



Batch number

Date received at RPA

Milk Quotas

MQ/15

Annual declaration of direct sales and application for temporary conversion 2014/15

How to fill in this form

- The deadline for submitting this form is **midnight on 14 May 2015**.
- This form is for the quota year from 1 April 2014 to 31 March 2015.
- Before starting, please read the guidance notes.
- Please fill in this form using ink and CAPITAL letters.
- If you made direct sales under more than one Trader Registration Number during the quota year, you must complete a separate form for each.

If you make a mistake

- (if you are completing a paper copy to submit by post)
- Cross through the mistake and re-enter the correct details. Write your initials next to the alteration.
 - You can print more copies of this form by visiting www.gov.uk and following the links to Milk Quotas.
 - **Do not use correction fluid.**

Before returning this form

- Make sure that it is correct and complete — **mistakes may cost you money.**
- Make sure that you have signed it at Part D.
- If you are emailing this form, you must send it from your registered email address.

Call us on 01392 315762 if you need any help.

Part A – Your details

1. Trading title and address

[Large text box for trading title and address]

Postcode

Email address* (if applicable)

Name of main contact

Trader registration number

[Text box for trader registration number]

Telephone number (including area code)

[Text box for telephone number]

Fax number (including area code)

[Text box for fax number]

Mobile telephone number (if applicable)

[Text box for mobile telephone number]

Production licence number

[Text box for production licence number]

Processing approval number

[Text box for processing approval number]

2. Did you produce milk during the 2014/15 quota year?

Yes

No

If 'Yes', please continue to question 3.

If 'No', give the date that you stopped and then go straight to the declaration at the end of this form.

[Text box for date of stoppage]

3. Did you produce milk under the trader registration number you have entered above at any address other than the one given in answer to question 1? Yes No

If 'Yes', please enter the address(es) below.

Address of production unit

Postcode

Address of second production unit

Postcode

Part B – Direct sales of milk and milk products to consumers – liable for direct sales levy

You must declare:

- Only products sold, not products manufactured in the quota year.
- All direct sales, including exports in the quota year.
- All milk transferred free from the holding.

Do not include:

- Bought-in milk or products made from bought-in milk.
- Wholesale deliveries to purchasers.
- Milk or milk products declared in previous years.

Direct sales of milk and milk products – first point of sale

4. Enter in column (a) below the quantities of products which have left your holding during the quota year. Please also enter their Whole Milk Equivalents (WME) in column (b).

If no direct sales were made, please tick this box.

Do not include bulk whole milk delivered to your milk purchaser, or milk or milk products made from bought-in milk.

Product	(a) Quantity sold	(b) Quantity WME litres
Liquid whole milk		
Milk transferred free from holding		
Semi-skimmed milk		
Skimmed milk		
Total milk		A

Product	(a) Quantity sold	(b) Quantity WME litres
Ice cream		
Whey		
Whey butter		
Other products (please specify)		
		E

Cream		
Butter		
		B

Cheese		C
Type of cheese sold, for example, cheddar, brie, cottage cheese, etc		

Yoghurt		D
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Note: Skimmed milk and cream

If you separate your milk into skimmed milk and cream and sell both, only declare the whole milk equivalent of the first product to leave the holding.

If you feed skimmed milk to your stock or throw it away, but sell the cream, you must declare the whole milk equivalent of the cream, not the volume of cream sold.

If you feed the cream to your stock or throw it away, but sell the skimmed milk, you must declare the whole milk equivalent of the skimmed milk.

Similar principles apply to cheese and whey.

5. For direct sales of milk and milk products, please enter the total Whole Milk Equivalent volume (**sum of A to E**)

litres

6. If you made direct sales during the 2014/15 quota year but have now stopped, on what date did you stop?

Part C – Milk used on holding – exempt from levy

7. Please state the amount of milk or milk products:

- Used for domestic consumption litres
- Fed to livestock litres
- Wasted, for example, antibiotic milk litres

Comments

Part D – Wholesale deliveries – liable for wholesale levy

8. Please state the volume of bulk whole milk you delivered to a purchaser during the quota year.

If no deliveries were made, please tick this box:

Name of wholesale purchaser	Dates of delivery for example 01/04/14 to 31/03/15	Volume delivered in litres – not butterfat adjusted	Butterfat content %

Please continue on a separate sheet if necessary. If you have used a separate sheet, please tick this box and sign and date the sheet

Part E – Total milk production

9. The total milk production on your holding during the quota year.

litres

Part F – Applying for a temporary conversion

PLEASE READ THIS PART VERY CAREFULLY

10. I request a temporary conversion of quota as appropriate

or

I do not request a temporary conversion

Tick one box or the other

Note: If you request a temporary conversion we may convert the appropriate type of available quota to cover any wholesale deliveries or direct sales over quota.

WARNING: If you do not request a temporary conversion, you may be liable to pay supplementary levy on any production in excess of your quota.

11. If the conversion of quota is from direct sales to wholesale, and my ongoing butterfat base is over 3.80%, I want my ongoing butterfat base allocated to the converted quota.

(Tick this box to request a conversion at your ongoing butterfat base.)

WARNING: If you do not apply to have your ongoing butterfat base allocated to your converted quota, we will convert from direct sales into wholesale at a base of 3.80%.

Note

- a. If your application for a temporary conversion is late, it will not be processed.
- b. You must fulfil certain conditions for your quota to be converted at your ongoing butterfat base. If you do not fulfil these conditions, your quota will be converted at a butterfat base of 3.80%. The conditions are set out in the guidance notes.
- c. If you have made deliveries to more than one purchaser during the quota year, we will allocate the necessary quota to cover those deliveries. If you deliver to two or more purchasers at the same time, we may telephone you to confirm the split between purchasers.

For RPA use only
Temp conversion to wholesale
BF% <input type="text"/>

If you have any information that you wish to add to the details you have entered in this form, please write in the box below.

Penalties

1. If your form is late or incomplete we will apply a penalty equal to the levy due on a 0.01% excess of your direct sales quota as of 31 March 2015, for each calendar day of delay.
2. If your MQ/15 is late, you have exceeded your quota and the UK is in a direct sales levy position, you will be liable to pay a levy at the full rate on all direct sales which exceed the quota you held as of 31 March 2015.
3. If the national quantity of direct sales quota is exceeded and we find that you have not declared all your direct sales, you will be liable to pay a levy at the full rate on the undeclared sales.
4. If we find that your declaration is incorrect, you will be liable to pay a penalty equal to the levy due on 0.5% of the volume of milk concerned. The minimum penalty is £60 and the maximum penalty is £600.

Note: The minimum penalty for any late return is €100, with a maximum of €1,000 (approximately £75 and £750 respectively).

Data Protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our website at www.gov.uk, then put 'Personal Data' into the search box.

Complete all parts of this form before signing the declaration.

Declaration

- I have read and understood the guidance about completing this form correctly and submitting it on time.
- I have given details that are true and complete to the best of my knowledge and belief.

Note: If you are signing as an agent, the business owner must have sent us a completed Agent Authorisation form giving you the correct authorisation. These forms are available on request from the Milk Quotas team.

WARNING: We may prosecute any person who makes a false declaration. A false or inaccurate statement may also lead to proceedings for the recovery of any outstanding levy.

Signature

Name
(BLOCK CAPITALS)

Status of person signing – please specify
(for example: sole proprietor, partner, director, trustee, agent)

Date

Please submit this form to us by midnight on 14 May 2015.