

# **Southern Farmers Ltd**

## Application Form



Windmill Farm, Rolvenden, Cranbrook, Kent,  
TN17 4PF.

Call: 01580 241401

Email: [sarah@southernfarmers.co.uk](mailto:sarah@southernfarmers.co.uk)

Visit: [www.southernfarmers.co.uk](http://www.southernfarmers.co.uk)



## About Yourself

Full Name: \_\_\_\_\_

Trading Title: \_\_\_\_\_

Ministry Holding Number: \_\_\_\_\_ Vat Number: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Access (circle): Artic 8 Wheeler 6 Wheeler 4 Wheeler Baby Tanker

Site Times: \_\_\_\_\_

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Farm Manager's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_



## Alternative Addresses

Please indicate any additional addresses for deliveries, site times and access for articulated vehicles. If any addresses are difficult to locate, please attach a map or enclose instructions. Occasionally, group suppliers ask our permission to mailshot members directly with promotional literature. If you wish to be excluded from this service please indicate here: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Site Times: \_\_\_\_\_ Access: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Site Times: \_\_\_\_\_ Access: \_\_\_\_\_



# About Your Farm

Please complete the following as fully as possible. This enterprise information will help us to help you in our group negotiations and ensure the developments of particular interest in your area of farming are available to you as soon as possible.

Total Hectares Farmed: \_\_\_\_\_

Other Buying Group: \_\_\_\_\_

Total Tenanted: \_\_\_\_\_

Holding No: \_\_\_\_\_

Total Owned: \_\_\_\_\_

Flock No: \_\_\_\_\_

Approximate Breakdown:-

No of Sheep: \_\_\_\_\_

Grass: \_\_\_\_\_

Herd No: \_\_\_\_\_

Arable: \_\_\_\_\_

No of Cattle: \_\_\_\_\_

Fruit: \_\_\_\_\_

Pig Herd No: \_\_\_\_\_

Viticulture: \_\_\_\_\_

No of Pigs: \_\_\_\_\_

Agronomist: \_\_\_\_\_

Other: \_\_\_\_\_



# Accounts Information

Accounts Contact: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

All accounts will be sent out via email, if you are unable to accept your account via this method, please select from the following options:-      Post                      Download From Website

Email address to send account: \_\_\_\_\_

Does your account software require your account in a CSV file?      Yes / No

If you require your account to be sent to a second email address (accountant, PA, etc.) please supply us with the email address: \_\_\_\_\_.

Please circle any of the below you currently use:

Gas Oil (35sec)/ Shell GTL   Heating Oil (28sec)   Electricity   Bulk Gas/LPG   Bottled Gas/Cylinders

Do you require any of the above for rearing or grain drying? \_\_\_\_\_





# Our Requirements

Please give two agricultural suppliers that you currently hold **trade** accounts with:

1. \_\_\_\_\_
2. \_\_\_\_\_

We do everything we can to expedite applications efficiently, but trade references can be difficult and slow to obtain. It might well help speed our process if we can apply to someone we know who is familiar with you for a personal recommendation. If you are well known to any of our current members, employees or directors and would be content for us to ask them for a recommendation, then please insert their name(s) below having first obtained their permission for us to phone them.

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

How did you first hear about Southern Farmers Ltd? \_\_\_\_\_

**N.B. Please note that in the case of a partnership, all Partners should sign and in the case of a Limited Liability Company, the enclosed Personal Liability form should also be signed by all Directors.**

I/We understand and accept the terms and conditions of membership, the working of the administration charges and the rule that I/we must pay each monthly statement by Direct Debit which is collected no earlier than the 22nd of the month in which the account is presented. In addition, to the foregoing, interest will accrue daily and shall be charged in respect of all late payments at a rate of 8% over the Bank of England base rate from the date a payment becomes due until the sum due is paid. This interest rate is calculated on a per annum basis.

I/We understand that late payment may result in additional administration charges and / or exclusion from the group at the discretion of the Board of Directors.

