
Gilbert Island (Kiribati)  
Gough  
Heard Island  
Keeling Island  
McDonald Islands  
Nauru (Republic of)  
New Hebrides (Br. and Fr., now Vanuatu)  
New Guinea Territory  
Niue  
Norfolk Island  
Papua New Guinea  
Pemba (East African Commonwealth)  
Pitcairn Island (Br.)  
Samoa - Western  
Sabah (N. Borneo, Malaysia)  
St. Helena (Br.)  
Solomon Island  
Tokelau Island (N.Z.)  
Tonga  
Tuvalu  
Tristan de Cunha (Br.)

#### FOREIGN AFRICA

45    Algeria  
46    Morocco (inc. Mellila)  
47    Tunisia  
48    Libya  
49    Egypt (UAR)  
50    South Africa, Republic of  
51    Other Africa (Foreign)  
      Angola (inc. Cabinda)  
      Benin (Dehomey)  
      Burundi  
      Cameroon Republic  
      Central African Republic  
      Chad  
      Comoros  
      Congo (Democratic Republic)  
      Congolesse Republic (Zaire)  
      Djibouti (republic of)  
      Equitorial Guinea  
      Ethiopia (Abyssinia)  
      French Territory of the Afars & Issas  
      (French Somaliland) (Djibouti)  
      Gabon  
      Guinea Bissau  
      Guinea (Republic)  
      Ivory Coast

Liberia  
Madagascar  
Malagasy Republic  
Mali  
Mozambique  
Namibia  
Niger  
Reunion Island (Fr.)  
Rwanda  
Portuguese Guinea (now Guinea Bissau)  
Senegal  
Somali Republic  
Sudan  
Togo  
Upper Volta

## AMERICA

- 52 USA, America (n.e.s.)
- 53 Caribbean
  - Cuba
  - Curacao
  - Haiti
  - Dominican Republic
  - Guadeloupe
  - Martinique (Fr.)
  - Virgin Islands (USA)
- 54 Central America
  - Costa Rica
  - El Salvador
  - Guatemala
  - Honduras
  - Mexico
  - Nicaragua
  - Panama (inc. Canal Zone)
- 55 South America
  - Argentina
  - Bolivia
  - Brazil
  - Chile
  - Columbia
  - Ecuador
  - Fr. Guiana
  - Paraguay
  - Peru
  - Surinam (inc. Netherlands Guiana)
  - Uruguay
  - Venezuela

## ASIA

- 56 Pakistan
- 57 Burma
- 58 China (People's Republic of, inc. Republic of Taiwan, Formosa)  
/China (n.e.s.)
- 59 Japan
- 60 Phillipines
- 61 Vietnam

## MIDDLE EAST

- 62 Iran (Persia)
- 63 Israel
- 64 Other Middle Eastern Countries
  - Afghanistan
  - Bahrain
  - Iraq
  - Jordan
  - Kuwait
  - Lebanon
  - Oman
  - Qatar
  - Saudi Arabia
  - South Yemen (People's Democratic Rep. of) (Aden)
  - Syria
  - United Arab Emirates
  - Yemen Arab Republic
  - Yemen - South (People's Republic)
- 65 Other Asia (Foreign)
  - Bhutan
  - Cambodia/Kampuchea
  - Indonesia (Timor - East, Portuguese Timor)
  - Korea (North/South/not specified)
  - Laos
  - Macao
  - Maldiv Island
  - Mongolia
  - Tibet
  - Nepal
  - Wake Island (USA)
  - Wallis and Futuna Island (Fr.)

## EUROPE/EUROPEAN COMMUNITY

- 66 Belgium
- 67 Denmark (inc. Greenland)
- 68 France (inc. Monaco)
- 69 Italy (inc. Vatican and San Marino)
- 70 Luxembourg
- 71 Netherlands



- 72 Germany, Federal Republic of
- 73 Germany (not otherwise specified)
- 74 Albania
- 75 Bulgaria
- 76 German Democratic Republic (Germany, E.)
- 77 Czechoslovakia
- 78 Hungary
- 79 Poland
- 80 Romania
- 81 Austria
- 82 Switzerland (inc. Liechtenstein, Campione, Bvsingen)
- 83 Greece
- 84 Portugal (inc Azorea - Azores - and Madeira, Cape Verde Island)
- 85 Spain (inc Balearic Islands and Canary Islands, Ceuta)
- 86 Finland (incl. Aland Islands)
- 87 Norway (inc. Svalbard)
- 88 Sweden
- 89 Yugoslavia/Serbia/Bosnia/Macedonia/Croatia/Kosovo
- 90 Other Europe
  - Andorra
  - Faroe Islands (Denmark)
  - Iceland
  - Jan Mayen
- 91 Turkey
- 92 USSR

#### REST OF THE WORLD

- 93 Sao Tome & Principe
- AFRICA
  - Johnston Island
  - New Caledonia (Fr.)
  - French Polynesia
  - Guam Island (USA)
- PACIFIC
  - Marianas Island (USA)
  - Marshall Islands (US Trust)
  - Midway Island (USA)
  - American Samoa (E. Samoa)
  - Caroline Island (USA)
  - Guam Island (USA)
- 94 At sea/in the air
- 99 Not stated/No reply/Refused

**D28 Citizenship****Code both if dual citizenship**

- (01) 'French'
- (02) 'Belgian'
- (03) 'Dutch'
- (04) 'German (East and West)'
- (05) 'Italian'
- (06) 'British' (UK)
- (07) 'Irish (Republic of / Southern)'
- (08) 'Danish'
- (09) 'Greek'
  
- (10) 'Portuguese'
- (11) 'Spanish'
- (12) 'Luxembourg'
- (14) 'Monaco'
- (15) 'San Marino'
  
- (24) 'Icelandic'
- (28) 'Norwegian'
  
- (30) 'Swedish'
- (32) 'Finish'
- (36) 'Swiss'
- (37) 'Liechtenstein'
- (38) 'Austrian'
  
- (41) 'Faroe Islander'
- (43) 'Andorra'
- (44) 'Gibraltar'
- (45) 'Vatican City State'
- (46) 'Maltese'
  
- (52) 'Turkish'
- (53) 'Estonian'
- (54) 'Latvian'
- (55) 'Lithuanian'
  
- (60) 'Polish'
- (61) 'Czech'
- (63) 'Slovak'
- (64) 'Hungarian'
- (66) 'Romanian'
- (68) 'Bulgarian'
  
- (70) 'Albanian'
- (72) 'Ukrainian'
- (73) 'Belarussian'

- (74) 'Moldavian'
- (75) 'Russian'
- (76) 'Georgian'
- (77) 'Armenian'
- (78) 'Azerbaijani'
- (79) 'Kazakhstani'
  
- (80) 'Turkmenistan'
- (81) 'Uzbek'
- (82) 'Tadjikistani'
- (83) 'Kyrghystani'
  
- (91) 'Slovenian'
- (92) 'Croatian'
- (93) 'Bosnian'
- (94) 'Serbian (formally Yugoslavian)'
- (95) 'Kosovar'
- (96) 'Macedonian'
  
- (204) 'Moroccon'
- (208) 'Algerian'
- (212) 'Tunisian'
- (216) 'Libyan'
- (220) 'Egyptian'
- (224) 'Sudanese'
  
- (228) 'Mauritanian'
- (232) 'Mali'
- (236) 'Burkina Faso'
- (240) 'Niger'
- (244) 'Chad'
- (247) 'Cape Verde'
- (248) 'Senegalese'
- (252) 'Gambian'
- (257) 'Guinea-Bissau'
- (260) 'Guinea'
- (264) 'Sierra Leone'
- (268) 'Liberian'
- (272) 'Ivory Coast'
- (276) 'Ghanain'
- (280) 'Togo'
- (284) 'Benin'
- (288) 'Nigerian'
- (302) 'Cameroon'
- (306) 'Central Africa'
- (310) 'Equatorial Guinea '
- (311) 'Sao Tome and Principe'
- (314) 'Gabon'
- (318) 'Congolese'
- (322) 'Zairean'
- (324) 'Rwandan'

(328) 'Burundian'  
(329) 'St.Helena'  
(330) 'Angolan'  
(334) 'Ethiopian'  
(338) 'Djibouti'  
(342) 'Somalian'  
(346) 'Kenyan'  
(350) 'Ugandan'  
(352) 'Tanzanian'

(355) 'Seychelles'  
(357) 'British Indian Ocean Territory'  
(366) 'Mozambique'  
(370) 'Madagascan'  
(372) 'Reunion'  
(373) 'Mauritian'  
(375) 'Comorose'  
(377) 'Mayotte'  
(378) 'Zambian'  
(382) 'Zimbabwe'  
(386) 'Malawian'  
(388) 'South African'  
(389) 'Namibian'  
(391) 'Botswana'  
(393) 'Swaziland'  
(395) 'Lesotho'

(400) 'American'  
(401) 'Puerto Rican'  
(404) 'Canadian'  
(406) 'Greenlander'  
(408) 'St.Pierre and Miguelon'  
(412) 'Mexican'  
(413) 'Bermuda'  
(416) 'Guatemalan'  
(421) 'Belize'  
(424) 'Honduras'  
(428) 'El Salvador'  
(432) 'Nicaraguan'  
(436) 'Costa Rican'  
(442) 'Panama'  
(446) 'Anguilla'  
(448) 'Cuban'  
(449) 'St.Christopher and Nevis'  
(452) 'Haitian'  
(453) 'Bahamas'  
(454) 'Turks and Caicos Island'  
(456) 'Dominican Republic'  
(457) 'Virgin Islands of the US'  
(458) 'Guadeloupe'  
(459) 'Antigua and Barbuda'

(460) 'Dominica'  
(461) 'British Virgin Islands and Montserrat'  
(462) 'Martinique'  
(463) 'Cayman Island'  
(464) 'Jamaican'  
(465) 'St Lucian'  
(467) 'St Vincent'  
(469) 'Barbados'  
(472) 'Trinidad and Tobago'  
(473) 'Grenada'  
(474) 'Aruba'  
(478) 'Netherlands Antilles'  
(480) 'Colombian'  
(484) 'Venezuelan'  
(488) 'Guyanese'  
(492) 'Surinam'  
(496) 'French Guiana'

(500) 'Ecuadorian'  
(504) 'Peruvian'  
(508) 'Brazilian'  
(512) 'Chilean'  
(516) 'Bolivian'  
(520) 'Paraguay'  
(524) 'Uruguay'  
(528) 'Argentinian'  
(529) 'Falkland Islands'

(600) 'Cypriot'  
(604) 'Lebanese'  
(608) 'Syrian'  
(612) 'Iraqi'  
(616) 'Iranian'  
(624) 'Israeli'  
(628) 'Jordanian'  
(632) 'Saudi'  
(636) 'Kuwaiti'  
(640) 'Bahrain'  
(644) 'Qatar'  
(647) 'United Arab Emirates'  
(649) 'Oman'  
(653) 'Yemeni'  
(660) 'Afghani'  
(662) 'Pakistani'  
(664) 'Indian'  
(666) 'Bangladeshi'  
(667) 'Maldives'  
(669) 'Sri Lanka'  
(672) 'Nepalese'  
(675) 'Bhutan'  
(676) 'Myanmar'

