

**MONTHLY ACCOMMODATION STATISTICS SURVEY**  
**NATIONAL ACCOUNTS BRANCH**

**May 2010**

---

***Questionnaires***

The data is to be collected using two forms A and B.

Form A: collect information on the reporting period, contact details, type of establishment, employment, bed and room occupancy, clients by usual place of residence and purpose of visit, income and expenses.

Form B enables the respondent to calculate the room and bed nights. This is then transcribed to the main questionnaire, Form A.



Republic of Zambia

FORM A

Questionnaire S/N:

--	--	--

CENTRAL STATISTICAL OFFICE

MONTHLY ACCOMMODATION STATISTICS SURVEY  
(For Accommodation Establishments Only)

REPORTING PERIOD	MONTH:	YEAR:
------------------	--------	-------

CONTACT DETAILS

BUSINESS NAME	
STREET	
DISTRICT	
PROVINCE	
POSTAL ADDRESS	

TYPE OF ESTABLISHMENT (Please tick)

HOTEL.....	<input type="checkbox"/>
MOTEL.....	<input type="checkbox"/>
LODGE.....	<input type="checkbox"/>
GUEST HOUSE.....	<input type="checkbox"/>
REST HOUSE.....	<input type="checkbox"/>
BOARDING HOUSE.....	<input type="checkbox"/>
OTHER (Specify) .....	<input type="checkbox"/>

EMPLOYMENT

	Male	Female
Zambians		
Non-Zambians		
TOTAL		

BED AND ROOM OCCUPANCY

Total number of rooms in the establishment	<input type="text"/>
Total number of beds in the establishment	<input type="text"/>
Total number of room nights sold this month	<input type="text"/>
Total number of bed nights sold this month	<input type="text"/>



**INCOME AND EXPENSES (Please report actual figures in KWACHA)**

Gross turnover for this month	
Total costs incurred this month	

<b>CERTIFICATION</b>	I certify that the information contained herein is complete and correct to the best of my knowledge
----------------------	---

Name of officer providing information: ..... E-mail .....

Fax: ..... Tel: ..... Position in organization: .....

Signature: ..... Date and official stamp: .....

Please make any comments that would make the Central Statistical Office interpret the information you have given


---

**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. PLEASE RETAIN A COPY FOR YOUR RECORDS**

---

**FOR OFFICE USE ONLY**

Name and signature of enumerator: .....

Name and signature of supervisor: .....

**Confidential**



Republic of Zambia

CENTRAL STATISTICAL OFFICE

MONTHLY ACCOMMODATION STATISTICS SURVEY  
(For Accommodation Establishments Only)

**Form B: Room Nights and Bed Nights Sold**

<b>I. REPORTING PERIOD</b>	<b>MONTH:</b>	<b>YEAR:</b>
----------------------------	---------------	--------------

**CONTACT DETAILS**

<b>BUSINESS NAME</b>	
<b>STREET</b>	
<b>DISTRICT</b>	
<b>PROVINCE</b>	
<b>POSTAL ADDRESS</b>	

**TYPE OF ESTABLISHMENT (Please tick)**

HOTEL.....	<input type="checkbox"/>
MOTEL.....	<input type="checkbox"/>
LODGE.....	<input type="checkbox"/>
GUEST HOUSE.....	<input type="checkbox"/>
REST HOUSE.....	<input type="checkbox"/>
BOARDING HOUSE.....	<input type="checkbox"/>
OTHER (Specify) .....	<input type="checkbox"/>

**II. ROOM NIGHTS SOLD**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	TOTAL			

III. BED NIGHTS SOLD						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	TOTAL			

*Instructions:*

- I. **Reporting period:** Enter the reporting month and year
- II. **Room Nights:** For each night in a calendar month, enter the total number of rooms occupied. If no rooms were occupied on any given night, enter a zero (-0-) for those nights.
- III. **Bed Nights:** For each night in a calendar month, enter the total number of beds occupied in the facility. If no beds were filled on any given night, enter a zero (-0-) for those nights.



## MONTHLY OCCUPANCY RATE FORMULA

The Room Occupancy Rate is equal to the reported number of room nights occupied as a percentage of reported room nights available. If a hotel has 25 rooms in total, on a daily basis, 25 rooms are potentially available for lodging. If the reporting month is January, over the 31 day period in the month, the maximum occupancy would be  $25 \times 31 = 775$  rooms (You would multiply by 28 for February, 31 for March, 30 for April, etc.). Taking a full month of data, you can calculate the total number of rooms occupied by simply adding up the units that were occupied during the month. If 20 rooms are occupied on 1<sup>st</sup> January, 19 rooms on 2<sup>nd</sup> January, 23 rooms on the 3<sup>rd</sup> of January, etc., we can calculate the room occupancy rate as follows:

Day	Room capacity	Number of rooms occupied
1	25	20
2	25	19
3	25	23
4	25	25
29	25	10
30	25	17
31	25	24
Total		494

1. Add up all the number of rooms occupied for the 31 day period. In our sample data shown in the table above, the total number of rooms occupied is 494.
2. Calculate the maximum occupancy by multiplying the room capacity by the number of days in the month ( $25 \times 31 = 775$  rooms).
3. Using our sample data, the room occupancy rate will be 494 divided by 775 = 63.7%.

$$\text{Room Occupancy Rate} = \frac{\text{Total room nights}}{(\text{Capacity} \times \text{Total calendar nights})} \times 100 = \frac{494}{25 \times 31} \times 100 = 63.7\%$$

The same analogy is used to calculate Bed Occupancy Rates.