In the event of the winding up of the company, I/we undertake to contribute, for payment of the debts and liabilities of the company and costs and expenses of winding up, a sum as may be required but not exceeding £5.

Enclosed:-

- Direct Debit Mandate
- Data Protection Form
- RDCO Form
- Domestic VAT Form
- Personal Liability Form
- Bank Reference Mandate
- Recent Bank Statement (may have £ blanked out)
- Utility Bill (less than 90 days old)

Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_



# Southern Farmers Ltd

Windmill Farm, Rolvenden, Cranbrook, Kent, TN17 4PF.

Company Number: 4029993

VAT: 203 5098 92

T: 01580 241401

E: sarah@southernfarmers.co.uk

Visit: southernfarmers.co.uk

Tweet: @SouthernFarmUK

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Applications are invited from those commercially engaged in agriculture, forestry, horticulture and related rural industries subject to the following conditions:-

## Application and Limit of Guarantee Form

Application is by completion of a standard form, submitted to the Registered Office at Windmill Farm, for approval by the Board of Directors.

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## TERMS & CONDITIONS OF MEMBERSHIP

- Southern Farmers Limited (**Company**) is a not-for-profit organisation created for the specific purpose of enabling Members to benefit from group buying.
- Amendments to these Terms and Conditions;

The Company may amend these terms and conditions at any time. Any proposed changes to the Company's Terms and Conditions will first be considered by the Board of Directors. If the Board agree with the proposed changes the Company will issue a notice to all Members setting out the details of the changes. This notice will make it clear when the new Terms and Conditions will come into effect. This will be a minimum of 8 weeks from the date of the notice.

A Member who continues to use the services of The Company after the date set out in the notice will be deemed to have accepted the amendment to the Terms and Conditions. Any Member who does not agree with the amendment to the Terms and Conditions may give notice to terminate their Membership.

No amendment to these terms in accordance with the provisions set out above shall have the effect of extinguishing any right or discharging any of the terms before such amendment came into effect.

- Subject to the Member complying with the terms of this membership agreement, the Company shall, upon the Member request in the form required by the Company, arrange for the supply of certain goods or services for the Member from time to time. All such arrangements shall be made by the Company but all contracts for such goods or services shall be entered into by the Member directly.
- The Member authorises the Company to enter into such contracts on their behalf and the Member shall indemnify the Company against any and all liabilities, costs, expenses, damages and loss including any direct, indirect or consequential losses, loss of profits and all interest, penalties and legal costs arising out of or in connection with the Company arranging for the supply of such goods and/or services from time to time hereunder.
- Members receive a monthly VAT account covering a very wide range of purchases for which only one payment must be made.
- The Company passes on to Members the full benefits of its co-operative trading policies. Except for retrospective discounts, no discounts are retained by the Company that relate either to a specific member or group of members or to a specific transaction where the discount may be ascertained or it is otherwise practicable to pass on such discount. In each case, however, administration costs are recovered by way of charges as shown.

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### **Membership Charges**

1. The membership fees comprising an Annual fee of £150 per year are payable by the Member, currently payable in two instalments - October and April of each year.

In addition to the cost of the goods or services payable by the Member, the Member shall also pay the following Administration charges calculated on Supplier invoices are as follows:-

- a) Fertiliser, Feed, Seed and Agrochemicals - **0.35%**
  - b) Gas Oil & Road Derv - **0.48%**
  - c) Baling, Silage & Hop Products, Kero, Coal, Lubricants, \*Gases - **0.85%**
- (\*some products purchased through another buying group may also carry their admin charge)
- d) Water-1%
  - e) Veterinary, Horticultural, Packaging and Fencing Products -**1.35%**
  - f) Bulk Electricity/Solar - **2.50%**
  - g) All Other Items - **2.10%**

Invoice administration charges are subject to a maximum of £25 and a minimum of 95p per invoice.

2. Current Membership charges are advised at the time of application but may be varied from time to time subject to appropriate notice from the Company.