- (680) 'Thai'
- (684) 'Laos'
- (690) 'Vietnamese'
- (696) 'Cambodian (Kampuchean)'
  
- (700) 'Indonesian'
- (701) 'Malaysian'
- (703) 'Brunei'
- (706) 'Singapore'
- (708) 'Philippino'
- (716) 'Mongolian'
- (720) 'Chinese'
- (724) 'North Korean'
- (728) 'South Korean'
- (732) 'Japanese'
- (736) 'Taiwanese'
- (740) 'Hong Kong'
- (743) 'Macao'
  
- (800) 'Australian'
- (801) 'Papua New Guinea'
- (802) 'Australian Oceania'
- (803) 'Nauru'
- (804) 'New Zealand'
- (806) 'Solomon Island'
- (807) 'Tuvalu'
- (809) 'New Caledonian'
- (810) 'American Oceania'
- (811) 'Wallis and Futuna'
- (812) 'Kiribati'
- (813) 'Pitcairn'
- (814) 'New Zealand Oceania'
- (815) 'Fiji'
- (816) 'Vanuatu'
- (817) 'Tonga'
- (819) 'Western Samoan'
- (822) 'French Polynesian'
- (823) 'States of Micronesia'
- (824) 'Marshall Island'
- (890) 'Polar region'
  
- (900) 'EUROPEAN'
- (901) 'European Community'
- (902) 'Other European countries'
  
- (910) 'AFRICAN'
- (911) 'North African'
- (912) 'West African'
- (913) 'Central, East and South African'
- (921) 'North American'
- (922) 'Central and South American'

- (930) 'ASIAN'
- (931) 'Near and Middle Eastern'
- (932) 'Other Asian countries'
  
- (940) 'AUSTRALIAN,OCEANIA'
  
- (990) 'ANY OTHER COUNTRY' /

**D37    Father's job title**

Code using CASCOT - Code to SOC2000 (four digits) and enter SOC90 (three digits)

**D41    Mother's job title**

Code using CASCOT - Code to SOC2000 (four digits) and enter SOC90 (three digits)

**D45    Own job title after leaving school**

Code using CASCOT - Code to SOC2000 (four digits) and enter SOC90 (three digits)

**RD36 Advantages of living as a couple****CODE FIRST TWO MENTIONS**

- 01 Trial marriage inc. get to know each other/try out compatibility before marriage/ before commitment of marriage and/or kids/less risk of divorce in future
- 02 No legal ties inc. easier to split up/separate if doesn't work out/simpler/safer than marriage/ can walk away/ less responsibility/ informal rather than formal relationship
- 03 Improves relationship inc. makes you work harder at relationship/don't take partner for granted/ more respect/ get on better/ less arguments
- 04 Bad experience marriage inc. previously married so prefers cohabitation this time/ marriage changes people/ seen bad marriages
- 05 Personal independence inc.no commitment/ personal freedom/ not ready for marriage/ keep own privacy
- 06 Financial inc. tax advantages/ no expense of wedding or divorce
- 07 Companionship inc. someone to share things with
- 08 Prefer cohabitation (n.e.s) inc. convenience
- 96 Other (n.e.s)
- 98 Don't know
- 99 Refused
- 00 Nothing written (blank)



**RD38 Disadvantages of living as a couple****CODE FIRST TWO MENTIONS**

- 01 Lack of financial security inc. tax/pensions/benefit system favours marrieds/no discounts/no equal rights with marrieds
- 02 No legal status inc. difficult to split-up/ no automatic inheritance if partner dies/ division of assets difficult
- 03 Hard on children inc. affects children
- 04 Uncommitted relationship inc. lack of security/no recognition of lasting relationship for life/marriage would be better
- 05 Social stigma inc. embarrassment/ awkward social situations/ surname problems
- 96 Other (n.e.s)
- 98 Don't know
- 99 Refused
- 00 Nothing written (blank)

**D93 Birth weight in grams (3 entries)****E.G.**

|           |              |
|-----------|--------------|
| 1 kilo    | = 1000 grams |
| 1.1 kilos | = 1100 grams |
| 1.2 kilos | = 1200 grams |
| 2 kilos   | = 2000 grams |
| 2.5 kilos | = 2500 grams |

**D104 Reasons Might not go on to further Full Time education**

CODE FIRST TWO MENTIONS

- 01 School level qualifications enough/all that is needed
- 02 Decided on specific career/job/apprenticeship/other training
- 03 Wants to work/get a job/earn money
- 04 Cost of education/too expensive/financial reasons/don't want debt
- 05 Depends on grades/may fail exams
- 06 Not academic enough/work too hard/no concentration
- 07 Just don't want to/Can't be bothered
- 08 Want to travel
- 09 Undecided/unsure at the moment
- 10 Other
- 97 Blank
- 98 Don't know
- 99** Refused

**D105 Future job wanted**

CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**Employment**

**E5** - CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**E6** - CODE TO 1992 SIC (4 digits)

If fine level of distinction can not be made for coding, use next highest level of aggregation.

If description lists several items which would lead to completely disparate coding, go with the first mention, e.g. a company makes metal products and chemical products.

**E21** Code other time period gross pay

**E23** Code other time period net pay

**E23c** Code other time period WTC

**E28** Code other time period usual pay

**E55** Code other time period promotion

**E60** Code other time period Sept pay

**E63** Code other time period Sept pay

**E92** Code other time period S/E no accounts

**E117** CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**E133** CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**Employment History**

**J14** (spells 1 - 9) - CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**J22** (spells 1 - 9) - CODE TO 1992 SIC (4 digits)

**J25** Code other time period

**J28** Main things attracted respondent about new job

**READ WHOLE ANSWER AND CODE FIRST TWO MENTIONS**

PRIORITY CODE (Lower numbered codes have priority over higher numbers)

- 01 More/better **money**
- 02 Better promotion or career prospects
- 03 More responsibility
- 04 New job more secure
- 05 Work in new job more interesting
- 06 To do specific type of work (eg. is what I want to do, like working with elderly/young people etc)
- 07 Given chance to be own boss (NB Self-employed only)
- 08 More opportunity to work on/use own initiative (other than self-employed)
- 09 Closer to home - less travelling time to work or while working
- 10 Shorter/fewer hours
- 11 More flexible hours (e.g. work when I want to, flexitime)
- 12 Health reasons (e.g. changed jobs because of health problems associated with conditions of previous employment)
- 13 New job better suited to respondent's qualifications, training or experience (eg what R had been trained for, what R used to do)
- 14 Work less demanding/easier than previous job (other than health reason)
- 15 Preferred to previous job (not elsewhere specified)

- 16 New job better (not elsewhere specified)
- 96 Other
- 98 Don't know
- 99 Refused / Not available

**J33** CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**J34** CODE TO 1992 SIC (4 digits)

### **Values and Opinions**

#### **Code first two mentions**

**RV71** Why send child to school outside catchment area.

- 01 At school before moving
- 02 Better school
- 03 Special needs or disabilities
- 04 Religious reasons
- 05 Language (e.g. Welsh)
- 06 Grammar School / High School
- 07 Local school full
- 08 Good for sport/other
- 09 Siblings went there
- 10 Friend

**Household Finances****F3e** Code other time period**F6** **Reasons better/worse off. (Code first mention if 2 reasons given and can't decide which is main reason.)**

- 01 Earned income has increased (more pay/new/better job)
- 02 Benefits have increased (include pensions/child benefit)
- 03 Investment/asset income increased (higher interest rates/profit on selling shares/property)
- 04 Less expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.
- 05 Had 'windfall' payment e.g. inheritance, gifts, redundancy payments.
- 11 Earned income decreased (lost job, pay reduced, less hours)
- 12 Benefits reduced/stopped
- 13 Investment/asset income decreased (lower interest rates/losses on selling shares/property)
- 14 More expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.
- 15 Unexpected/'one-off' expenditure e.g. wedding, moved house.
- 21 Combination of income down and expenses down
- 22 Combination of income up and expenses up/inflation
- 23 Combination of benefits down and expenses up
- 24 Combination of benefits up and expenses up/inflation
- 25 Savings down but standard of living the same
- 26 Good management, thrift

No change in income/benefits/expenses (not elsewhere specified)

- 31 Other reasons for being better off (not elsewhere specified)
- 32 Other reasons for being worse off (not elsewhere specified)

- 33 Other reasons neither better nor worse off (not elsewhere specified)
- 96 Other
- 98 Don't know
- 99 Refused

**F11a Purpose of saving****CODE FIRST TWO MENTIONS**

- 01 Holidays
- 02 Old age/retirement specifically mentioned (include pension schemes/plans)
- 03 Car
- 04 Child(ren) (include children's education, and if buying shares to invest in children's education)
- 05 Housing/property purchase inc. land purchase
- 06 Home improvements
- 07 Household bills (e.g. TV license, etc.; also include motor maintenance such as car/bike insurance, tax, servicing)
- 08 Special events (e.g. weddings, burials, Christmas)
- 09 No particular reason specified (e.g. just saving for a rainy day, to be safe, emergencies, just in case)
- 10 Shares schemes
- 11 Own education
- 12 Grandchild
- 96 Other (include shares not elsewhere specified)
- 98 Don't know
- 99 Refused / Not available

**F18** Code other time period pension premium**F22** Code other time period pension premium

**F42** Relationship for external transfers

## CODE PERSONS 1 - 3

- 01 Parent(s) (if both mentioned e.g. 'Mum and Dad' code once only)
- 02 Child (inc step/adopted)
- 03 Current (separated) spouse
- 04 Ex-spouse
- 05 Parents-in-law
- 06 Other relative
- 07 Other individual
- 08 Organisation (but code maintenance payments or alimony paid into court or to DSS as 2 - 4 above as apply)
- 96 Other

**F45** Code other time period maintenance payments



**RF14 What makes your neighbourhood a good or bad place to live****CODE FIRST FOUR MENTIONS****Positive Responses****Family, friends, neighbours, people**

- 01 People friendly/ people in area generally friendly/helpful/ approachable/ nice people / decent people/ shopkeepers friendly/ no yobbos
- 02 Neighbours friendly/ helpful/ good neighbours
- 03 Family/ some/all extended family live in area
- 04 Friends live in area/ children have friends in area/ good social life
- 05 Privacy/ people keep themselves to themselves/ respect privacy/ don't interfere/ live and let live/ left to own devices
- 06 Community/ people know each other/ community spirit/ people trust each other/ people help each other/ do odd jobs for each other/ village life
- 07 Racial diversity/ like multi-cultural aspect of area/ no racial discrimination
- 08 Kids well behaved/ no problems with youngsters, children, teenagers
- 09 Mixture of types of people/ different classes, ages, occupations etc./cosmopolitan
- 10 White area
- 11 Long-standing connection to area/ childhood area/ brought up in area as child/lived in area whole life/ know area well

