



Notice is given under section 1 of the Statistics of Trade Act 1947



Monthly Business Survey - Construction and Allied Trades

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

00001 42990
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 10 November 2015

Dear Sir or Madam,

Please find the October 2015 questionnaire for the Monthly Business Survey (MBS) attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The results from the survey contribute to the calculation of the Gross Domestic Product (GDP) of the UK. GDP is the primary measure of the overall state of a country's economy; it is extensively reported in the media to track the UK's economic performance. The MBS figures are published monthly in the Output in the Construction Industry Statistical Bulletin which can be found on the ONS website www.ons.gov.uk.

We guarantee that while your employment is less than 10, you will receive no more than 15 monthly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 10 November 2015, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to:
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 0300 1234 910

For any other queries, please contact the **Survey Team** 0300 1234 910
or go to www.ons.gov.uk/surveys

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

Survey code: 228 **Reference number:** 4990 0000 000 **Period:** 201510

- Telephone calls may be recorded for training and quality purposes

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COE MIX



Monthly Business Survey - Construction and Allied Trades

Purpose of this survey

This survey is to obtain information about the construction industry and allied trades (e.g. plumbers and electricians), and to provide a comprehensive review of economic activity. The information you provide is essential as the construction industry and allied trades forms a large part of the country's industrial production and capital investment.

Coverage

This questionnaire asks for information on activity in England, Scotland and Wales but excludes Northern Ireland, Channel Islands, Isle of Man and Overseas.

Information required

This questionnaire is divided into sections. Please ensure that you complete **all** relevant sections. If you are unsure which sections apply to your business, please contact the survey team on the telephone number shown on the front of this questionnaire.

Section A asks for information on housing work.

Section B asks for information on infrastructure.

Section C asks for information on non-housing work, excluding infrastructure.

Section D asks for information on the total value of work.

Section E provides you with a comments box and asks for contact details.

How to complete the questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are **PRINTED** and centred within each box
- leave the response box blank if the question is not applicable
- do not use commas
- do not cross sevens or zeros
- round your answer to the nearest £ thousand. Please do not write over the pre-printed zeros:

For example, £70,805 = £ , ,

Reporting Period

For actual work carried out on housing, infrastructure and non-housing.

1. Are you able to report for the calendar month of October 2015?

Yes —> Go to question 3

No —> Go to question 2 901

2. Please give the start and end dates you are reporting for in October 2015

Day	Month	Year	Day	Month	Year
From: <input style="border: 1px solid red; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value=""/>	<input style="border: 1px solid red; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value=""/>	<input style="border: 1px solid red; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value=""/>	To: <input style="border: 1px solid red; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value=""/>	<input style="border: 1px solid red; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value=""/>	<input style="border: 1px solid red; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value=""/>
		11			12



Section A - Housing Work

3. During the monthly period did you carry out any work on housing?

Include high-rise residential buildings, flats, maisonettes, new houses and other types of residential housing.

Yes —▶ Go to Question 4

No —▶ Go to Question 9 ⁹⁰²

MRK

4. Questions 5, 6, 7 and 8 ask for monthly information on the value of new work and repair and maintenance on housing work for public and private sector clients.

Value of work refers to estimates of chargeable work carried out during the month i.e. work started, in progress or completed.

Include:

- work on buildings which you hope to sell later for profit (speculative work)
- work done by your business on its own business premises
- fixtures, equipment and tools your business made and used in construction
- materials your business used, overheads and profits
- labour costs on your payroll.

Exclude:

- payments made to subcontractors
- consultants or architects
- fixtures, equipment and tools your business made for sale
- materials your business sold
- value of land
- VAT.

Public Sector Clients

Include housing associations, public authorities, government departments and nationalised industries.

5. What was the total value of new work carried out for the public sector, excluding repair and maintenance, housing improvements and major alterations?

Include new construction work, demolition and site preparation £ , , ²⁰¹

NFR

6. What was the total value of repair and maintenance, improvements and major alterations carried out on existing housing for the public sector?

Include extensions and any work aimed at repairing something which is broken or maintaining it to an existing standard £ , , ²⁰²

NFR

Private Sector Clients

Include private organisations and individuals.

7. What was the total value of new work carried out for the private sector excluding repair and maintenance, housing improvements and major alterations?

Include new construction work, demolition and site preparation £ , , ²¹¹

NFR

8. What was the total value of repair and maintenance, improvements and major alterations carried out on existing housing for the private sector?