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### **Confidentiality**

1. The Member undertakes and shall ensure that all information regarding the Company, its business, assets, affairs, customers, clients or suppliers business, assets, affairs, customers, clients or suppliers including without limitation, any and all information regarding pricing and discounts offered or obtained by trading through the Company shall be kept strictly confidential. The Member shall ensure that all of the foregoing information is treated as strictly confidential by all personnel involved in the Member's business (including employees, agents and advisors) and are not disclosed to any person other than another of the Members.
2. The Staff may in their absolute discretion refuse to give a price quote to a Member. Refusal will normally only take place where the Staff of the Company have reasonable grounds for believing that a Member is using the information to obtain competitive quotations elsewhere, but Staff will be under no obligation to give reasons for refusal. Certain sensitive products are subject to non quotation or maximum price quotation at the discretion of the Board of the Company.

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### **Data Protection Privacy Notice**

1. Any additional information required under the privacy notice that is not included in this statement can be requested from the Company Secretary.
2. Personal information requested on the Company membership application form is obtained from the applicant to solely facilitate the running of account facilities with the buying group. Credit references are sought and logged against the application from referees named by the applicant.

3. Application forms and references are shared with the board of directors to support the membership application. Delivery addresses, contact details and business opening hours are shared with our group suppliers to enable deliveries to be completed. No sensitive data is processed or held by the Company about our members and all data stored about any member can be inspected by that member if so requested. Order and account details are stored by the company for the statutory seven years required for accountancy purposes and are then confidentially destroyed.
  4. Banking details are kept on a secure software program. Members can at any time request details of data stored and request that it is destroyed. The Company will delete it from their systems and filing in a timely manner as long as it is legally able to do so. Any personal data breaches will be reported immediately to ICO and the member whose data has been breached.
  5. Data is not shared directly with any parties in third countries or international organisations other than when UK based suppliers to the Company import goods to be invoiced through the group or when they also have internationally based partners. The Company believes this to have no impact on our members data security as details are shared only with the office or depot receiving and dispatching the order.
  6. The Company does not track members online or by any smart device or by combining data sets. The Company does not profile members but does manage the membership database by grouping into relevant categories of farming, i.e. sheep, dairy, arable, fruit, etc.
  7. The Company regularly reviews its privacy policy and will inform members of any changes before putting any new data processing systems in place.
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### **Payment Terms**

1. Members shall ensure that payments for all goods invoiced must be made within terms specified by the Company from time to time or as otherwise specified in this agreement. Late payment, including payments declined by the Member's bank, may result in additional administration charges and interest and / or expulsion from the Group at the discretion of the Board of Directors.
2. In addition, to the foregoing, interest will accrue daily and shall be charged in respect of all late payments at a rate of 8% over the Bank of England base rate from the date a payment becomes due until the sum due is paid. This interest rate is calculated on a per annum basis.
3. Accounts are rendered monthly about the 8<sup>th</sup>/9<sup>th</sup> of the month, for goods purchased during the preceding month. Payments are collected by Direct Debit no earlier than the 22<sup>nd</sup> of the month in which the account is rendered. Account queries should be advised to the office no later than the date shown on the direct debit statement so that the amount to be collected can be amended if necessary.

**Note:** *Direct Debit payment is mandatory for all new Members. Where historically a Member has chosen to pay his account by cheque, payment must be in the office no later than 20<sup>th</sup> of the month in which the account is rendered. Failure to adhere to this rule may result in a requirement for mandatory direct debit payment at the discretion of the Board of Directors.*

4. If a Member is a limited liability body corporate, the Company (unless waived in writing) shall require that the members or directors of such body corporate to provide personal guarantees on the terms set out herein.



5. The Company cannot offer credit to any Member, but a credit facility may be arranged through the office where appropriate. The Company reserves the right to decline invoices for deferred payment at the discretion of the Board of Directors. Any requirement for deferred payment should be advised to the Company Secretary before finalising an agreement with a Supplier. If the Company in its sole discretion arranges for any such credit arrangement, the Member acknowledges that in entering into such agreement or arrangement it is wholly or predominantly for the purposes of a business carried on, or intended to be carried on, by the Member.