**Local facilities and services/ access to facilities**

- 12 Good public transport/ near to, easy access to public transport/ convenient for bus, train etc.
- 13 Good shopping facilities/ near to, easy access to shopping/ convenient for shops/ post office
- 14 Entertainment/ plenty of/ good/ interesting restaurants, cafes cinemas, clubs, pubs, bingo/ can go out to eat, drink locally
- 15 Leisure facilities/ not too far from/ plenty of/ good/ sporting /leisure facilities (inc. libraries) / leisure centres/swimming pools/ ice rink/ tennis/ bowls/recreation ground/ village hall / cricket ground etc.
- 16 Open spaces/ has parks/ green open spaces/ commons/ green and leafy/ places to walk/ places for children to play
- 17 Schools/ has primary school/ secondary school/ schools nearby/ convenient/ good school(s) in area
- 18 Church/ has Church (that R attends)/ good churches
- 19 Medical facilities/ doctor's surgery nearby/ hospital close/ health centre, clinic nearby/ easy to get to
- 20 Good local facilities/ amenities/ lots of things to do in area (n.e.s)

**Crime and security**

- 21 Feels safe/ can walk safely at night / good street lighting/ Police station nearby
- 22 Not many/ no drugs
- 23 Not much/ no physical violence/ muggings
- 24 Not much/ no car crime (car specifically mentioned)
- 25 Not much/ no burglary/ break-ins/ theft
- 26 Not much/ no vandalism/ graffiti
- 27 Not much/ no crime/never any / not much trouble (n.e.s)

**Other positive area characteristics**

- 28 Area quiet/ peaceful/relaxed/ low noise levels/ no noisy neighbours/ no noisy animals/ no wild parties
- 29 Good area for children/ kids/ inc. safe for children
- 30 City centre (town) accessible/ close to town/ can get to the city easily/ nicely situated/ good position
- 31 Accessible to London/central London/ West End / the City ( London specifically mentioned)
- 32 Easy access to rest of country/ close to major roads/ motorways/ national rail links
- 33 Rural surroundings/ close to/ can get to countryside / in rural village/ like being in countryside, living by sea/ nice views of country, sea
- 34 Employment/ near to work/ handy for work/ easy to get to work/ employment in area/ good for commuting to work
- 35 Affluent area/ well off / Middle class area
- 36 No traffic problems/ Not too much traffic/ good for bikes and pedestrians
- 37 Car parking/ Can park car/ has parking available/ free parking
- 38 No pollution/ from traffic, industry/ clean air/ clean and tidy
- 39 No housing problems/ houses well maintained by council / houses and gardens maintained well by residents/ small, good development of houses/ space around and between houses/ not too built up
- 40 Like architecture and buildings in area/ Conservation area/ pretty buildings
- 41 Like house where living/ nice views / own house has a nice garden/ well maintained /used to living in current house
- 42 House a good investment/ will sell easily in this area
- 43 Desirable area/ exclusive area/
- 44 Area improved in recent years/ nicer/ better atmosphere/ area more upmarket now/ new, decent people have moved into the area/ more professional people /got rid of troublemakers/ crime reduced
- 45 Like the area/ nice neighbourhood/ nice, good environment / good area (n.e.s)
- 46 'Other' positive aspect (n.e.s)

## Negative responses

### Family, friends, neighbours, people

- 47 People unfriendly/ rough/ rude/ unpleasant/ no respect for others/ snobbish/ yobbos/ shopkeepers unfriendly
- 48 Neighbours unfriendly/ don't talk to you/ problem neighbours (noise, alcohol, abuse, drugs, arguments, several cars)
- 49 No family living in area
- 50 No friends living in area/ no social life in area
- 51 No privacy/ lack of privacy/ people too nosy/ gossip/ no respect for privacy
- 52 No sense of community/ no common interests among neighbours/ people don't help each other/ I don't fit in
- 53 Racial mix/ a lot of/ too many non white/non-British people in area/ illegal immigrants/ a lot of non-whites moving in
- 54 Problems with youngsters, teenagers, children, youths/ no respect from youngsters/ cheeky/ bullies/ rude/ generally cause trouble/ drinking and smoking/hang on street corner/too many on street/ no parental control
- 55 Use of bad language, spitting and swearing

### Local facilities and services

- 56 Poor/ no public transport/ poor access to public transport/ inconvenient for bus, train etc.
- 57 Poor/ no shopping facilities/ not close to shops/ inconvenient for shops/ shops closing down / no Post Office nearby
- 58 Poor/ no entertainment/ not many restaurants, cafes cinemas, clubs, pubs, bingo/ can't go out to eat
- 59 Poor/ no leisure facilities/ not many sporting /leisure facilities (inc. libraries) / leisure centres/ swimming pools/ ice rink/ tennis/ bowls/recreation ground/ village hall etc.
- 60 Lack of/ no open spaces/ no parks, green open spaces/ commons/ no places to walk/ no places for children to play
- 61 Poor/ no schools/ no schools nearby/ local schools bad, poor
- 62 No church/ has no Church (that R attends)/ no good churches
- 63 Poor/ no medical facilities/ no doctor's surgery nearby/ no hospital close/ no health centre, clinic nearby/ not easy to get to
- 64 Poor/ no local facilities/ nothing to do / boring area (n.e.s)

### Crime and security

- 65 Not safe environment/ don't feel safe/ poorly lit/ feels less secure now than before/ bad atmosphere/ no Police Station nearby/ no police presence
- 66 Drugs, drug addicts, drug dealers on street/in area
- 67 Physical violence/ muggings, stabbings, beatings
- 68 Car crime/ joy-riders/ theft/ vandalism (car specifically mentioned)
- 69 Burglary/ theft/ petty crime break-ins
- 70 Vandalism/ graffiti

- 71 Crime/ crime rate high/ lot of crime (n.e.s)
- 72 Alcohol/ drunken behaviour/ homeless alcoholics on street
- 73 Gangs on street/ children in gangs (gangs specifically mentioned)
- 74 Police involvement/ often calling on houses in area/ police raids/ dog vans etc.

### Other negative area characteristics

- 75 Noise problems/ too much traffic noise/ trains/ people generally noisy/ environmental noise/ noise from pubs or clubs
- 76 Not good area for children/ not safe for children/ can't play outside because of traffic
- 77 Unemployment in area/ no work
- 78 Area deprived and poor/ lot of people on benefits/ low incomes/ lone parents on benefits
- 79 Traffic problems/ busy main road/ too much traffic/ worsening traffic/ roads and footpaths not maintained
- 80 Lack of parking facilities/ difficult to park car/ no parking/ nowhere safe to park car
- 81 Pollution and dirt/ filth/ pollution from industry, traffic/dog dirt / roads not swept/ rubbish dumped and not collected/ getting more polluted
- 82 Housing problems/ housing in poor condition/ housing cramped/ no gardens/ too built up/ poor quality housing / derelict properties/ DSS bed-sit housing close by/ housing over crowded/ gardens not maintained/ local housing authority/ association not maintaining properties/
- 83 Over population/ too many people / too crowded
- 84 Area has become, is getting worse/more run-down/ turning into a rough area / bad element moving in
- 85 Don't like area/ dreadful/ terrible/ hate area / bad environment (n.e.s)
- 86 'Other' negative aspect (n.e.s)

### Neutral responses

- 87 Good and bad people/ some okay, some not
- 88 Good and bad aspects of neighbourhood/ area
- 89 Average area/ no strong views either way/ is just where I live
- 90 Other neutral (n.e.s)
  
- 95 Blank/ nothing written in/ missing
- 96 Other
- 98 Don't know
- 99 Refused

**SELF-COMPLETION****10b Relationship codes**

|    |  |
|----|--|
| 01 | Partner/husband/wife                     |
| 02 | Child (natural, adopted, step or foster) |
| 03 | Sibling (brother,sister)                 |
| 04 | Parent                                   |
| 05 | Grandparent                              |
| 06 | Grandchild                               |
| 07 | Aunt/Uncle/Cousin                        |
| 08 | Other e.g. (in-laws)                     |
| 09 | Friend                                   |

If left blank by respondent code 00

**11a Friends current job - CODE USING CASCOT Code to SOC2000  
(four digits) and enter SOC90 (three digits)**

|     |  |
|-----|--|
| 000 | Not working (NES)                      |
| 001 | Looking after home/family              |
| 002 | Retired                                |
| 003 | Unemployed                             |
| 004 | Full-time student                      |
| 005 | Long-term sick                         |
| 997 | Insufficient detail to code occupation |
| 998 | Don't know                             |

**PROXY QUESTIONNAIRE**

**P2b.** Use same frame as for relationship in item 2 of the Household Grid

**P49.** Same as E5 - CODE USING CASCOT Code to SOC2000 (four digits)  
and enter SOC90 (three digits)

**P50.** Same as E6 - CODE TO 1992 SIC (4 digits)

**YOUTH QUESTIONNAIRE**

**Q62** Height: convert to feet and inches or centimetres

**Q72** Future job wanted - CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**Q74** Current job (1) and (2) - CODE USING CASCOT Code to SOC2000 (four digits) and enter SOC90 (three digits)

**Q79 Reasons may not go on to further/higher education when finishes school      CODE FIRST TWO MENTIONS**

- 01 Want to earn money/Get a job (inc. Less money when you're a student. If going to university after working mentioned CODE 02)
- 02 Earn money first then go to university (inc. Work experience/gap year and then go to university. If 'going to university or college' NOT mentioned CODE 01 (want to earn money/get job)
- 03 Want to get an apprenticeship/Waiting to do a modern apprenticeship (apprenticeship explicitly mentioned)
- 04 Specific job/career planned (E.G. want to be a carpenter/want to be a model/want to be famous/play professional football/ want to join the RAF/Army/Royal Marines)
- 05 No need for more qualifications (inc. Won't teach anything useful/ Already got qualifications/Educated enough already, have grades needed/Had enough of education)
- 06 Hard work/ Too much work and hassle
- 07 Not capable of work at university (inc. Can't do the work/Won't do very well/Might not get in to college or university)
- 08 Hate school/college (inc. Don't like teachers/Can't handle anymore school/ Boring/Quicker leave school the better)
- 09 Waste of time / Takes up too much time (time explicitly mentioned)
- 10 Wants to/prefers to stay at (parental) home
- 11 Want to set up own home/ have a family
- 12 Get on with life/Be out in the world/to do different things
- 13 Want to go abroad/travel

- 14 Can't be bothered / Don't want to/Don't feel like it/ (inc. not wanting to get up early every morning)
- 15 Not sure what to do when leave school (inc. Haven't thought about it/Not decided/ Don't know what job I want)
- 16 Cost / Too expensive
- 96 Other
- 97 Missing/Blank
- 98 Don't know/Pass (N.E.S)
- 99 Refused

**Q80 If you could change just one thing to make your life better, what would you change?**

**CODE FIRST TWO MENTIONS**

**Self Image and Attributes**

- 01 Appearance / weight
- 02 Personality/self-confidence/less worries/more social skills etc.
- 03 Age (include wanting to be older for specific purpose e.g. driving)
- 04 Academic ability/performance (e.g. want to work harder to get good qualifications; more brains etc.)
- 05 Health
- 06 Give up Smoking
- 07 Sporting ability / fitness
- 08 More Independence/ freedom (having/being given)
- 09 Other Changes in self and self attributes (not elsewhere specified)

**Relationship of Self and Others**

- 11 Girl-friend/boy-friend; opposite sex - easier / better / new relationship
- 12 Other friends / peer-group mentions (NB mentions of bullying code 31)  
Family Relationship / Household Change
- 13 Relationships of self and family members
- 14 Parental relations (with each other)
- 15 Living arrangements (who lives with whom)
- 16 Family relationship problems (include bereavement)
- 17 Other family problems/changes (health; financial; job etc.)

