

Dz.U.1998.157.1031 with amendments

**REGULATION
OF THE COUNCIL OF MINISTERS**

of 15 December 1998

on detailed principles of running, using and making available the territorial register and the related obligations of the state administration bodies and local self-government entities

(Journal of Laws of 22 December 1998)

Pursuant to Art. 49 of the Law on official statistics of 29 June 1995 (Journal of Laws No. 88, item 439, of 1996, No. 156, item 775, of 1997, No. 88, item 554 and No. 121, item 769 and of 1998, No. 99, item 632 and No. 106, item 668), it is hereby ordered as follows:

Chapter 1

General provisions

§ 1. ⁽¹⁾ The national official register of the country's territorial division, hereinafter referred to as the “territorial register”, comprising the following systems:

- 1) identifiers and names of the units of territorial division,
- 2) identifiers and names of localities,
- 3) statistical regions and census districts,
- 4) address identification of streets, real estate, buildings and dwellings

- is maintained by the President of the Central Statistical Office within an IT system and is referred to by its abbreviated name - TERYT.

§ 2. The terms used in this regulation are defined as follows:

- 1) system – a coordinated system of elements, a set making up a whole determined by a permanent, logic ordering of the components of the territorial register, referred to in § 1,
- 2) identifier – a numerical or alphanumerical symbol which allows clear identification of each element in the system,
- 3) census district – a spatial unit separated for the purpose of national censuses and other statistical surveys, by population and the number of dwellings,

- 4) statistical region – a spatial unit for the aggregation of statistical data, composed of several (not more than nine) census districts,
- 5) ⁽²⁾ territorial division – a division into the units of fundamental, three-tier territorial division of the country and their constituent towns, rural areas, districts and representations,
- 6) urban gmina – a gmina with the status of town,
- 7) rural gmina – a gmina which only comprises villages,
- 8) ⁽³⁾ a rural-urban gmina – a gmina where one of localities has the status of town, and the remaining area is its rural area.

Chapter 2

Detailed rules for the maintenance of the territorial register

§ 3. 1. ⁽⁴⁾ The system of identifiers and names of the units of territorial division includes codes and names of this division and is based on a hierarchical numeration assigned to voivodships, powiats and gminas, subject to par. 2.

2. Separate identifiers are assigned to towns with the status of powiat; in the case of gminas, separate identifiers are given to town, rural and urban-rural gminas, as well as to towns and rural areas in urban-rural gminas, and districts and representations in urban gminas.

3. The identifiers of the units of territorial division consist of three components. Each component of the identifier is a numerical symbol, denoting as follows:

- 1) the first component – a two-digit voivodship symbol assigned to voivodships ordered alphabetically, consisting of even numbers from 02 to 98.
- 2) the second component – a two-digit powiat symbol assigned to powiats in the given voivodship, ordered alphabetically, and then to towns with the status of powiat, in the following manner:
 - a) numbers from 01-60 – the symbol of a powiat,
 - b) numbers from 61-99 – the symbol of a town with the status of powiat,
- 3) third component – a three-digit symbol of a gmina, in which:
 - a) the first two digits are successive numbers from 01-99, assigned to gminas (districts, representations) after being ordered alphabetically in powiats, starting from urban gminas (districts, representations ordered alphabetically following the urban gmina to which they belong), followed successively by urban and urban-rural gminas.
 - b) the third digit symbolises the type of unit and denotes:
 - 1 - urban gmina,
 - 2 - rural gmina,
 - 3 - urban-rural gmina,
 - 4 - a town in an urban-rural gmina,
 - 5 - a rural area in an urban-rural gmina,
 - 8 - ⁽⁵⁾ districts of the Capital City of Warsaw,

9 - representations and districts in other urban gminas.

