

AHDB - Horticulture Sector

Agriculture and
Horticulture
Development
Board
Stoneleigh Park
Kenilworth
Warwickshire CV8 2TL
T: 0247 669 2051
E: levy@ahdb.org.uk



Horticultural Return: All Growers

Levy for the period 1 April 2008 to 31 March 2009

The Agriculture and Horticulture Development Board Order 2008 requires that on or before 30th June 2009 any person liable to pay levy under the Order must using this form provide sufficient information to enable the Board to calculate the levy due.

Where indicated the information must also be certified by a fully qualified accountant.

Failure to make a return by any person liable to pay a levy is an offence.

Dated 24 April 2009

Ways we can help:

- Look at your Horticultural Return Guide
- Visit our website at hdc.org.uk/levy
- Ring our levy department on Freephone 0800 917 0237

Part 1 General Details (Please write clearly and in ink)

Step 1 Please answer questions 1 to 5. The Horticultural Return Guide will help you to complete this form. If any question is not applicable to you, please go to the next question.

Step 2 Please complete Parts 2 (a), (b), (c) & (d) where applicable.

Step 3 Please complete Part 3 and return this form by 30 June 2009.

Q1 Are you a grower of horticultural produce (including apples and pears)?

Tick

yes

No

If you are not a grower of horticultural produce please complete the 'Additional Information' section of this form on the back page.

Q2 Business Details (Refer to page 2 of the Guide)

Is your name or address on the front of this form correct? yes no

If no, please make corrections below:

Business Name	
---------------	--

Address	

County

Postcode								
----------	--	--	--	--	--	--	--	--

Do you carry on business at any other address or under another business name? yes

If yes, please provide details in the Additional Information box in Part 3 on the back page.

To be completed in all cases.

If the business is not a limited company, please detail the full names of the partners or owner (if a sole trader) or if the business is a limited company, please detail the full names of the directors and indicate their position with the appropriate code.

Position codes P = Partner, D = Director, O = Owner (Sole Trader), T = Trustee

Name	Position	Name	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If necessary, please continue in the Additional Information box on the back page.

Q3 Contact Details (Refer to page 2 of the Guide)

Telephone Fax

E-mail

To ensure that communications are sent to the appropriate person within your organisation, please detail:

Principal Technical Contact	Name	<input type="text"/>
E-mail	<input type="text"/>	
Administration Contact	Name	<input type="text"/>
E-mail	<input type="text"/>	

Q4 Payment (Refer to page 3 of the Guide)

I wish to pay the levy due in: Tick

yes

Or

yes

Q5 Voluntary Membership for non levy payers

(£150 plus VAT per annum - please see Page 3 of the Guide)

You may still gain access to all HDC information provided your net sales are under £60,000 (Part 2a of this Return)

Please send details of voluntary membership Tick

Part 2 (a) Confirmation of Sales

Please refer to the Guide (pages 4 to 5) or the HDC website www.hdc.org.uk

SALES

My financial year end date falling between 1 April 2008 to 31 March 2009 (inclusive) was:

DD	MM	YY
----	----	----

From your accounts above please extract the total value of your sales of your horticultural produce (including processed produce). EXCLUDE PRODUCE BOUGHT IN FOR IMMEDIATE RESALE.

1a Wholesale (£'s)	+	1b Retail (£'s)	=	1	Total Sales (£'s)

IF YOUR SALES IN BOX 1 ARE OVER £60,000 PLEASE COMPLETE DEDUCTIONS BELOW.

DEDUCTIONS (extracted from your accounts above)

Retail adjustment (50% of Box 1b)	2	£
Packing materials	3	£
Haulage	4	£
Produce bought in for growing on	5	£
The cost of the processing procedure You must specify the processing procedure in part 2 (b)	6	£
Total deductions (Add boxes 2 to 6)	7	£
Net sales value (Box 1 less Box 7) [on which levy (0.5%) is calculated]	8	£

ACCOUNTANT CERTIFICATION (Refer to page 6 of the Guide)

One of the following statements must be ticked and signed by a qualified accountant in respect of the grower's financial year ending during the period 1 April 2008 to 31 March 2009.