**Material Improvement / Life Style Change**

- 21 Getting Job /Better Job
- 22 More money for self
- 23 More money for family



- 24 Bigger or better accommodation (house/room/garden)
- 25 New possessions
- 26 Animal/pet
- 27 Other life style changes (not elsewhere specified)

**School and Community**

- 31 Being bullied (knowing bullies)
- 32 School circumstances (teacher, class etc.)
- 33 Leaving school
- 35 Change area/location - live somewhere else; change existing features
- 37 Other school/community changes

**General Well-Being of People / Planet**

- 41 Less violence/ people happier / less suffering
- 42 Environmental improvement - less pollution; saving wildlife
- 47 Other societal world improvements

**Other**

- 50 NO CHANGE - everything OK /good now
- 51 NO CHANGE / NOTHING (no elaboration)
- 97 Other changes (not elsewhere specified)
- 98 Don't know (code only if no substantive response given)
- 99 No answer - BLANK

**TELEPHONE QUESTIONNAIRE**

Household Grid Relationship to reference person  
**Use same frame as Coversheet household grid**

H31 Other time period rent payment

D25 UK Place of birth as Individual Questionnaire D25

D25 Foreign place of birth as Individual Questionnaire D25

E5 current job CASCOT SOC2000 and SOC90

E6 Current job SIC 92

E21 Other time period take home pay

E23 Other time period usual pay

E28 Other time period weekly or monthly income

T6 Other time period weekly or monthly income

J14 Next job CASCOT SOC2000 and SOC90 (spells 1-9)

J28 **Main thing attracted respondent about new job**

**READ WHOLE ANSWER BUT CODE ONLY ONE MENTION**

PRIORITY CODE (Lower numbered codes have priority over higher numbers)

- 01 More/better money
- 02 Better promotion or career prospects
- 03 More responsibility
- 04 New job more secure
- 05 Work in new job more interesting
- 06 To do specific type of work (eg. is what I want to do, like working with elderly/young people etc)
- 07 Given chance to be own boss (NB Self-employed only)

- 08 More opportunity to work on/use own initiative (other than self-employed)
- 09 Closer to home - less travelling time to work or while working
- 10 Shorter/fewer hours
- 11 More flexible hours (e.g. work when I want to, flexitime)
- 12 Health reasons (e.g. changed jobs because of health problems associated with conditions of previous employment)
- 13 New job better suited to respondent's qualifications, training or experience (eg what R had been trained for, what R used to do)
- 14 Work less demanding/easier than previous job (other than health reason)
- 15 Preferred to previous job (not elsewhere specified)
- 16 New job better (not elsewhere specified)
- 96 Other
- 98 Don't know
- 99 Refused / Not available

J33 Last job CASCOT SOC2000 and SOC90

J34 Last job SIC92

F3e Other period finance grids 1-12

F18 Other period pension premium

F22 Other time period personal contribution to pension

# **APPENDICIES**

## **Local Authority District Codes**

**ENGLAND, SCOTLAND AND WALES****APPENDIX A****LOCAL AUTHORITY DISTRICT CODES  
IN ALPHABETICAL ORDER**

|                         |      |
|-------------------------|------|
| ABERCONWY               | 51SY |
| ABERDEEN                | 6015 |
| ADUR                    | 46RR |
| AFAN                    | 55TQ |
| ALLERDALE               | 17FE |
| ALNWICK                 | 36NQ |
| ALYN AND DEESIDE        | 48SE |
| AMBER VALLEY            | 18FL |
| ANGUS                   | 6451 |
| ANNANDALE AND ESKDALE   | 5808 |
| ARFON                   | 51SZ |
| ARGYLL AND BUTE         | 6332 |
| ARUN                    | 46RS |
| ASHFIELD                | 38PF |
| ASHFORD                 | 30LC |
| AYLESBURY VALE          | 12DU |
| BABERGH                 | 43QR |
| BADENOCH AND STRATHSPEY | 6120 |
| BANFF AND BUCHAN        | 6016 |
| BARKING                 | 02AQ |
| BARNET                  | 02AR |
| BARNSLEY                | 05CC |
| BARROW-IN-FURNESS       | 17FF |
| BASILDON                | 23HG |
| BASINGSTOKE             | 25JD |
| BASSETLAW               | 38PG |
| BATH                    | 09DC |
| BEARSDEN AND MILNGAVIE  | 6333 |
| BERWICK-UPON-TWEED      | 36NR |
| BERWICKSHIRE            | 5601 |
| BEVERLEY                | 28KN |
| BEXLEY                  | 02AS |
| BIRMINGHAM              | 07CN |
| BLABY                   | 32MH |
| BLACKBURN               | 31LS |
| BLACKPOOL               | 31LT |
| BLAENAU GWENT           | 50SS |
| BLYTH VALLEY            | 36NS |
| BOLSOVER                | 18FM |
| BOLTON                  | 03BL |
| BOOTHFERRY              | 28KP |
| BOSTON                  | 33MS |
| BOURNEMOUTH             | 20GG |
| BRACKNELL               | 11DN |
| BRADFORD                | 08CX |

|                   |      |
|-------------------|------|
| BRAINTREE         | 23HH |
| BRECKLAND         | 34NA |
| BRECKNOCK         | 53TK |
| BRENT             | 02AT |
| BRENTWOOD         | 23HJ |
| BRIDGENORTH       | 40PU |
| BRIGHTON          | 22GZ |
| BRISTOL           | 09DD |
| BROADLAND         | 34NB |
| BROMLEY           | 02AU |
| BROMSGROVE        | 26JS |
| BROXBOURNE        | 27KC |
| BROXTOWE          | 38PH |
| BURNLEY           | 31LU |
| BURY              | 03BM |
| CAITHNESS         | 6121 |
| CALDERDALE        | 08CY |
| CAMBRIDGE         | 13EB |
| CAMDEN            | 01AB |
| CANNOCK CHASE     | 42QG |
| CANTERBURY        | 30LD |
| CARADON           | 16EX |
| CARDIFF           | 54TN |
| CARLISLE          | 17FG |
| CARMATHEN         | 49SL |
| CARRICK           | 16EY |
| CASTLE MORPETH    | 36NT |
| CASTLE POINT      | 23HK |
| CEREDIGION        | 49SM |
| CHARNWOOD         | 32MJ |
| CHELMSFORD        | 23HL |
| CHELTENHAM        | 24HX |
| CHERWELL          | 39PP |
| CHESTER           | 14EJ |
| CHESTER-LE-STREET | 21GQ |
| CHESTERFIELD      | 18FN |
| CHICHESTER        | 46RT |
| CHILTERN          | 12DW |
| CHORLEY           | 31LW |
| CHRISTCHURCH      | 20GH |
| CITY OF LONDON    | 01AA |
| CLACKMANNAN       | 5705 |
| CLEETHORPES       | 28KQ |
| CLYDEBANK         | 6334 |
| COLCHESTER        | 23HM |
| COLWYN            | 48SF |
| CONGLETON         | 14EK |
| COPELAND          | 17FH |
| CORBY             | 35NH |
| COTSWOLD          | 24HY |
| COVENTRY          | 07CQ |

|                         |       |
|-------------------------|-------|
| CRAVEN                  | 37NX  |
| CRAWLEY                 | 46RU  |
| CREWE AND NANTWICH      | 14EL  |
| CROYDON                 | 02AW  |
| CUMBERNAULD AND KILSYTH | 6335  |
| CUMMOCK AND DOON VALLEY | 6336  |
| CUNNINGHAME             | 6337  |
| CYNON VALLEY            | 52TD  |
| DACORUM                 | 27KD  |
| DARLINGTON              | 21GR  |
| DARTFORD                | 30LE  |
| DAVENTRY                | 35NJ  |
| DELYN                   | 48SG  |
| DERBY                   | 18FP  |
| DERWENTSIDE             | 21GS  |
| DINEFWR                 | 49SN  |
| DONCASTER               | 05CE  |
| DOVER                   | 30LF  |
| DUDLEY                  | 07CR  |
| DUNBARTON               | 6338  |
| DUNDEE                  | 6452  |
| DUNFERMLINE             | 5912  |
| DURHAM                  | 21GT  |
| DWYFOR                  | 51TA  |
| EALING                  | 02AX  |
| EASINGTON               | 21GU  |
| EAST CAMBRIDGESHIRE     | 13EC  |
| EAST DEVON              | 19FW  |
| EAST HAMPSHIRE          | 25JE  |
| EAST HERTFORDSHIRE      | 27KE  |
| EAST KILBRIDE           | 6339  |
| EAST LINDSEY            | 33MT  |
| EAST LOTHIAN            | 6228  |
| EAST NORTHAMPTONSHIRE   | 35NK  |
| EAST STAFFORDSHIR       | E42QH |
| EAST YORKSHIRE          | 28KR  |
| EASTBOURNE              | 22HA  |
| EASTLEIGH               | 25JF  |
| EASTWOOD                | 6340  |
| EDEN                    | 17FJ  |
| EDINBURGH               | 6229  |
| ELLESMERE PORT          | 14EM  |
| ELMBRIDGE               | 44QZ  |
| ENFIELD                 | 02AY  |
| EPPING FOREST           | 23HN  |
| EPSOM AND EWELL         | 44RA  |
| EREWASH                 | 18FQ  |
| ETTRICK AND LAUDERDALE  | 5602  |
| EXETER                  | 19FX  |
| FALKIRK                 | 5706  |
| FAREHAM                 | 25JG  |