§ 4. 1. The units of the fundamental three-tier territorial division of the country, introduced by the Act of 24 July 1998 on the introduction of fundamental three-tier territorial division of the country (Journal of Laws No. 96, item 603 and No. 104, item 656) and the Regulation of the Council of Ministers of 7 August 1998 on the establishment of powiats (Journal of Laws No. 103, item 652), shall be assigned, as of 1 January 1999, the identifiers specified in Appendix No. 1 to the Regulation.

2. ⁽⁶⁾ The system of identifiers and names of the units of territorial division is updated after each change to this division, in line with the following principles:

1) each newly established unit of territorial division is assigned a symbol immediately following the last symbol, within a range of numbers provided for the given division level and unit type,

2) the identifiers of liquidated units are removed from the system of identifiers and names of the units of territorial division, and they cannot be used again,

3) a change of the name or borders of a unit of territorial division does not cause a change of the identifier,

4) the reassignment of a town or gmina to another powiat or the reassignment of a powiat or town with the status of powiat to another voivodship requires a change to the identifier.

5) a change to the type of gmina causes a change to the last digit of the third component in its identifier.

§ 5. 1. The system of identifiers and names of localities includes:

1) the official name of a locality,

2) the identifier of a locality assigned under par. 2,

3) the type of locality,

4) voivodship, powiat and gmina, in which the locality is situated.

2. The identifier of a locality is permanent, unique and consists of seven digits.

3. ⁽⁷⁾ The system of identifiers and names of localities is updated to reflect changes to the official names of localities or to the territorial division.

4. Changes to the territorial division, as referred to in par. 3, are made on the basis of appendices to acceptance reports – a specification of data on respective areas, submitted in connection with a change to the territorial division, on the template form being Appendix No. 2 to the Regulation.

§ 6. 1. The system of statistical regions and census districts includes identifiers of the division made for statistical purposes, in line with the following principles:

1) each unit of territorial division is divided into statistical regions and census districts.

- 2) the borders of statistical regions and census districts are always matched with the borders of territorial division units and the borders of districts referred to in the regulations on land and building registers, whereas within rural areas they match localities' borders,
- 3) the size of census districts and statistical regions is determined by the number of dwellings and population – this should be a maximum of 2,700 persons and 999 dwellings for statistical regions, and 500 persons and 200 dwellings for census districts.
- 4) each residential building or a building with at least one dwelling is fully covered by one census district or divided between two (or more) census districts; such a building cannot be divided between two or more statistical regions and is fully covered by one statistical region, irrespective of whether it is inhabited by more than 2,700 people or it contains more than 999 dwellings,
- 5) one census district or statistical region may include one or more localities in whole or in parts; however, neither a census district nor a statistical region may form a connection between a whole (one or more) locality and a part/parts of another locality/localities.
- 6) the additional factor to be taken into account in delineating the borders of statistical regions and census districts is the land relief in a given area (lakes, swamps, land roughness, type of structural development, access by foot and vehicle to residential buildings).

2. Each statistical region, on establishing, is assigned a unique, six-digit identifier.

3. The identifier for a census district consists of a single digit from a range of 1 to 9, within a single statistical region; exceeding the maximum number of census districts necessitates a new division.

4. The system of statistical regions and census districts comprises the identifiers of statistical regions and census districts, including the number of residents and dwellings and the following documentation:

- 1) maps and site plans specifying the borders of each statistical region and census district,
- 2) update reports on the changes made to the system of statistical regions and census districts.

5. An update to the system of statistical regions and census districts is made at least once a year and includes changes to:

- 1) ⁽⁸⁾ the territorial division,
- 2) type of structural development and estimated population in respective areas,
- 3) division of the country into statistical regions and census districts,
- 4) division into surveying sections referred to in the regulations on the land and building records.

§ 7. 1. The system of the address identification of streets, real estate, buildings and dwellings includes:

- 1) residential buildings,
- 2) other buildings with at least one dwelling,
- 3) ⁽⁹⁾ dwellings with their address data, number of the surveying section and number of the record parcel, assigned to the statistical regions and census districts.