The Member understands that they will not have the protection and remedies that would be available to them under either the Mortgage Credit Directive Order 2015 (the Order) (if the agreement were a consumer buy-to-let agreement under this Order), the Financial Services and Markets Act 2000 (the FSMA) or the Consumer Credit Act 1974 (the CCA) (if the agreement were a regulated agreement under those Acts). The Member further acknowledges that if they are in any doubt regarding or as to the consequences of any credit arrangement not being regulated by the Order, FSMA or the CCA, then they should seek independent legal advice.

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### **Guarantee and indemnity**

For the purposes of this clause, **Guaranteed Obligations** shall mean all monies, debts and liabilities of any nature from time to time due or owing from or incurred by the Member to the Company under or in connection with this agreement.

In consideration of the Company entering into this agreement, the Guarantor guarantees to the Company that, whenever the Member does not discharge any of the Guaranteed Obligations as and when they fall due, the Guarantor shall on demand make all payments to the Company necessary to discharge the Guaranteed Obligations.

If the Guaranteed Obligations are, or become, unenforceable, invalid or illegal, the Guarantor agrees to indemnify and keep indemnified the Company in full and on demand from and against all and any losses, costs, claims, liabilities, damages, demands and expenses suffered or incurred by the Company arising out of, or in connection with, any failure of the Member to perform or discharge the Guaranteed Obligations.

The Guarantor as principal obligor and as a separate and independent obligation and liability from its obligations and liabilities under this clause agrees to indemnify and keep indemnified the Company in full and on demand from and against all and any losses, costs, claims, liabilities, damages, demands and expenses suffered or incurred by the Company arising out of, or in connection with, any failure of the Member to perform or discharge the Guaranteed Obligations.

This guarantee is, and shall at all times be, a continuing security and shall cover the ultimate balance of all monies payable under or in connection with this agreement, irrespective of any intermediate payment or discharge in full or in part of the Guaranteed Obligations.

The liability of the Guarantor under this clause shall not be reduced, discharged or otherwise adversely affected by:

- (a) any act, omission, matter or thing which would not have discharged or affected the liability of the Guarantor had it been a principal debtor instead of a guarantor; or
- (b) anything done or omitted by any person which, but for this provision, might operate or exonerate or discharge the Guarantor or otherwise reduce or extinguish its liability under this clause.

The Guarantor waives any right it may have to require the Company (or any trustee or agent on its behalf) to proceed against or enforce any other right or claim for payment against any person before claiming from the Guarantor under this clause.



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## **FIAS Compliance – Purchase of Fertilisers**

Added June 2008

### **1. Third Party Storage**

It is the receiving Members responsibility to ensure that all fertiliser delivered to their premises is handled and stored in accordance with the FIAS standard regardless of to whom the fertiliser belongs.

### **2. Haulage**

It is the Members responsibility to ensure that either they or anyone collecting fertiliser on their behalf fully comply with the FIAS standard in the regard of transport.

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## **Limitation of Liability of The Company**

The functions of the Company on behalf of its Members are limited to the following:-

1. Obtaining through negotiation with nominated Suppliers a price advantage available to Members entering into purchasing contracts with those Suppliers,
  2. Providing an administrative service by grouping sums due from a Member to Suppliers under one monthly invoice and accounting to Suppliers on behalf of the Member accordingly.
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## **Limitation of Liability: Context of Procurement by Staff:-**

The Staff of the Company are not qualified to give technical advice regarding any requirements of the Member and the Member places their order or requirements with the Company entirely at their own risk.