|                        |      |
|------------------------|------|
| FENLAND                | 13EE |
| FOREST HEATH           | 43QS |
| FOREST OF DEAN         | 24HZ |
| FYLDE                  | 31LX |
| GATESHEAD              | 06CH |
| GEDLING                | 38PJ |
| GILLINGHAM             | 30LG |
| GLANFORD               | 28KS |
| GLASGOW                | 6341 |
| GLOUCESTER             | 24JA |
| GLYNDWR                | 48SH |
| GORDON                 | 6017 |
| GOSPORT                | 25JH |
| GRAVESHAM              | 30LH |
| GREENWICH              | 02AZ |
| GREAT YARMOUTH         | 34NC |
| GRIMSBY                | 28KT |
| GUILDFORD              | 44RB |
| HACKNEY                | 01AC |
| HALTON                 | 14EN |
| HAMBLETON              | 37NY |
| HAMILTON               | 6342 |
| HAMMERSMITH            | 01AD |
| HARBOROUGH             | 32MK |
| HARINGEY               | 01AE |
| HARLOW                 | 23HP |
| HARROGATE              | 37NZ |
| HARROW                 | 02BA |
| HART                   | 25JJ |
| HARTLEPOOL             | 15ES |
| HASTINGS               | 22HB |
| HAVANT                 | 25JK |
| HAVERING               | 02BB |
| HEREFORD               | 26JT |
| HERTSMERE              | 27KF |
| HIGH PEAK              | 18FR |
| HILLINGDON             | 02BC |
| HINCKLEY AND BOSWORTH  | 32ML |
| HOLDERNESS             | 28KU |
| HORSHAM                | 46RW |
| HOUNSLOW               | 02BD |
| HOVE                   | 22HC |
| HUNTINGDON             | 13EF |
| HYNDBURN               | 31LY |
| INVERCLYDE             | 6343 |
| INVERNESS              | 6122 |
| IPSWICH                | 43QT |
| ISLINGTON              | 01AF |
| ISLWYN                 | 50ST |
| KENNET                 | 47RZ |
| KENSINGTON AND CHELSEA | 01AG |



|                        |      |
|------------------------|------|
| KERRIER                | 16EZ |
| KETTERING              | 35NL |
| KILMARNOCK AND LOUDOUN | 6344 |
| KINCARDINE AND DEESIDE | 6018 |
| KINGSTON UPON HULL     | 28KW |
| KINGSTON UPON THAMES   | 02BE |
| KINGSWOOD              | 09DE |
| KIRKCALDY              | 5913 |
| KIRKLEES               | 08CZ |
| KNOWSLEY               | 04BX |
| KYLE AND CARRICK       | 6345 |
| LAMBETH                | 01AH |
| LANARK                 | 6346 |
| LANCASTER              | 31LZ |
| LANGBAURGH             | 15ET |
| LEEDS                  | 08DA |
| LEICESTER              | 32MM |
| LEOMINSTER             | 26JU |
| LEWES                  | 22HD |
| LEWISHAM               | 01AJ |
| LICHFIELD              | 42QJ |
| LINCOLN                | 33MU |
| LIVERPOOL              | 04BY |
| LLANELLI               | 49SP |
| LLIW VALLEY            | 55TR |
| LOCHABER               | 6123 |
| LUTON                  | 10DJ |
| MACCLESFIELD           | 14EP |
| MAIDSTONE              | 30LJ |
| MALDON                 | 23HQ |
| MALVERN HILLS          | 26JW |
| MANCHESTER             | 03BN |
| MANSFIELD              | 38PK |
| MEDINA                 | 29KY |
| MEDWAY                 | 30LK |
| MEIRIONNYDD            | 51TB |
| MELTON                 | 32MN |
| MENDIP                 | 41QB |
| MERTHYR TYDFIL         | 52TE |
| MERTON                 | 02BF |
| MID BEDFORDSHIRE       | 10DK |
| MID DEVON              | 19FY |
| MID SUFFOLK            | 43QU |
| MID SUSSEX             | 46RX |
| MIDDLESBROUGH          | 15EU |
| MIDLOTHIAN             | 6230 |
| MILTON KEYNES          | 12DX |
| MOLE VALLEY            | 44RC |
| MONKLANDS              | 6347 |
| MONMOUTH               | 50SU |
| MONTGOMERY             | 53TL |

|                           |      |
|---------------------------|------|
| MORAY                     | 6019 |
| MOTHERWELL                | 6348 |
| NAIRN                     | 6124 |
| NEATH                     | 55TS |
| NEW FOREST                | 25JL |
| NEWARK                    | 38PL |
| NEWBURY                   | 11DP |
| NEWCASTLE UPON TYNE       | 06CJ |
| NEWCASTLE-UNDER-LYME      | 42QK |
| NEWHAM                    | 01AK |
| NEWPORT                   | 50SW |
| NITTISDALE                | 5809 |
| NORTH BEDFORDSHIRE        | 10DL |
| NORTH CORNWALL            | 16FA |
| NORTH DEVON               | 19FZ |
| NORTH DORSET              | 20GJ |
| NORTH EAST DERBYSHIRE     | 18FS |
| NORTH EAST FIFE           | 5914 |
| NORTH HERTFORDSHIRE       | 27KG |
| NORTH KESTEVEN            | 33MW |
| NORTH NORFOLK             | 34ND |
| NORTH SHROPSHIRE          | 40PW |
| NORTH TYNESIDE            | 06CK |
| NORTH WARWICKSHIRE        | 45RL |
| NORTH WEST LEICESTERSHIRE | 32MP |
| NORTH WILTSHIRE           | 47SA |
| NORTHAMPTON               | 35NM |
| NORTHAVON                 | 09DF |
| NORWICH                   | 34NE |
| NOTTINGHAM                | 38PM |
| NUNEATON                  | 45RM |
| OADBY AND WIGSTON         | 32MQ |
| OGWR                      | 52TF |
| OLDHAM                    | 03BP |
| ORKNEY                    | 6554 |
| OSWESTRY                  | 40PX |
| OXFORD                    | 39PQ |
| PENDLE                    | 31MA |
| PENWITH                   | 16FB |
| PERTH AND KINROSS         | 6453 |
| PETERBOROUGH              | 13EG |
| PLYMOUTH                  | 19GA |
| POOLE                     | 20GK |
| PORTSMOUTH                | 25JM |
| PRESELI                   | 49SQ |
| PRESTON                   | 31MB |
| PURBECK                   | 20GL |
| RADNOR                    | 53TM |
| READING                   | 11DQ |
| REDBRIDGE                 | 02BG |
| REDDITCH                  | 26JX |

|                        |      |
|------------------------|------|
| REIGATE AND BANSTEAD   | 44RD |
| RENFREW                | 6349 |
| RESTORMEL              | 16FC |
| RHONDDA                | 52TG |
| RHUDDLAN               | 48SJ |
| RHYMNEY VALLEY         | 52TH |
| RIBBLE VALLEY          | 31MC |
| RICHMOND UPON THAMES   | 02BH |
| RICHMONDSHIRE          | 37PA |
| ROCHDALE               | 03BQ |
| ROCHFORD               | 23HR |
| ROSS AND CROMARTY      | 6125 |
| ROSSENDALE             | 31MD |
| ROTHER                 | 22HE |
| ROTHERHAM              | 05CF |
| ROXBURGH               | 5603 |
| RUGBY                  | 45RN |
| RUNNYMEDE              | 44RE |
| RUSHCLIFFE             | 38PN |
| RUSHMOOR               | 25JN |
| RUTLAND                | 32MR |
| RYEDALE                | 37PB |
| SALFORD                | 03BR |
| SALISBURY              | 47SB |
| SANDWELL               | 07CS |
| SCARBOROUGH            | 37PC |
| SCUNTHORPE             | 28KX |
| SEDGEFIELD             | 21GW |
| SEDGEMOOR              | 41QC |
| SEFTON                 | 04CA |
| SELBY                  | 37PD |
| SEVENOAKS              | 30LL |
| SHEFFIELD              | 05CG |
| SHEPWAY                | 30LM |
| SHETLAND               | 6555 |
| SHREWSBURY AND ATCHAM  | 40PY |
| SKYE AND LOCHALSH      | 6126 |
| SLOUGH                 | 11DR |
| SOLIHULL               | 07CT |
| SOUTH BEDFORDSHIRE     | 10DM |
| SOUTH BUCKS            | 12DY |
| SOUTH CAMBRIDGESHIRE   | 13EH |
| SOUTH DERBYSHIRE       | 18FT |
| SOUTH HAMS             | 19GB |
| SOUTH HEREFORDSHIRE    | 26JY |
| SOUTH HOLLAND          | 33MX |
| SOUTH KESTEVEN         | 33MY |
| SOUTH LAKELAND         | 17FK |
| SOUTH NORFOLK          | 34NF |
| SOUTH NORTHAMPTONSHIRE | 35NN |
| SOUTH OXFORDSHIRE      | 39PR |

|                         |      |
|-------------------------|------|
| SOUTH PEMBROKESHIRE     | 49SR |
| SOUTH RIBBLE            | 31ME |
| SOUTH SHROPSHIRE        | 40PZ |
| SOUTH STAFFORDSHIRE     | 42QL |
| SOUTH TYNESIDE          | 06CL |
| SOUTH WIGHT             | 29KZ |
| SOUTHAMPTON             | 25JP |
| SOUTHEND-ON-SEA         | 23HS |
| SOUTHWARK               | 01AL |
| SPELTHORNE              | 44RF |
| ST ALBANS               | 27KH |
| ST EDMUNDSBURY          | 43QW |
| ST HELENS               | 04BZ |
| STAFFORD                | 42QM |
| STAFFORDSHIRE MOORLANDS | 42QN |
| STEVENAGE               | 27KJ |
| STEWARTRY               | 5810 |
| STIRLING                | 5707 |
| STOCKPORT               | 03BS |
| STOCKTON-ON-TEES        | 15EW |
| STOKE-ON-TRENT          | 42QP |
| STRATFORD-ON-AVON       | 45RP |
| STRATHKELVIN            | 6350 |
| STROUD                  | 24JB |
| SUFFOLK COASTAL         | 43QX |
| SUNDERLAND              | 06CM |
| SURREY HEATH            | 44RG |
| SUTHERLAND              | 6127 |
| SUTTON                  | 02BJ |
| SWALE                   | 30LN |
| SWANSEA                 | 55TT |
| TAFF-ELY                | 52TJ |
| TAMESIDE                | 03BT |
| TAMWORTH                | 42QQ |
| TANDRIDGE               | 44RH |
| TAUNTON DEANE           | 41QD |
| TEESDALE                | 21GX |
| TEIGNBRIDGE             | 19GC |
| TENDRING                | 23HT |
| TEST VALLEY             | 25JQ |
| TEWKESBURY              | 24JC |
| THAMESDOWN              | 47SC |
| THANET                  | 30LP |
| THE WREKIN              | 40QA |
| TREE RIVERS             | 27KK |
| THURROCK                | 23HU |
| TONBRIDGE AND MALLING   | 30LQ |
| TORBAY                  | 19GD |
| TORFAEN                 | 50SX |
| TORRIDGE                | 19GE |
| TOWER HAMLETS           | 01AM |