2. In the system referred to in par. 1, a five-digit, unique identifier is assigned to streets and address data are input, to allow the identification of the buildings and dwellings referred to in par. 1.

3. In the system of the address identification of streets, real estate, buildings and dwellings, a central catalogue is maintained, including the names of streets compliant with relevant resolutions on their assignment, created by

alphabetically ordering the names of streets; streets bearing the same names in different localities are assigned the same identifier, including a specification of the units of territorial division in which a given name occurs.

4. The amendments to the system referred to in par. 1 are made at each change of street names or the ordinal numeration of real estate and buildings, on the basis of information provided by gminas.

5. Updates to the system of the address identification of streets, real estate, buildings and dwellings along with updates to the system of statistical regions and census districts, referred to in § 6 par. 5, are made at least once a year.

Chapter 3

The obligations of government administration bodies and local self-government units

§ 8. The tasks of the President of the Central Statistical Office include:

- 1) establishing methodological and organisational rules for the maintenance of the territorial register,
- 2) specifying the structure of identifiers being a standard for territorial identification,
- 3) ⁽¹⁰⁾ maintaining and updating the system of identifiers and names of the units of territorial division and publishing a list of identifiers for the units of territorial division,
- 4) maintaining and updating the system of identifiers and names of localities, and assigning identifiers to localities,
- 5) analysing appendices to delivery and acceptance report – a specification of data on respective areas, submitted in connection with a change to the territorial division,
- 6) ⁽¹¹⁾ cooperating with the Committee for the Names of Localities and Physiographic Objects at the ministry in charge of public administration,
- 7) performing subject-matter supervision and audit of update activities carried out by statistical offices,
- 8) cooperating with supreme and central public administration bodies which maintain official registers and information systems for the purposes of public administration, with regard to updates and the use of the territorial register,
- 9) sharing data covered by the territorial register, including data sets of supra-voivodship reach.

§ 9. The duties of statistical offices:

- 1) system maintenance and updating: statistical regions and census districts and the address identification of streets, real estate, buildings and dwellings, with the following in particular:
 - a) collecting, assigning symbols to and compiling sets of data on residential increases and decreases, updating systems,
 - b) ⁽¹²⁾ updating the database of the system for the address identification of streets, real estate, buildings and dwellings, taking account of changes in the country's division into statistical regions and census districts, as well as other amendments arising from changes to the territorial division, broken down by surveying sections, changes to the nomenclature of localities and streets and changes to the ordinal numeration of buildings and dwellings,
 - c) updating maps and site plans,

- d) analysing changes to the nomenclature of streets and squares, and compiling sets of revisions to update the central street catalogue,
- 2) preparing, with gminas, appendices to delivery and acceptance reports – specifications of data on respective areas, submitted in connection with a change made to the territorial division,
- 3) sharing data covered by the territorial register within a voivodship.

§ 10. The minister in charge of public administration cooperates with the President of the Central Statistical Office in maintaining and updating the territorial register and, in particular:

- 1) ensures the notification of the President of the Central Statistical Office on establishing or changing names of localities and physiographic objects,
- 2) provides information on the number of population from the population records system (PESEL) by dwellings, for respective units of territorial division.

§ 11. 1. For the purposes of the territorial register, gminas submit to statistical offices, pursuant to Article 13 of the Law on official statistics of 29 June 1995 (Journal of Laws No. 88, item 439; of 1996 No. 156, item 775; of 1997 No. 88, item 554 and No. 121, item 769 and of 1998 No. 99, item 632 and No. 106, item 668) hereinafter referred to as the "Law":

- 1) analysing appendices to delivery and acceptance report – a specification of data on respective areas, submitted in connection with a change to the territorial division referred to in § 5 par. 4, within 7 days of the entrance into force of the change to the territorial division,
- 2) information on conferring and changing street names – within 7 days after adopting the resolution,
- 3) information on changes to the ordinal numeration of real estate and buildings – once a month,
- 4) copies of general and detailed plans of new housing estates and copies of maps with the names of streets and squares, as well as the ordinal numeration of real estate and buildings – within 7 days after preparing and implementing changes.