Include extensions and any work aimed at repairing something which is broken or maintaining it to an existing standard £ , , ²¹²

NFR



Section B - Infrastructure

9. During the monthly period did you carry out any work on infrastructure?

Include air transport, electricity (e.g. power stations), gas (e.g. gas works), harbours, roads, railways, drainage, sewerage, water (e.g. reservoirs) and communication.

Exclude any of the above that are part of work carried out on housing, industrial and commercial estates.

Yes —▶ Go to Question 10

No —▶ Go to Question 13 ⁹⁰³

MRK

10. Questions 11 and 12 ask for monthly information on the value of new work and repair and maintenance on infrastructure.

Value of work refers to estimates of chargeable work carried out during the month i.e. work started, in progress or completed.

Include:

- work done by your business on its own business premises
- fixtures, equipment and tools your business made and used in construction
- materials your business used, overheads and profits
- labour costs on your payroll.

Exclude:

- payments made to subcontractors
- consultants or architects
- fixtures, equipment and tools your business made for sale
- materials your business sold
- value of land
- VAT.

11. What was the total value of new work, carried out on infrastructure?

Include new construction work, demolition, site preparation and major alterations e.g. improvements and extensions

£ , , ²²¹

NFR

12. What was the total value of repair and maintenance carried out on infrastructure?

Include any work aimed at repairing a fault, something which is broken or maintaining it to an existing standard

£ , , ²²²

NFR



Section C - Non-Housing, excluding infrastructure

13. During the monthly period did you carry out any non-housing work, excluding infrastructure?

Non-housing refers to building which are not housing.

Yes → Go to Question 14

No → Go to Question 20 ⁹⁰⁴

14. Questions 15, 16, 17, 18 and 19 ask for monthly information on the value of new work and repair and maintenance on non-housing work for public and private sector clients.

Value of work refers to estimates of chargeable work carried out during the month i.e. work started, in progress or completed.

Include:

- work on buildings which you hope to sell later for profit (speculative work)
- work done by your business on its own business premises
- fixtures, equipment and tools your business made and used in construction
- materials your business used, overheads and profits
- labour costs on your payroll.

Exclude:

- payments made to subcontractors
- consultants or architects
- fixtures, equipment and tools your business made for sale
- materials your business sold
- value of land
- VAT.

Public sector clients

Include public authorities, government departments and nationalised industries.

15. What was the total value of new work carried out on non-housing for the public sector?

Include new construction work, demolition, site preparation and major alterations e.g. improvements and extensions on offices, factories, warehouses, educational institutions, health, entertainment and sports facilities

£ , , ²³¹

16. What was the total value of repair and maintenance, carried out on non-housing work for the public sector?

Include any work aimed at repairing something which is broken or maintaining it to an existing standard on offices, factories, warehouses, educational institutions, health, entertainment and sports facilities

£ , , ²³²

Private sector clients

Include private organisations and individuals.

17. What was the total value of new work carried out for the private commercial sector, on non-housing work?

Include new construction work, demolition, site preparation and major alterations e.g. improvements and extensions on offices, agriculture, health, entertainment and sports facilities, car parks, educational institutions, garages and shops

£ , , ²⁴¹

This section continues overleaf



MRK

NFR

NFR

NFR

18. What was the total value of new work carried out for the private industrial sector, on non-housing work?

Include new construction work, demolition, site preparation and major alterations e.g. improvements and extensions on factories, warehouses, and any construction work in the coal, oil and steel industry

£ , , 242

NFR

19. What was the value of repair and maintenance carried out for the private industrial and/or the private commercial sector, on non-housing work?

Include any work aimed at repairing something which is broken or maintaining it to an existing standard of offices, factories, warehouses, garages, shops, educational institutions, health, entertainment, sports facilities and car parks

£ , , 243

NFR

Section D - Total value of work

20. During the monthly period, what was the total value of all work carried out on housing, infrastructure and non-housing?

Should be the sum of figures completed in sections A, B and C

£ , , 290

NFR

Section E - Additional Comments and Contact Details

21. Please write any additional comments in the box below.

For example, if your business has not done any work this month, is temporarily inactive or has ceased trading. Use a separate sheet, if necessary.

146

FST

22. Contact name

Email

Position in business

Telephone number

Ext

Please ensure that you have completed all relevant sections

Thank you for completing this survey