1. The Company does not hold itself out to be or operate as an agent or representative of any Supplier.
2. In consequence the Company cannot be held responsible should a Supplier fail to honour a contract. Any dispute regarding product quality or suitability, late delivery or non-delivery, or any other failing on the part of the Supplier, is subject to the terms and conditions of the individual Supplier and the contract between the Member and the Supplier.
3. Where appropriate, confirmation of order details are issued to Members to ensure that errors are not as a result of actions by the Staff of the Company and, in some circumstances, a Member may be required to provide a written confirmation of order.
4. In the event of any goods or services purchased by a Member through the Company proving to be defective or of unsatisfactory quality or in any way leading to loss or injury, the Member undertakes as a condition of Membership to bring any claim whether through legal proceedings or otherwise against the relevant supplier and/or manufacturer and not against the Company.
5. While the Company shall make every effort to prevent error and shall do their utmost to bring any dispute to a satisfactory conclusion, the Company shall not be liable to the Member in relation to any kind of liability arising from the purchase of goods and/or services pursuant to the agreement, including without limitation any liability in contract, tort (including negligence), misrepresentation, restitution or otherwise. Without limiting any of the foregoing, the Company shall not be liable for the following types of loss:
  - (i) Loss of profits.
  - (ii) Loss of sales or business.

- (iii) Loss of agreements or contracts.
  - (iv) Loss of anticipated savings.
  - (v) Loss of use or corruption of software, data or information.
  - (vi) Loss of or damage to goodwill.
  - (vii) indirect or consequential loss.
6. The Company does not undertake to insure goods, plant or machinery purchased or hired through the Company and any liability for insurance is the subject of the contract between the Member and the Supplier.
  7. The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and sections 3 to 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from this agreement.
  8. Unless a Member notifies the Company that it intends to make a claim in respect of an event within the notice period, the other party shall have no liability for that event. The notice period for an event shall start on the day on which the party wishing to make a claim became, or ought reasonably to have become, aware of their having grounds to make a claim in respect of the event and shall expire 12 months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.

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### Indemnity

The Member shall indemnify the Company against any and all liabilities, costs, expenses, damages and loss including any direct, indirect or consequential losses, loss of profits and all interest, penalties and legal costs arising out of or in connection with claims by third parties arising from the Company arranging for the supply of such goods and/or services from time to time hereunder for the Member.



## Instructions to your bank or building society to pay by Direct Debit

### Southern Farmers Ltd

Please fill in the whole of this form using a ball point pen and send it to:

Windmill Farm,  
Rolvenden,  
Cranbrook,  
Kent.  
TN17 4PF

Service user number

7	5	0	9	4	1
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Southern Farmers membership number

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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The manager	Bank/building society
Address	
Post code	

#### Instruction to your bank or building society

Please pay Southern Farmers Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Southern Farmers Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit instructions for some types of account

This guarantee should be detached and retained by the payer.

## The Direct Debit guarantee



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Southern Farmers Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Southern Farmers Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Southern Farmers Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when Southern Farmers Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.





## Southern Farmers Ltd

Windmill Farm, Rolvenden, Cranbrook, Kent, TN17 4PF.

**Company Number:** 4029993

**VAT:** 203 5098 92

**T:** 01580 241401

**F:** 01580241911

**Visit:** [www.southernfarmers.co.uk](http://www.southernfarmers.co.uk)

**Tweet:** @SouthernFarmUK

To: The Company Secretary

Southern Farmers Ltd, Windmill Farm, Rolvenden, Cranbrook, Kent, TN17 4PF.

A. Personal Liability Form

– For those applying as a Limited Liability Company or Limited Liability Partnership.

In recognition of the mutual status of the co-operative, we the undersigned, being Directors of Registered Company/Partnership No: \_\_\_\_\_

Company/Partnership Registered Office: \_\_\_\_\_

Agree to accept personal liability for the 'debts' of 'The Company/Partnership' to Southern Farmers Ltd in the event of non-payment by 'The Company/Partnership.'

Note: The definition of 'debts' is any outstanding membership account inclusive of administration charges and membership charges and, on a winding up, the guarantee given by 'The Company/Partnership' to Southern Farmers Ltd in the Application for Membership and Limit of Guarantee Form.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

B. Data Protection Form

– For those applying as a Sole Trader or Non Limited Partnership.