Where BOX 1 exceeds £60,000

I certify that the information relating to sales and allowable deductions completed in Boxes 1-7 above are a true reflection of the figures appearing in the grower's accounts (audited where applicable).

Where BOX 1 is under £60,000

I certify that in my opinion the grower's sales (Box 1) does not exceed £59,999.

OTHER COMMENTS (please attach to this return)

Signature _____
of accountant

Qualification Letters _____

Name (block capitals) _____

Date _____

Company stamp:

Tel _____

Part 2 (b) Details of Processing Procedure Claimed

Value of processed produce included in Part 2 (a) Box 1

£

Please specify below the processing procedure that you have claimed in Part 2 (a) Box 6 during your accounting year ending during the period 1 April 2008 to 31 March 2009.

Processing can only include:

- Canning
- Freezing
- Drying (being the complete desiccation of the produce)
- Juicing or extracting
- Any other similar process that substantially alters the raw product

Processing does not include:

- Drying Onions
- Topping/Tailing Vegetables
- Washing
- Grading or Packing
- Storage

If you are in doubt, please contact Ian Bewick (Levy Controller) on 0800 917 0237.

Part 2 (c) Propagation

If your business is solely engaged in propagation, please tick this box

Part 2 (d) Allocation of Levy (Refer to page 6 of the Guide)

In Column A specify as a percentage, the areas where you would like your levy to be allocated. In Column B if applicable state, what percentage of Column A applies to your own organic production.		A	B
		Allocation (%)	% of A relating to organic production
Bulbs & Outdoor Flowers (including forced crops)	Forced bulbs and bulb flowers		
	Narcissus outdoor		
	Other bulbs and bulb flowers		
	Outdoor cut flowers and foliage		
Field Vegetables (including propagation and forced crops)	Alliums		
	Brassicas		
	Curcubits		
	Herbs		
	Legumes (Peas & Beans)		
	Salads		
	Umbellifers (Carrots & Parsnips)		
	Other		
Hardy Nursery Stock (including propagation) categorised by container or field		Container (%)	Field (%)
	Climbers		
	Conifers		
	Ericaceous		
	Hedging		
	Herbaceous perennials		
	Roses		
	Shrubs		
	Trees		
	Hardy Nursery Stock (including propagation) No categorisation	Alpines	
Herbs			
Waterplants			
Other			

		A	B
		Allocation (%)	% of A relating to organic production
Protected Crops (including propagation)	Celery		
	Cucumbers		
	Cut flowers		
	Herbs (edible)		
	Herbs (Non edible)		
	Lettuce		
	Peppers		
	Pot plants & bedding plants		
	Tomatoes		
	Other edibles		
	Other ornamental		
Soft Fruit (including propagation material and produce grown under protection)	Blackcurrants		
	Blueberries		
	Raspberries		
	Strawberries		
	Other soft fruit		
Tree Fruit	Apples culinary		
	Apples dessert		
	Cherries		
	Nuts		
	Pears		
	Plums		
	Other stone fruit		

Where no preference is indicated the levy will be utilised to fund research projects at the Board's discretion.

Part 3 Declaration

Additional Information

I have completed where applicable:

Tick

Part 1 General Details

Part 2 a Confirmation of Sales

 b Details of Processing Procedure Claimed

 c Propagation

 d Allocation of Levy

Before you send your completed Horticultural Return back, please ensure that you sign the statement below.

I understand that if I give false information or conceal any relevant information, I can be prosecuted.

The information I have given in this Horticultural Return is correct and complete to the best of my knowledge and belief.

Signature _____ Date _____

Name (block capitals) _____

Capacity in which you are signing
(for example, owner or director) _____

For office use only

RCC

AC
