

In correspondence, please quote this number ▼

Australian Business Number

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Please correct
any errors

Purpose of Collection

Results of the Accommodation Survey are used by organisations in the public and private sectors to analyse trends in the availability and use of accommodation facilities.

Collection Authority

The information asked for is collected under the authority of the *Census and Statistics Act 1905*. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.

Confidentiality

Your completed form remains confidential to the Australian Bureau of Statistics.

Due Date

Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by

Help Available

If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact the Australian Bureau of Statistics by:

Telephone

1800 304 488
Freecall (excluding
mobile phones)

Facsimile

1300 303 813

Mail

Reply Paid 76746
Sydney NSW 2000

Brian Pink
Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Telephone Number					
Signature		Facsimile Number					
		Date		/	/		
Name of legal owner of this establishment							



Please read this first

- **Important:** This form will be read using electronic equipment.
- Use **black** pen when completing this form.
- Keep each number or tick within the data entry boxes provided, for example

or

- Leave answer boxes blank where you have no response or data to enter.
- Do not use 'nil', 'n/a' or draw a line in the data entry boxes.
- If a mistake is made, cross out the incorrect answer and either write the answer in the remaining boxes, for example

\$

or if not enough space is left, write next to the relevant item, for example

3527 \$

- You will need to report an estimate of time taken when you have completed this form.
- The worksheet sent to you at the beginning of the quarter will help you to complete the questions in this form.
- If exact figures are not available, please provide careful estimates.
- Please report all monetary values in **whole Australian dollars (A\$)**.
- The items listed under **Including** and **Excluding** are examples and should not be taken as a complete list of items to be included or excluded.

1 Number of persons working for this establishment during the last pay period ending in June 2008

Definitions

- Full-time - those working 35 hours or more a week.
- Part-time - those usually working a standard week of less than 35 hours and are entitled to paid holiday or sick leave.
- Casual - those generally required on an as-needs basis, and who are not usually entitled to paid holiday or sick leave.

Including

- Persons paid a retainer, wage or salary
- Working proprietors and partners
- Permanent, temporary and casual employees

Excluding

- Persons paid by commission only
- Non-salaried directors
- Self employed persons such as consultants and contractors
- Volunteers

	Number
Full-time	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Part-time	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Casual	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Total	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

2 Were there any significant changes to the establishment named on the front of this form?

Including

- Change of ownership
- Change of name
- Change of postal address

No

Yes Please specify the change(s)

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3 Were there any significant factors that affected occupancy rates this quarter?

Including

- Seasonal or weather variations
- Special events e.g. conferences
- Capacity variations e.g. refurbishment, extensions

No

Yes Please specify the factor(s)

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4 Capacity on 30 June 2008

Note

- Only report details for rooms/units/apartments/suites which provide short-term non-residential accommodation (i.e. not on a lease basis).

Including

- Fold away beds and sofas permanently made up as beds

Excluding

- Cots
- Temporary beds

Rooms/units/apartments/suites ...

Single/bunk beds ...

Double/queen/king size beds ...

5 Number of room/unit nights

Definition

- Room/unit nights are the total number of room/unit/apartment/suites occupied each night over the month. Add nightly figures to obtain monthly totals.

Note

- The number of room/unit nights must not exceed the number of guest nights reported in Question 6.

Excluding

- Rooms/units booked, but **not** occupied

April ...

May ...

June ...

6 Number of guest nights

Definition

- Guest nights are the total number of guests staying each night over the month. Add nightly figures to obtain monthly totals.

Including

- Children occupying beds
- All paying guests

Excluding

- Babies in cots
- Non-paying guests/staff

April ...

May ...

June ...

7 Number of guest arrivals

Definition

- Guest arrivals are the total number of new people counted only on the day they arrive. Add nightly figures to obtain monthly totals.

Note

- The number of guest arrivals must not exceed the number of guest nights reported in Question 6

Including

- Children occupying beds
- All paying guests

Excluding

- Babies in cots
- Non-paying guests/staff

April ...

May ...

June ...

8 Accommodation takings including GST

Note

- Where accommodation, meals or other revenue are a combined total, only supply the proportion allocated to accommodation including its GST component.

Including

- Gross takings (including GST) derived from the provision of accommodation only

Excluding

- Takings from shops, kiosks, restaurants, bars, laundries, etc.

April ... \$

May ... \$

June ... \$

9 Were you able to provide the above figures inclusive of GST?

Yes

No

10 Is the information provided (Questions 5-8) representative of exact calendar months?

Note

- This form is designed for exact calendar months.
- If this establishment does not report by exact calendar months, please indicate the number of days reported.

Yes Go to Question **11**

No Please specify days actually reported

April

May

June

11 Please provide comments

(Please use BLOCK letters)

- on any reporting problems or information unrelated to specific data you have supplied on this form or worksheet
- on any data you have supplied on this form or worksheet (e.g. related to unusual movements or other factors)
- on any questions which caused problems, or suggested improvements to this form or worksheet

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12 Please provide an estimate of the time taken to complete this form

Including

- The time actually spent reading the instructions, working on the questions and obtaining the information
- The time spent by all employees in collecting and providing this information
- The time spent by all employees to complete the worksheet sent to you at the beginning of the quarter

hrs mins

Thank you for completing this form