In order to assist us to comply with the Data Protection Act of 1998, Sole Traders or Partners (not Limited Liability Partnerships) are asked to please provide the following information:-

(a) Date of birth of sole trader or partners:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Thank you. Your co-operation is much appreciated.

Dated: \_\_\_\_\_



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**Tweet:** @SouthernFarmUK

Please complete all shaded areas and return this with your application form.

To: The Manager, \_\_\_\_\_ Bank Plc.

Branch address: \_\_\_\_\_

Dear Sir,

## Status Enquiry Request

We request your opinion as to the means and standing of:-

(Name) \_\_\_\_\_ (Account Number) \_\_\_\_\_

(Address) \_\_\_\_\_

and their creditworthiness for normal business engagements to the extent of £ \_\_\_\_\_

### CONSENT

I\We \_\_\_\_\_ consent to \_\_\_\_\_ Bank Plc.,

providing a reference to SOUTHERN FARMERS LTD.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of:- \_\_\_\_\_

We, **SOUTHERN FARMERS LTD.** enclose our cheque for £ \_\_\_\_\_ in payment of your tariff for this service.

Yours sincerely,

Brigitte Fifield

Managing Director & Company Secretary

[enquiries@southernfarmers.co.uk](mailto:enquiries@southernfarmers.co.uk)



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Dear Member,

Please find the new RDCO form containing the new coding supplied by HM Revenue & Customs. I would suggest taking a close look at the new coding, as banding seems to have altered in comparison to forms completed previously. This has largely come about due to the change in legislation regarding the use of both Kerosene and Gas Oil across varying sectors. If you need further information, or are not aware if these changes affect you, we have found a very useful page on the HMRC website. We regret to inform you that Southern Farmers isn't in a position to advise on this, and would suggest any members that are unsure seek advice from this site: [www.gov.uk/guidance/using-rebated-fuels-in-vehicles-and-machines-excise-notice-75-from-1-april-2022](http://www.gov.uk/guidance/using-rebated-fuels-in-vehicles-and-machines-excise-notice-75-from-1-april-2022).

Once you have completed the form, please sign and date the bottom before returning to [abi@southernfarmers.co.uk](mailto:abi@southernfarmers.co.uk) or via the post. Unfortunately, we cannot accept faxed copies. The RDCO form has had a face lift since we last posted out to everyone, we hope you find this one user friendly, however if you're not sure about how to complete it you can always give us a call and we will assist you.

For members who are registered RDCOs, please complete the form at the bottom of this page and return to the office to ensure the details we have for you remain up to date.

Kind Regards,

Abi Sommerville

Purchasing Team & Member Liaison.

### **Registered RDCO**

If you are one of the few members who are a registered RDCO, please provide your RDCO number below.

\_\_\_\_\_

You only need to complete this section if you are a registered distributor of controlled oils, have an RDCO number and submit a government return. Registered RDCOs do not need to complete the rest of this form.

Trading Title: \_\_\_\_\_ Member Number: \_\_\_\_\_

VAT Number: \_\_\_\_\_ Signed : \_\_\_\_\_ Date: \_\_\_\_\_





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Tweet: @SouthernFarmUK

## Southern Farmers Ltd – RDCO Declaration Form

Trading Title: \_\_\_\_\_ Member No: \_\_\_\_\_

VAT Registered: YES / NO VAT No: \_\_\_\_\_

Please provide the trading name registered to this vat no: \_\_\_\_\_

If you are not registered as an RDCO, please select the appropriate code for each of your addresses from the selection below and enter on the second page. Where there is more than one permitted use for the product, please select the code that best describes the main use. Where commercial use is other than standard agriculture (code 3) please describe the use e.g. hop/grain drying, cold store livestock. This form is regarding rebated fuel such as gas oil and kerosene.