|                        |      |
|------------------------|------|
| TRAFFORD               | 03BU |
| TUMBRIDGE WELLS        | 30LR |
| TWEEDALE               | 5604 |
| TYNEDALE               | 36NU |
| UTTLESFORD             | 23HW |
| VALE OF GLAMORGAN      | 54TP |
| VALE OF WHITE HORSE    | 39PS |
| VALE ROYAL             | 14EQ |
| WAKEFIELD              | 08DB |
| WALSALL                | 07CU |
| WALTHAM FOREST         | 02BK |
| WANDSWORTH             | 01AN |
| WANSBECK               | 36NW |
| WANSDYKE               | 09DG |
| WARRINGTON             | 14ER |
| WARWICK                | 45RQ |
| WATFORD                | 27KL |
| WAVENEY                | 43QY |
| WAVERLEY               | 44RJ |
| WEALDEN                | 22HF |
| WEAR VALLEY            | 21GY |
| WELLINGBOROUGH         | 35NP |
| WELWYN HATFIELD        | 27KM |
| WEST DERBYSHIRE        | 18FU |
| WEST DEVON             | 19GF |
| WEST DORSET            | 20GM |
| WEST LANCASHIRE        | 31MF |
| WEST LINDSEY           | 33MZ |
| WEST LOTHIAN           | 6231 |
| WEST NORFOLK           | 34NG |
| WEST OXFORDSHIRE       | 39PT |
| WEST SOMERSET          | 41QE |
| WEST WILTSHIRE         | 47SD |
| WESTERN ISLES          | 6556 |
| WESTMINSTER            | 01AP |
| WEYMOUTH AND PORTLAND  | 20GN |
| WIGAN                  | 03BW |
| WIGTOWN                | 5811 |
| WIMBOURNE              | 20GP |
| WINCHESTER             | 25JR |
| WINDSOR AND MAIDENHEAD | 11DS |
| WIRRAL                 | 04CB |
| WOKING                 | 44RK |
| WOKINGHAM              | 11DT |
| WOLVERHAMPTON          | 07CW |
| WOODSPRING             | 09DH |
| WORCESTER              | 26JZ |
| WORTHING               | 46RY |
| WREXHAM MAELOR         | 48SK |
| WYCHAVON               | 26KA |
| WYCOMBE                | 12DZ |

|                          |      |
|--------------------------|------|
| WYRE                     | 31MG |
| WYRE FOREST              | 26KB |
| YEOVIL                   | 41QF |
| YNYS MON-ISLE OF ANGLESY | 51TC |
| YORK                     | 37PE |

Don't Know 9998

Refused 9999

NB: For any county not otherwise specified, see Local Authority District Codes (in County order) for code.

## ENGLAND, SCOTLAND AND WALES

## APPENDIX B

### LOCAL AUTHORITY DISTRICT CODES IN COUNTY ORDER

#### INNER LONDON

|                                 |      |
|---------------------------------|------|
| CITY OF LONDON                  | 01AA |
| CAMDEN                          | 01AB |
| HACKNEY                         | 01AC |
| HAMMERSMITH                     | 01AD |
| HARINGEY                        | 01AE |
| ISLINGTON                       | 01AF |
| KENSINGTON AND CHELSEA          | 01AG |
| LAMBETH                         | 01AH |
| LEWISHAM                        | 01AJ |
| NEWHAM                          | 01AK |
| SOUTHWARK                       | 01AL |
| TOWER HAMLETS                   | 01AM |
| WANDSWORTH                      | 01AN |
| WESTMINSTER                     | 01AP |
| LONDON, NOT OTHERWISE SPECIFIED | 01-- |

#### OUTER LONDON

|         |      |
|---------|------|
| BARKING | 02AQ |
| BARNET  | 02AR |
| BEXLEY  | 02AS |
| BRENT   | 02AT |
| BROMLEY | 02AU |
| CROYDON | 02AW |

|                                 |      |
|---------------------------------|------|
| EALING                          | 02AX |
| ENFIELD                         | 02AY |
| GREENWICH                       | 02AZ |
| HARROW                          | 02BA |
| HAVERING                        | 02BB |
| HILLINGDON                      | 02BC |
| HOUNSLOW                        | 02BD |
| KINGSTON UPON THAMES            | 02BE |
| MERTON                          | 02BF |
| REDBRIDGE                       | 02BG |
| RICHMOND UPON THAMES            | 02BH |
| SUTTON                          | 02BJ |
| WALTHAM FORREST                 | 02BK |
| LONDON, NOT OTHERWISE SPECIFIED | 02-- |

**GREATER MANCHESTER**

|                       |      |
|-----------------------|------|
| BOLTON                | 03BL |
| BURY                  | 03BM |
| MANCHESTER            | 03BN |
| OLDHAM                | 03BP |
| ROCHDALE              | 03BQ |
| SALFORD               | 03BR |
| STOCKPORT             | 03BS |
| TAMESIDE              | 03BT |
| TRAFFORD              | 03BU |
| WIGAN                 | 03BW |
| GTR M/CHESTER, N.O.S. | 03-- |

**MERSEYSIDE**

|                                     |      |
|-------------------------------------|------|
| KNOWSLEY                            | 04BX |
| LIVERPOOL                           | 04BY |
| ST HELENS                           | 04BZ |
| SEFTON                              | 04CA |
| WIRRAL                              | 04CB |
| MERSEYSIDE, NOT OTHERWISE SPECIFIED | 04-- |

**NORTH YORKSHIRE**

|                         |      |
|-------------------------|------|
| CRAVEN                  | 37NX |
| HAMBLETON               | 37NY |
| HARROGATE               | 37NZ |
| RICHMONDSHIRE           | 37PA |
| RYEDALE                 | 37PB |
| SCARBOROUGH             | 37PC |
| SELBY                   | 37PD |
| YORK                    | 37PE |
| NORTH YORKSHIRE, N.O.S. | 37-- |

**SOUTH YORKSHIRE**

|                         |      |
|-------------------------|------|
| BARNSELY                | 05CC |
| DONCASTER               | 05CE |
| ROTHERHAM               | 05CF |
| SHEFFIELD               | 05CG |
| SOUTH YORKSHIRE, N.O.S. | 05-- |

**WEST YORKSHIRE**

|                        |      |
|------------------------|------|
| BRADFORD               | 08CX |
| CALDERDALE             | 08CY |
| KIRKLEES               | 08CZ |
| LEEDS                  | 08DA |
| WAKEFIELD              | 08DB |
| WEST YORKSHIRE, N.O.S. | 08-- |

**TYNE AND WEAR**

|                       |      |
|-----------------------|------|
| GATESHEAD             | 06CH |
| NEWCASTLE UPON TYNE   | 06CJ |
| NORTH TYNESIDE        | 06CK |
| SOUTH TYNESIDE        | 06CL |
| SUNDERLAND            | 06CM |
| TYNE AND WEAR, N.O.S. | 06-- |

**WEST MIDLANDS**

|                       |      |
|-----------------------|------|
| BIRMINGHAM            | 07CN |
| COVENTRY              | 07CQ |
| DUDLEY                | 07CR |
| SANDWELL              | 07CS |
| SOLIHULL              | 07CT |
| WALSALL               | 07CU |
| WOLVERHAMPTON         | 07CW |
| WEST MIDLANDS, N.O.S. | 07-- |

**AVON**

|                               |      |
|-------------------------------|------|
| BATH                          | 09DC |
| BRISTOL                       | 09DD |
| KINGSWOOD                     | 09DE |
| NORTHAVON                     | 09DF |
| WANSDYKE                      | 09DG |
| WOODSPRING                    | 09DH |
| AVON, NOT OTHERWISE SPECIFIED | 09-- |

**BEDFORDSHIRE**

|                  |      |
|------------------|------|
| LUTON            | 10DJ |
| MID BEDFORDSHIRE | 10DK |



|                     |      |
|---------------------|------|
| NORTH BEDFORDSHIRE  | 10DL |
| SOUTH BEDFORDSHIRE  | 10DM |
| BEDFORDSHIRE, N.O.S | 10-- |

**BERKSHIRE**

|                                    |      |
|------------------------------------|------|
| BRACKNELL                          | 11DN |
| NEWBURY                            | 11DP |
| READING                            | 11DQ |
| SLOUGH                             | 11DR |
| WINDSOR AND MAIDENHEAD             | 11DS |
| WOKINGHAM                          | 11DT |
| BERKSHIRE, NOT OTHERWISE SPECIFIED | 11-- |

**BUCKINGHAMSHIRE**

|                         |      |
|-------------------------|------|
| AYLESBURY VALE          | 12DU |
| CHILTERN                | 12DW |
| MILTON KEYNEWS          | 12DX |
| SOUTH BUCKS             | 12DY |
| WYCOMBE                 | 12DZ |
| BUCKINGHAMSHIRE, N.O.S. | 12-- |

**CAMBRIDGESHIRE**

|                        |      |
|------------------------|------|
| CAMBRIDGE              | 13EB |
| EAST CAMBRIDGESHIRE    | 13EC |
| FENLAND                | 13EE |
| HUNTINGDON             | 13EF |
| PETERBOROUGH           | 13EG |
| SOUTH CAMBRIDGESHIRE   | 13EH |
| CAMBRIDGESHIRE, N.O.S. | 13-- |

**CHESHIRE**

|                                   |      |
|-----------------------------------|------|
| CHESTER                           | 14EJ |
| CONGLETON                         | 14EK |
| CREWE AND NANTWICH                | 14EL |
| ELLESMERE PORT                    | 14EM |
| HALTON                            | 14EN |
| MACCLESFIELD                      | 14EP |
| VALE ROYAL                        | 14EQ |
| WARRINGTON                        | 14ER |
| CHESHIRE, NOT OTHERWISE SPECIFIED | 14-- |

**CLEVELAND**

|                  |      |
|------------------|------|
| HARTLEPOOL       | 15ES |
| LANGBAURGH       | 15ET |
| MIDDLESBROUGH    | 15EU |
| STOCKTON-ON-TEES | 15EW |

CLEVELAND, NOT OTHERWISE SPECIFIED 15--

**CORNWALL**

|                                   |      |
|-----------------------------------|------|
| CARADON                           | 16EX |
| CARRICK                           | 16EY |
| KERRIER                           | 16EZ |
| NORTH CORNWALL                    | 16FA |
| PENWITH                           | 16FB |
| RESTORMEL                         | 16FC |
| SCILLY ISLES                      | 16FD |
| CORNWALL, NOT OTHERWISE SPECIFIED | 16-- |

**CUMBRIA**

|                                  |      |
|----------------------------------|------|
| ALLERDALE                        | 17FE |
| BARROW-IN-FURNESS                | 17FF |
| CARLISLE                         | 17FG |
| COPELAND                         | 17FH |
| EDEN                             | 17FJ |
| SOUTH LAKELAND                   | 17FK |
| CUMBRIA, NOT OTHERWISE SPECIFIED | 17-- |