## Number of Clients by Place of Origin

This is the country or region where the guest normally lives/resides. As guests check into a lodge, they are required to indicate their country of residence. This question tries to capture that information. Some countries are grouped, for example Latin America. The guests will not indicate their origin as Latin America but may say Argentina, for example. So it will be up to the respondent to figure out the region in which Argentina is found. The breakdown is as follows:

Southern Africa	Zambian Resident Zimbabwean South African Malawian Other Southern African
Other Africa	East African Central African North African West African
Europe	British German Italian Scandinavian Other European
America	USA Canadian Central America & Caribbean South American Other American
Middle East	United Arab Emirates Saudi Arabian Other Middle Eastern
Asia	Japanese Chinese Indian Other Asian
Oceania	Australia New Zealand Other Oceanian

Annex 1 shows the grouping of countries by region.

## NUMBER OF CLIENTS BY PURPOSE OF VISIT

- Holiday
- Business
- Visiting Friends and Relatives
- Conference/workshop/seminar
- Transit
- Training
- Seeking job
- Taking up job
- Other

Here the total number of clients that checked in during the month in question is broken down by their purpose of visit as outlined above. It is a requirement that visitors disclose their purpose of stay at a lodging facility. If we pick "holiday" as an example, what we want is the total number of clients in that month who stated that their purpose of visit to the lodging facility was "holiday".

## CERTIFICATION

---



Certification is vital. This authenticates the data collected. Details of the main respondent are also important in case we want to make a follow up. The details required are as below:

Name of officer providing information:

E-mail:

Fax:

Tel:

Position in organisation:

Signature:

Date and official stamp:

## **FORM B: BED NIGHTS AND ROOM NIGHTS**

A one-paged accompanying questionnaire is provided to the respondent in order to make it easy for them to compute the room and bed nights sold. This questionnaire is clearly marked "Form B: Room Nights and Bed Nights". Please ensure that the reporting period on this form is the same as the reporting period on the main questionnaire.

For each night in a calendar month, the establishment is to keep a daily record of the total number of rooms occupied and the total number of beds occupied in a facility.

The respondent will then sum all this up and come up with the total number of room and bed nights sold. This total will then be transcribed to the main questionnaire under the "Bed and room Occupancy" section.



## Annex 1: Country by Region

---

### **AFRICA**

#### **Southern Africa**

Angola  
Botswana  
Lesotho  
Madagascar  
Malawi  
Mozambique  
Namibia  
South Africa  
Swaziland  
Zambia  
Zimbabwe

#### **East Africa**

Djibouti  
Ethiopia  
Eritrea  
Somalia  
Kenya  
Tanzania  
Uganda  
Rwanda  
Burundi  
Mauritius  
Comoros  
Seychelles

#### **Central Africa**

Central African Republic  
Chad  
Republic of the Congo  
Democratic Republic of the Congo  
Gabon  
Equatorial Guinea  
Sao Tome and Principe

#### **West Africa**

Benin  
Burkina Faso  
Cameroon  
Cape Verde  
Cote d'Ivoire  
The Gambia  
Ghana  
Guinea  
Guinea-Bissau

Liberia  
Mali  
Mauritania  
Niger  
Nigeria  
Senegal  
Sierra Leone  
Togo

#### **North Africa**

Egypt  
Libya  
Tunisia  
Morocco  
Sudan

Western Sahara

#### **MIDDLE EAST**

Afghanistan  
Algeria  
Azerbaijan  
Bahrain  
Iran  
Iraq  
Israel  
Jordan  
Kuwait  
Lebanon  
Oman  
Pakistan  
Qatar  
Saudi Arabia  
Syria  
Turkey  
United Arab Emirates  
Yemen

#### **ASIA**

Bangladesh  
Bhutan  
Brunei  
Cambodia  
China  
India  
Indonesia  
Japan

Kazakhstan  
North Korea  
South Korea  
Kyrgyzstan  
Laos  
Malaysia  
Maldives  
Mongolia  
Myanmar  
Nepal  
Philippines  
Singapore  
Sri Lanka  
Taiwan  
Tajikistan  
Thailand  
Turkmenistan  
Uzbekistan  
Vietnam

#### **EUROPE**

Albania  
Andorra  
Armenia  
Austria  
Belarus  
Belgium  
Bosnia and Herzegovina  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Georgia  
Germany  
Greece  
Hungary  
Iceland  
Ireland  
Italy  
Kosovo  
Latvia  
Liechtenstein  
Lithuania  
Luxembourg  
Macedonia  
Malta  
Moldova  
Monaco  
Montenegro  
Netherlands

Norway  
Poland  
Portugal  
Romania  
Russia  
San Marino  
Serbia  
Slovakia  
Slovenia  
Spain  
Sweden  
Switzerland  
Ukraine  
United Kingdom of Great  
Britain and Northern  
Ireland  
Vatican City

#### **NORTH AMERICA**

Canada  
Mexico  
United States of America

#### **CENTRAL AMERICA AND THE CARIBBEAN**

Antigua and Barbuda  
The Bahamas  
Barbados  
Belize  
Costa Rica  
Cuba  
Dominica  
Dominican Republic  
El Salvador  
Grenada  
Guatemala  
Haiti  
Honduras  
Jamaica  
Nicaragua  
Panama  
Saint Kitts and Nevis  
Saint Lucia  
Saint Vincent and the  
Grenadines  
Trinidad and Tobago

Argentina  
Bolivia  
Brazil  
Chile  
Colombia  
Ecuador  
Guyana  
Paraguay  
Peru  
Suriname  
Uruguay  
Venezuela

#### **OCEANIA**

Australia  
East Timor  
Fiji  
Kiribati  
Marshall Islands  
Federated States of  
Micronesia  
Nauru  
New Zealand  
Palau  
Papua New Guinea  
Samoa  
Solomon Islands  
Tonga  
Tuvalu  
Vanuatu

#### **SOUTH AMERICA**

---