**A breakdown of the codes:** Please select the relevant codes and enter on page 2.

Code	Purpose	Notes
1	Electricity generation and heating in premises <b>not</b> used for commercial purposes.	<i>'Premises are used for commercial purposes if used to trade in goods or services with the intention of making a profit. This does not include premises used to deliver a service with the intention that any profit made will be used only to cover the costs of delivery that service.'</i> For volumes of more than 3,500 litres, use code 7 or 8 as applicable.
2	Heating in commercial premises.	For Kerosene only.
3	Agricultural use (for example, tractors) including horticulture, fish farming and forestry.	Please see the 'Memorandum of Agreement' in the updated Excise Notice 75 for the definitions of these purposes, as well as examples of what constitutes allowed activities.
4	Vehicles used on railways.	Please see the updated Excise Notice 75 for more information.
5	Sailing, boating and marine transport.	To include fuel when used in all types of boats and marine transport, except for private pleasure craft (PPC) in Northern Ireland. Includes supplies to PPC in Great Britain on which a payment of duty for propulsion has been made. See section 6 of Excise Notice 192 for more information.
6	Community amateur sports clubs (CASCs), golf courses, travelling circuses and fairs, etc.	See the updated Excise Notice 75.
7	Domestic – More than 3,500 litres per supply.	
8	Domestic – More than 10,000 litres in a 12-month rolling period.	

**You are reminded that if you collect payment in reimbursement of fuel supplied through your membership account it may be necessary for you to register as an RDCO. If you need further guidance please contact Customs & Excise RDCO helpline on 0845 010 9000.**

**Southern Farmers Ltd cannot be held liable for any information supplied by you on this form, but will be required to pass on this information at time of ordering and may be required to make this form available to HM Customs & Excise officers.**

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This form requires information about gas oil and kerosene deliveries and what it is used for. Please refer to the notes on page 1 before completing this form and seek guidance from the RDCO helpline if necessary. You can contact them on 0800 010 9000.

**Gas Oil:** 35 second, tractor diesel, red diesel, therma 35, shell GTL.

**Kerosene:** 28 second, heating oil, burning oil, paraffin, exocet, glowmax

Please complete for each delivery address for which the fuel is ordered on your membership account. If you need further forms please contact the office.

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Address	Postcode	Gas Oil Code	Gas Oil Use	Kerosene Code	Kerosene Use

**I declare** that the information above is complete and correct.

**I understand** that orders will be placed by the group office on my behalf in good faith, upon the information given and that I may be asked for verbal confirmation from time to time when ordering.

**I confirm** that deliveries made to these addresses are paid by my membership account and no reimbursement is collected.

Print Name: \_\_\_\_\_ Member No: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Southern Farmers Ltd

Windmill Farm, Rolvenden, Cranbrook, Kent, TN17 4PF.

**Company Number:** 4029993

**VAT:** 203 5098 92

**T:** 01580 241401

**F:** 01580241911

**E:** RosieB@southernfarmers.co.uk

**Visit:** [www.southernfarmers.co.uk](http://www.southernfarmers.co.uk)

**Tweet:** @SouthernFarmUK

Registration Certificate in respect of a premises qualifying for domestic rating on fuel supply.

When completed, please return via post or email.

Name Of Residence/Business: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Membership Number: \_\_\_\_\_ VAT Number: \_\_\_\_\_

Relevant Delivery Address (If Different):

\_\_\_\_\_

\_\_\_\_\_

Type of fuel used: \_\_\_\_\_

**Please tick the appropriate clause for this address:**

- ☐ 1. I am a domestic user and the fuel supplied is solely for domestic use
2. I am a domestic user but have some business use as well
- ☐ a. Domestic use is 60% or more
- ☐ b. Domestic use is 59% or less
3. If you selected 2b please state the percentage of fuel used for domestic use: \_\_\_\_\_
- ☐ 4. The premises is a charity not being used for business: charity number: \_\_\_\_\_
- ☐ 5. I am wholly commercial user subject to standard rate VAT

Full Name: \_\_\_\_\_

- I certify that the information given above is correct and complete
- I undertake to inform you if there are any significant changes in circumstance
- I understand that any incorrect statement may make me liable to a financial penalty under the finance act of 1985.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

May 2025