

## Vacant Follow Up Survey (VFUS)

### Task 2 – Guidance Notes on the completion of the VFUS 1 form

#### *Note 1*

Complete question C1 by entering one code (from 1 to 7). You should identify the accommodation type by visually inspecting the property and using a code from one of the following categories:

- 1 A whole house or bungalow that is *detached*
- 2 A whole house or bungalow that is *semi-detached*
- 3 A whole house or bungalow that is *terraced (including end-terrace)*
- 4 A flat, maisonette, or apartment that is *in a purpose-built block of flats or tenement*
- 5 A flat, maisonette, or apartment that is *part of a converted or shared house (includes bedsits)*
- 6 A flat, maisonette, or apartment that is *in a commercial building (for example, in an office building, or hotel, or over a shop)*
- 7 Mobile or temporary structure – a caravan or other mobile or temporary structure

#### *Note 2*

Complete question C2 by ticking one box. For a household's accommodation to be self-contained, 'this means that *all* the rooms, including the kitchen, bathroom and toilet are behind a door that only the household can use'.

#### *Note 3*

The aim is to establish whether an individual is available for interview during the survey period (i.e. before the revised date of 7 July 2001) and if so, if that person is willing to give an interview. In order to do this

- you should first try to establish whether the **occupier** (if the property has become occupied since the Census) is available for interview during the survey period (i.e. before the revised date of 7 July 2001) and if so, to establish whether the occupier will give an interview
- If the occupier is not available for interview, you should try to establish whether the **owner** (if the owner can be identified) is available for interview during the survey period (i.e. before the revised date of 7 July 2001) and if so, to establish whether the owner will give an interview
- If the owner is not available for interview, you should try to establish whether another **responsible person e.g. a neighbour** will give an interview

#### *Note 4*

If an individual is available for interview, then question D1 should be answered as at the time of the census only. Depending on the answer given, you should then go to either question D2 or to question D4, or this may be the end of the survey for this particular property.

Note that questions D1 to D4 should be answered as at the time of the census only.

***Note 5***

The aim is to obtain answers to questions D5 to D7, based on the situation at the time of the census. However if the situation on census night is not known, then questions D5 to D7 should be answered based on the situation now.