**DERBYSHIRE**

|                                     |      |
|-------------------------------------|------|
| AMBER VALLEY                        | 18FL |
| BOLSOVER                            | 18FM |
| CHESTERFIELD                        | 18FN |
| DERBY                               | 18FP |
| EREWASH                             | 18FQ |
| HIGHPEAK                            | 18FR |
| NORTH EAST DERBYSHIRE               | 18FS |
| SOUTH DERBYSHIRE                    | 18FT |
| WEST DERBYSHIRE                     | 18FU |
| DERBYSHIRE, NOT OTHERWISE SPECIFIED | 18-- |

**DEVON**

|                                |      |
|--------------------------------|------|
| EAST DEVON                     | 19FW |
| EXETER                         | 19FX |
| MID DEVON                      | 19FY |
| NORTH DEVON                    | 19FZ |
| PLYMOUTH                       | 19GA |
| SOUTH HAMS                     | 19GB |
| TEIGNBRIDGE                    | 19GC |
| TORBAY                         | 19GD |
| TORRIDGE                       | 19GE |
| WEST DEVON                     | 19GF |
| DEVON, NOT OTHERWISE SPECIFIED | 19-- |

**DORSET**

|                                 |      |
|---------------------------------|------|
| BOURNEMOUTH                     | 20GG |
| CHRISTCHURCH                    | 20GH |
| NORTH DORSET                    | 20GJ |
| POOLE                           | 20GK |
| PURBECK                         | 20GL |
| WEST DORSET                     | 20GM |
| WEYMOUTH AND PORTLAND           | 20GN |
| WIMBURN                         | 20GP |
| DORSET, NOT OTHERWISE SPECIFIED | 20-- |

**DURHAM**

|                                 |      |
|---------------------------------|------|
| CHESTER-LE-STREET               | 21GQ |
| DARLINGTON                      | 21GR |
| DERWENTSIDE                     | 21GS |
| DURHAM                          | 21GT |
| EASINGTON                       | 21GU |
| SEDFIELD                        | 21GW |
| TEESDALE                        | 21GX |
| WEAR VALLEY                     | 21GY |
| DURHAM, NOT OTHERWISE SPECIFIED | 21-- |

**EAST SUSSEX**

|                                      |      |
|--------------------------------------|------|
| BRIGHTON                             | 22GZ |
| EASTBOURNE                           | 22HA |
| HASTINGS                             | 22HB |
| HOVE                                 | 22HC |
| LEWES                                | 22HD |
| ROTHER                               | 22HE |
| WEALDEN                              | 22HF |
| EAST SUSSEX, NOT OTHERWISE SPECIFIED | 22-- |

**ESSEX**

|                 |      |
|-----------------|------|
| BASILDON        | 23HG |
| BRAINTREE       | 23HH |
| BRENTWOOD       | 23HJ |
| CASTLE POINT    | 23HK |
| CHELMSFORD      | 23HL |
| COLCHESTER      | 23HM |
| EPPING FOREST   | 23HN |
| HARLOW          | 23HP |
| MALDON          | 23HQ |
| ROCHFORD        | 23HR |
| SOUTHEND-ON-SEA | 23HS |
| TENDRING        | 23HT |
| THURROCK        | 23HU |
| UTTLESFORD      | 23HW |

ESSEX, NOT OTHERWISE SPECIFIED 23--

**GLOUCESTERSHIRE**

|                                  |      |
|----------------------------------|------|
| CHELTENHAM                       | 24HX |
| COTSWOLD                         | 24HY |
| FOREST OF DEAN                   | 24HZ |
| GLOUCESTER                       | 24JA |
| STROUD                           | 24JB |
| TEWKESBURY                       | 24JC |
| G/SHIRE, NOT OTHERWISE SPECIFIED | 24-- |

**HAMPSHIRE**

|                                    |      |
|------------------------------------|------|
| BASINGSTOKE                        | 25JD |
| EAST HAMPSHIRE                     | 25JE |
| EASTLEIGH                          | 25JF |
| FAREHAM                            | 25JG |
| GOSPORT                            | 25JH |
| HART                               | 25JJ |
| HAVANT                             | 25JK |
| NEW FOREST                         | 25JL |
| PORTSMOUTH                         | 25JM |
| RUSHMOOR                           | 25JN |
| SOUTHAMPTON                        | 25JP |
| TEST VALLEY                        | 25JQ |
| WINCHESTER                         | 25JR |
| HAMPSHIRE, NOT OTHERWISE SPECIFIED | 25-- |

**HEREFORD AND WORCESTER**

|                                |      |
|--------------------------------|------|
| BROMSGROVE                     | 26JS |
| HEREFORD                       | 26JT |
| LEOMINSTER                     | 26JU |
| MALVERN HILLS                  | 26JW |
| REDDITCH                       | 26JX |
| SOUTH HEREFORDSHIRE            | 26JY |
| WORCESTER                      | 26JZ |
| WYCHAVON                       | 26KA |
| WYRE FOREST                    | 26KB |
| HEREFORD AND WORCESTER, N.O.S. | 26-- |

**HERTFORDSHIRE**

|                     |      |
|---------------------|------|
| BROXBOURNE          | 27KC |
| DACORUM             | 27KD |
| EAST HERTFORDSHIRE  | 27KE |
| HERTSMERE           | 27KF |
| NORTH HERTFORDSHIRE | 27KG |
| ST ALBANS           | 27KH |
| STEVENAGE           | 27KJ |

|                       |      |
|-----------------------|------|
| THREE RIVERS          | 27KK |
| WATFORD               | 27KL |
| WELWYN HATFELD        | 27KM |
| HERTFORDSHIRE, N.O.S. | 27-- |

**HUMBERSIDE**

|                                     |      |
|-------------------------------------|------|
| BEVERLEY                            | 28KN |
| BOOTHFERRY                          | 28KP |
| CLEETHORPES                         | 28KQ |
| EAST YORKSHIRE                      | 28KR |
| GLANFORD                            | 28KS |
| GRIMSBY                             | 28KT |
| HOLDERNESS                          | 28KU |
| KINGSTON UPON HULL                  | 28KW |
| SCUNTHORPE                          | 28KX |
| HUMBERSIDE, NOT OTHERWISE SPECIFIED | 28-- |

**ISLE OF WIGHT**

|                       |      |
|-----------------------|------|
| MEDINA                | 29KY |
| SOUTH WIGHT           | 29KZ |
| ISLE OF WIGHT, N.O.S. | 29-- |

**KENT**

|                               |      |
|-------------------------------|------|
| ASHFORD                       | 30LC |
| CANTERBURY                    | 30LD |
| DARTFORD                      | 30LE |
| DOVER                         | 30LF |
| GILLINGHAM                    | 30LG |
| GRAVESHAM                     | 30LH |
| MAIDSTONE                     | 30LJ |
| MEDWAY                        | 30LK |
| SEVENOAKS                     | 30LL |
| SHEPWAY                       | 30LM |
| SWALE                         | 30LN |
| THANET                        | 30LP |
| TONBRIDGE AND MALLING         | 30LQ |
| TUNBRIDGE WELLS               | 30LR |
| KENT, NOT OTHERWISE SPECIFIED | 30-- |

**LANCASHIRE**

|           |      |
|-----------|------|
| BLACKBURN | 31LS |
| BLACKPOOL | 31LT |
| BURNLEY   | 31LU |
| CHORLEY   | 31LW |
| FYLDE     | 31LX |
| HYNDBURN  | 31LY |
| LANCASTER | 31LZ |

|                                     |      |
|-------------------------------------|------|
| PENDLE                              | 31MA |
| PRESTON                             | 31MB |
| RIBBLE VALLEY                       | 31MC |
| ROSSENDALE                          | 31MD |
| SOUTH RIBBLE                        | 31ME |
| WEST LANCASHIRE                     | 31MF |
| WYRE                                | 31MG |
| LANCASHIRE, NOT OTHERWISE SPECIFIED | 31-- |

**LEICESTERSHIRE**

|                           |      |
|---------------------------|------|
| BLABY                     | 32MH |
| CHARNWOOD                 | 32MJ |
| HARBOROUGH                | 32MK |
| HINCKLEY AND BOSWORTH     | 32ML |
| LEICESTER                 | 32MM |
| MELTON                    | 32MN |
| NORTH WEST LEICESTERSHIRE | 32MP |
| OADBY AND WIGSTON         | 32MQ |
| RUTLAND                   | 32MR |
| LEICESTERSHIRE, N.O.S.    | 32-- |

**LINCOLNSHIRE**

|                      |      |
|----------------------|------|
| BOSTON               | 33MS |
| EAST LINDSEY         | 33MT |
| LINCOLN              | 33MU |
| NORTH KESTEVEN       | 33MW |
| SOUTH HOLLAND        | 33MX |
| SOUTH KESTEVEN       | 33MY |
| WEST LINDSEY         | 33MZ |
| LINCOLNSHIRE, N.O.S. | 33-- |

**NORFOLK**

|                                  |      |
|----------------------------------|------|
| BRECKLAND                        | 34NA |
| BROADLAND                        | 34NB |
| GREAT YARMOUTH                   | 34NC |
| NORTH NORFOLK                    | 34ND |
| NORWICH                          | 34NE |
| SOUTH NORFOLK                    | 34NF |
| WEST NORFOLK                     | 34NG |
| NORFOLK, NOT OTHERWISE SPECIFIED | 34-- |

**NORTHAMPTONSHIRE**

|                       |      |
|-----------------------|------|
| CORBY                 | 35NH |
| DAVENTRY              | 35NJ |
| EAST NORTHAMPTONSHIRE | 35NK |
| KETTERING             | 35NL |
| NORTHAMPTON           | 35NM |

|                                  |      |
|----------------------------------|------|
| SOUTH NORTHAMPTONSHIRE           | 35NN |
| WELLINGBOROUGH                   | 35NP |
| N/SHIRE, NOT OTHERWISE SPECIFIED | 35-- |

**NORTHUMBERLAND**

|                        |      |
|------------------------|------|
| ALNWICK                | 36NQ |
| BERWICK-UPON-TWEED     | 36NR |
| BLYTH VALLEY           | 36NS |
| CASTLE MORPETH         | 36NT |
| TYNEDALE               | 36NU |
| WANSBECK               | 36NW |
| NORTHUMBERLAND, N.O.S. | 36-- |

**NOTTINGHAMSHIRE**

|                         |      |
|-------------------------|------|
| ASHFIELD                | 38PF |
| BASSETLAW               | 38PG |
| BROXTOWE                | 38PH |
| GEDLING                 | 38PJ |
| MANSFIELD               | 38PK |
| NEWARK                  | 38PL |
| NOTTINGHAM              | 38PM |
| RUSHCLIFFE              | 38PN |
| NOTTINGHAMSHIRE, N.O.S. | 38-- |