2. If so requested by the statistical office, gminas consult with the statistical office the correctness of the information entered in the territorial register, as referred to in par. 1.

§ 12. 1. Pursuant to Article 13 of the Law, powiat bodies of geodesic and cartographic administration, for the purposes of the territorial register, submit the following to the statistical offices:

- 1) ⁽¹³⁾ electronic lists prepared on the basis of maintained land and building records, specifying buildings and dwellings commissioned in each quarter and residential decreases; the scope of information to be covered by the electronic lists is set out in Appendices Nos. 3 and 4 to the Resolution,
- 2) ⁽¹⁴⁾ copies of current maps with visible borders of the units of territorial division, borders and demarcation of surveying sections referred to in regulations on the land and building records, the layout of streets with their names, and the placement of buildings with their ordinal numeration,
- 3) powiat databases being part of the national information system on the land, to the extent covered by the territorial register systems.

1a. ⁽¹⁵⁾ In powiats, where land and building records do not contain relevant data or which have not been modernised pursuant to § 80 of the Regulation of the Minister of Regional Development and Construction of 29 March 2001 on land and building records (Journal of Laws No. 38, item 454), until they are modernised, powiat construction supervision inspectors submit to the statistical offices, pursuant to Article 13 of the Law, electronic lists referred to in par. 1 item 1, made on the basis of the maintained records of structures built or commissioned, and the records of decisions to grant demolition permits and demolition notifications.

2. Bodies of geodesic and cartographic administration take into account the division into statistical regions and census districts referred to in § 6, at the stage of planning or changing the layout of the borders of surveying sections referred to in par. 1 item 2.

§ 13. The Surveyor General of Poland provides the President of the Central Statistical Office with the data covered by the State register of borders of the Republic of Poland and voivodships' administrative borders.

§ 14. ⁽¹⁶⁾ (repealed).

§ 15. Pursuant to Article 13 of the Law, voivodship marshal provides the statistical office with data from databases being part of the national system of land information, to the extent covered by the systems of the territorial register.

Chapter 4

Using and sharing data from the territorial register

§ 16. 1. Bodies maintaining official registers and information systems of public administration use identifiers of the territorial register, as a mandatory standard of territorial identification.

2. Bodies maintaining official registers and information systems of public administration are obliged to introduce changes in the identifiers after each update in the territorial register.

§ 17. Bodies maintaining official registers and information systems of public administration use identifiers included in the territorial register to a full or partial extent, depending on the requirements of a given register or system.

§ 18. The President of the Central Statistical Office and the statistical offices share data from the territorial register as:

- 1) extracts from IT sets:
 - a) ⁽¹⁷⁾ the system of identifiers and names of the units of territorial division,
 - b) the system of identifiers and names of localities,
 - c) a system of statistical regions and census districts,
 - d) a system of address identification of streets, real estate, buildings and dwellings,
 - e) a central catalogue of streets,

- 2) copies of the layout of borders of the division into statistical regions and census districts.
information on the unit
court judgments

Chapter 5

Transitional and final provisions

§ 19. The locality identifiers, assigned in the territorial register maintained by the President of the Central Statistical Office in accordance with the current rules, become identifiers referred to in § 5.

§ 20. 1. The President of the Central Statistical Office will carry out an update of the system of statistical regions and census districts of the territorial register, as part of preparatory work for the national census of population and housing, and will complete work in this area within six months from the census.

2. Under the preparatory work referred to in par. 1, the President of the Central Statistical Office will carry out an update of the system of address identification of streets, real estate, buildings and dwellings.

§ 21. The Regulation enters into force on 1 January 1999.