

## Part 4 Declaration

Additional Information



Agriculture and  
Horticulture  
Development  
Board  
Stoneleigh Park  
Kenilworth  
Warwickshire CV8 2TL  
T: 02476 478609  
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## HORTICULTURAL RETURN: ALL GROWERS

### Levy for the period 1 April 2009 to 31 March 2010

The Agriculture and Horticulture Development Board Order 2008 requires that on or before **30th June 2010** any person liable to pay levy on horticultural products (excluding mushroom Spawn), under the Order must, using this Return, 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 levy is an offence.

Dated 23 April 2010

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) \_\_\_\_\_

### Ways we can help:

- Look at your Horticultural Return Guide
- Visit our Website at [www.hdc.org.uk/levy](http://www.hdc.org.uk/levy)
- Ring our levy department on **02476 478609**

I have completed where applicable:

**Part 1 General Details**

Tick

**Part 2 a Confirmation of Sales**

**b Details of Processing Procedure Claimed**

**Part 3 Allocation of Levy**

**Part 4 Declaration**

**Please remember to sign and date the Return on the Front Cover**

For Official Use Only

Levy Amount \_\_\_\_\_  
Inc. VAT

Invoice No.

Invoice Date

DD Mandate

Comments

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

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

**Step 2** Please complete Parts 2 (a) & (b) where applicable.

**Step 3** Please complete Part 3 and forward this Return by 30th June 2010.

- Q1**
- Are you a grower of horticultural produce (including apples and pears)? Tick  **Yes** Tick  **No**
  - Propagation: Tick  **If your business is solely engaged in propagation, please tick this box.**

If you are not a grower of horticultural produce please say so in the Additional Information box of this Return on the back page.

- Q2 Business Details** (Refer to page 2 of the Guide)
- Is your name or address on the front of this Return correct? Tick  **Yes** Tick  **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? Tick  **Yes** Tick  **No**

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

	A	B
	Allocation (%)	% of A relating to organic production
<b>Protected Crops</b> (including propagation)	Celery	
	Cucumbers	
	Cut flowers	
	Herbs (edible)	
	Herbs (non edible)	
	Lettuce	
	Peppers	
	Pot plants & bedding plants	
	Tomatoes	
	Other edibles	
	Other ornamental	
<b>Soft Fruit</b> (including propagation material and produce grown under protection)	Blackcurrants	
	Blueberries	
	Raspberries	
	Strawberries	
	Other soft fruit	
<b>Tree Fruit</b>	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 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
<b>Bulbs &amp; Outdoor Flowers</b> (including forced crops)	Forced bulbs and bulb flowers		
	Narcissus outdoor		
	Other bulbs and bulb flowers		
	Outdoor cut flowers and foliage		
<b>Field Vegetables</b> (including propagation and forced crops)	Alliums		
	Brassicas		
	Curcubits		
	Herbs		
	Legumes (Peas & Beans)		
	Salads		
	Umbellifers (Carrots & Parsnips)		
	Other		
<b>Hardy Nursery Stock</b> (including propagation categorised by container or field)		Container (%)	Field (%)
	Climbers		
	Conifers		
	Heathers		
	Hedging		
	Herbaceous perennials		
	Roses		
	Shrubs		
	Trees		
	<b>Hardy Nursery Stock</b> (including propagation No categorisation)	Alpines	
Herbs			
Waterplants			
Other			

### 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 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 3 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"/>	<input type="text"/>
Administration Contact	Name	<input type="text"/>
E-mail	<input type="text"/>	<input type="text"/>

### Q4 Payment (Refer to page 3 of the Guide)

I wish to pay the levy due in:

Four instalments by Direct Debit ( <b>Only available until 30 June 2010</b> )	Yes	<input type="checkbox"/>	Tick
Or			
One payment	Yes	<input type="checkbox"/>	Tick

### Q5 Voluntary Membership for non levy payers

(£150 plus VAT per annum - refer to Page 3 of the Guide)

You may still gain access to all HDC information even if your net sales are under £60,000 (Box 8 - Part 2a)

Please supply 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](http://www.hdc.org.uk)

### SALES

My financial year end date falling between 1 April 2009 to 31 March 2010 (inclusive) was:

DD	MM	YY
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From **these** 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)	=	<b>Box 1</b>	Total Sales (£'s)

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

### DEDUCTIONS (extracted from your accounts)

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

### CERTIFICATION BY ACCOUNTANT (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 2009 to 31 March 2010.

#### Where **BOX 1 exceeds £60,000**

I certify that the information relating to sales and allowable deductions completed in Boxes 1-6 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 financial year ending between the period 1 April 2009 to 31 March 2010.

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### 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 Levy Team on 02476 478609.