**OXFORDSHIRE**

|                     |      |
|---------------------|------|
| CHERWELL            | 39PP |
| OXFORD              | 39PQ |
| SOUTH OXFORDSHIRE   | 39PR |
| VALE OF WHITE HORSE | 39PS |
| WEST OXFORDSHIRE    | 39PT |
| OXFORDSHIRE, N.O.S. | 39-- |

**SHROPSHIRE**

|                                     |      |
|-------------------------------------|------|
| BRIDGENORTH                         | 40PU |
| NORTH SHROPSHIRE                    | 40PW |
| OSWESTRY                            | 40PX |
| SHREWSBURY AND ATCHAM               | 40PY |
| SOUTH SHROPSHIRE                    | 40PZ |
| THE WREKIN                          | 40QA |
| SHROPSHIRE, NOT OTHERWISE SPECIFIED | 40-- |

**SOMERSET**

|               |      |
|---------------|------|
| MENDIP        | 41QB |
| SEDGEMOOR     | 41QC |
| TAUNTON DEANE | 41QD |
| WEST SOMERSET | 41QE |

|                                   |      |
|-----------------------------------|------|
| YEOVIL                            | 41QF |
| SOMERSET, NOT OTHERWISE SPECIFIED | 41-- |

**STAFFORDSHIRE**

|                         |      |
|-------------------------|------|
| CANNOCK CHASE           | 42QG |
| EAST STAFFORDSHIRE      | 42QH |
| LICHFIELD               | 42QJ |
| NEWCASTLE-UNDER-LYNE    | 42QK |
| SOUTH STAFFORDSHIRE     | 42QL |
| STAFFORD                | 42QM |
| STAFFORDSHIRE MOORLANDS | 42QN |
| STOKE-ON-TRENT          | 42QP |
| TAMWORTH                | 42QQ |
| STAFFORDSHIRE, N.O.S.   | 42-- |

**SUFFOLK**

|                                  |      |
|----------------------------------|------|
| BABERGH                          | 43QR |
| FOREST HEATH                     | 43QS |
| IPSWICH                          | 43QT |
| MID SUFFOLK                      | 43QU |
| ST EDMUNDSBURY                   | 43QW |
| SUFFOLK COASTAL                  | 43QX |
| WAVENEY                          | 43QY |
| SUFFOLK, NOT OTHERWISE SPECIFIED | 43-- |

**SURREY**

|                                 |      |
|---------------------------------|------|
| ELMBRIDGE                       | 44QZ |
| EPSOM AND EWELL                 | 44RA |
| GUILDFORD                       | 44RB |
| MOLE VALLEY                     | 44RC |
| REIGATE AND BANSTEAD            | 44RD |
| RUNNYMEDE                       | 44RE |
| SPELTHORNE                      | 44RF |
| SURREY HEATH                    | 44RG |
| TANDRIDGE                       | 44RH |
| WAVERLEY                        | 44RJ |
| WOKING                          | 44RK |
| SURREY, NOT OTHERWISE SPECIFIED | 44-- |

**WARWICKSHIRE**

|                      |      |
|----------------------|------|
| NORTH WARWICKSHIRE   | 45RL |
| NUNEATON             | 45RM |
| RUGBY                | 45RN |
| STRATFORD-ON-AVON    | 45RP |
| WARWICK              | 45RQ |
| WARWICKSHIRE, N.O.S. | 45-- |



**WEST SUSSEX**

|                                      |      |
|--------------------------------------|------|
| SUSSEX, NOT OTHERWISE SPECIFIED      | 22-- |
| ADUR                                 | 46RR |
| ARUM                                 | 46RS |
| CHICHESTER                           | 46RT |
| CRAWLEY                              | 46RU |
| HORSHAM                              | 46RW |
| MID SUSSEX                           | 46RX |
| WORTHING                             | 46RY |
| WEST SUSSEX, NOT OTHERWISE SPECIFIED | 46-- |

**WILTSHIRE**

|                                    |      |
|------------------------------------|------|
| KENNET                             | 47RZ |
| NORTH WILTSHIRE                    | 47SA |
| SALISBURY                          | 47SB |
| THAMESDOWN                         | 47SC |
| WEST WILTSHIRE                     | 47SD |
| WILTSHIRE, NOT OTHERWISE SPECIFIED | 47-- |

**CLYWD**

|                                |      |
|--------------------------------|------|
| ALYN AND DEESIDE               | 48SE |
| COLWYN                         | 48SF |
| DELYN                          | 48SG |
| GLYNDWR                        | 48SH |
| RHUDDLAN                       | 48SJ |
| WREXHAM MAELOR                 | 48SK |
| CLYWD, NOT OTHERWISE SPECIFIED | 48-- |

**DYFED**

|                                |      |
|--------------------------------|------|
| CARMARTHEN                     | 49SL |
| CEREDIGION                     | 49SM |
| DINEFWR                        | 49SN |
| LLANELLI                       | 49SP |
| PRESELI                        | 49SQ |
| SOUTH PEMBROKESHIRE            | 49SR |
| DYFED, NOT OTHERWISE SPECIFIED | 49-- |

**GWENT**

|                                |      |
|--------------------------------|------|
| BLAENAU GWENT                  | 50SS |
| ISLWYN                         | 50ST |
| MONMOUTH                       | 50SU |
| NEWPORT                        | 50SW |
| TORFAEN                        | 50SX |
| GWENT, NOT OTHERWISE SPECIFIED | 50-- |

**GWYNEDD**

|                                  |      |
|----------------------------------|------|
| ABERCONWY                        | 51SY |
| ARFON                            | 51SZ |
| DWYFOR                           | 51TA |
| MEIRIONNYDD                      | 51TB |
| YNYS MON-ISLE OF ANGLESEY        | 51TC |
| GWYNEDD, NOT OTHERWISE SPECIFIED | 51-- |

**MID GLAMORGAN**

|                       |      |
|-----------------------|------|
| CYNON VALLEY          | 52TD |
| MERTHYR TYDFIL        | 52TE |
| OGWR                  | 52TF |
| RHONDDA               | 52TG |
| RHYMNEY VALLEY        | 52TH |
| TAFF-ELY              | 52TJ |
| MID GLAMORGAN, N.O.S. | 52-- |

**POWYS**

|                                |      |
|--------------------------------|------|
| BRECKNOCK                      | 53TK |
| MONTGOMERY                     | 53TL |
| RADNOR                         | 53TM |
| POWYS, NOT OTHERWISE SPECIFIED | 53-- |

**SOUTH GLAMORGAN**

|                         |      |
|-------------------------|------|
| CARDIFF                 | 54TN |
| VALE OF GLAMORGAN       | 54TP |
| SOUTH GLAMORGAN, N.O.S. | 54-- |

**WEST GLAMORGAN**

|                                    |      |
|------------------------------------|------|
| AFAN                               | 55TQ |
| LLIW VALLEY                        | 55TR |
| NEATH                              | 55TS |
| SWANSEA                            | 55TT |
| GLAMORGAN, NOT OTHERWISE SPECIFIED | 52-- |

**BORDERS**

|                                  |      |
|----------------------------------|------|
| BERWICKSHIRE                     | 5601 |
| ETTRICK AND LAUDERDALE           | 5602 |
| ROXBURGH                         | 5603 |
| TWEEDALE                         | 5604 |
| BORDERS, NOT OTHERWISE SPECIFIED | 56-- |

**CENTRAL**

|                                  |      |
|----------------------------------|------|
| CLACKMANNAN                      | 5705 |
| FALKIRK                          | 5706 |
| STIRLING                         | 5707 |
| CENTRAL, NOT OTHERWISE SPECIFIED | 57-- |

**DUMFRIES AND GALLOWAY**

|                               |      |
|-------------------------------|------|
| ANNANDALE AND ESKDALE         | 5808 |
| NITHSDALE                     | 5809 |
| STEWARTRY                     | 5810 |
| WIGTOWN                       | 5811 |
| DUMFRIES AND GALLOWAY, N.O.S. | 58-- |

**FIFE**

|                               |      |
|-------------------------------|------|
| DUNFERMLINE                   | 5912 |
| KIRKCALDY                     | 5913 |
| NORTH EAST FIFE               | 5914 |
| FIFE, NOT OTHERWISE SPECIFIED | 59-- |

**GRAMPIAN**

|                                   |      |
|-----------------------------------|------|
| CITY OF ABERDEEN                  | 6015 |
| BANFF AND BUCHAN                  | 6016 |
| GORDON                            | 6017 |
| KINCARDINE AND DEESIDE            | 6018 |
| MORAY                             | 6019 |
| GRAMPIAN, NOT OTHERWISE SPECIFIED | 60-- |

**HIGHLAND**

|                                   |      |
|-----------------------------------|------|
| BADENOCH AND STRATHSPEY           | 6120 |
| CAITHNESS                         | 6121 |
| INVERNESS                         | 6122 |
| LOCHABER                          | 6123 |
| NAIRN                             | 6124 |
| ROSS AND CROMARTY                 | 6125 |
| SKYE AND LOCHALSH                 | 6126 |
| SUTHERLAND                        | 6127 |
| HIGHLAND, NOT OTHERWISE SPECIFIED | 61-- |

**LOTHIAN**

|                                  |      |
|----------------------------------|------|
| EAST LOTHIAN                     | 6228 |
| CITY OF EDINBURGH                | 6229 |
| MIDLOTHIAN                       | 6230 |
| WEST LOTHIAN                     | 6231 |
| LOTHIAN, NOT OTHERWISE SPECIFIED | 62-- |

**STRATHCLYDE**

|                         |      |
|-------------------------|------|
| ARGYLL AND BUTE         | 6332 |
| BEARSDEN AND MILNGAVIE  | 6333 |
| CLYDEBANK               | 6334 |
| CUMBERNAULD AND KILSYTH | 6335 |
| CUMMOCK AND DOON VALLEY | 6336 |
| CUNNINGHAME             | 6337 |
| DUNBARTON               | 6338 |
| EAST KILBRIDE           | 6339 |
| EASTWOOD                | 6340 |
| CITY OF GLASGOW         | 6341 |
| HAMILTON                | 6342 |
| INVERCLYDE              | 6343 |
| KILMARNOCK AND LOUDOUN  | 6344 |
| KYLE AND CARRICK        | 6345 |
| LANARK                  | 6346 |
| MONKLANDS               | 6347 |
| MOTHERWELL              | 6348 |
| RENFREW                 | 6349 |
| STRATHKELVIN            | 6350 |
| STRATHCLYDE, N.O.S.     | 63-- |

**TAYSIDE**

|                                  |      |
|----------------------------------|------|
| ANGUS                            | 6451 |
| CITY OF DUNDEE                   | 6452 |
| PERTH AND KINROSS                | 6453 |
| TAYSIDE, NOT OTHERWISE SPECIFIED | 64-- |

**ISLANDS**

|                                  |      |
|----------------------------------|------|
| ORKNEY                           | 6554 |
| SHETLAND                         | 6555 |
| WESTERN ISLES                    | 6556 |
| ISLANDS, NOT OTHERWISE SPECIFIED | 65—  |