

Isle of Man Agricultural Development Scheme Separate Business Questionnaire

Please complete in BLOCK CAPITALS and black ink.

Please complete the questions fully and provide as much information as you can, to help us assess whether or not the businesses with which you are involved are considered to be separate for the purposes of the Agricultural Development Scheme (ADS).

Please use a continuation sheet if you require more space for your answers.

If you have an interest in more than two businesses, please complete a separate form for the remaining businesses.

Please answer all questions. If one does not apply, please mark it N/A, as incomplete forms will be returned to you.

For official use only
SB Reference Number:

SBQ

Section 1 General information

1. Name, address and AB number of each of the businesses:

Business 1	AB	Business 2	AB
Name		Name	
Address		Address	
	Postcode		Postcode

2. What is the eligible area of the land farmed by the businesses?

Business 1		Business 2	
------------	--	------------	--

3. Has an application been made this year to the ADS?

Yes No

4. What are the main farm enterprises? (e.g. arable, dairy, beef etc)?

Business 1		Business 2	
------------	--	------------	--

Section 2 Legal Status

5. Does each business have a separate legal status? Please provide copies of relevant legal documents.	Business 1	Business 2
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. What is the trading status of each business in legal documents?
(e.g. sole trader, limited or ordinary partnership, limited company, trust etc)

Business 1		Business 2	
------------	--	------------	--

Section 3 Economic Structure

7. When was each business formed? (Give month and year).

Business 1	Month	Year	Business 2	Month	Year
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

8. What was the reason for its formation?

Business 1		Business 2	
------------	--	------------	--



Section 3 Economic Structure (continued)

9a. Please give the percentage shareholding of each person involved in the business.

Business 1	<input type="text"/>	Business 2	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

9b. Which of the shareholders are under age 16?

Business 1	<input type="text"/>	Business 2	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

9c. If any of the shareholders are related, please give names and relationship.

Name	<input type="text"/>	Business 2	Name	<input type="text"/>
Relationship	<input type="text"/>		Relationship	<input type="text"/>
Name	<input type="text"/>		Name	<input type="text"/>
Relationship	<input type="text"/>		Relationship	<input type="text"/>
Name	<input type="text"/>		Name	<input type="text"/>
Relationship	<input type="text"/>		Relationship	<input type="text"/>

9d. Percentage voting rights of the shareholders. (If different from 9a)

Business 1	<input type="text"/>	Business 2	<input type="text"/>
------------	----------------------	------------	----------------------

10. Please give the names of those taking the profits/suffering the losses from each business, including salaried Directors/partners.

Business 1	<input type="text"/>	Business 2	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

11. Please give the names of those with ultimate responsibility for making long term decisions affecting the profitability of each business. Indicate whether decisions are made by specific directors, or in the case of Partnerships, whether decisions are made by the group, or by individual partners.

Business 1	<input type="text"/>	Business 2	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Section 4 Commercial Management

12. Please give the name(s) of those with day to day management responsibility for running each business.

Business 1	<input type="text"/>	Business 2	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

13. If this person(s) is employed by the business, does he/she have a contract of employment?

	Business 1		Business 2
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4 Commercial Management (continued)

14. Does this person have:
 a. Discretion to buy and sell a complete range of products/services?
 Business 1 Yes No Business 2 Yes No

b. Less than this discretion? (Please specify the range of products/services where approval of the owners/others has to be sought)
 Business 1
 Business 2

c. An active role in longer term policy decisions
 Business 1 Yes No Business 2 Yes No

15. For each business, are there separate:
 a. Accounts? Yes No Business 2 Yes No
 b. Farm plans? Yes No Business 2 Yes No
 c. Sales contracts? Yes No Business 2 Yes No
 d. Tax status? Yes No Business 2 Yes No
 e. VAT registrations? Yes No Business 2 Yes No
 f. Livestock records? Yes No Business 2 Yes No
 g. Flock/livestock holding number? Yes No Business 2 Yes No

16. Does one business use another to recover VAT?
 Business 1 Yes No Business 2 Yes No

17. If one of the businesses suffers a loss, would any of the others subsidise it?
 Business 1 Yes No Business 2 Yes No

18. Are there transactions for goods, including e.g. Livestock, or services between businesses?
 Business 1 Yes No Business 2 Yes No

19. If so:
 a. What are they (e.g. livestock, machinery, labour, fertiliser etc)?
 Business 1 Business 2

b. How often does each occur in a year?
 Business 1 Business 2

c. Which of these are provided free of charge between the businesses?
 Business 1 Business 2

20. Are funds other than for goods and services transferred between one business and another?
 Business 1 Yes No Business 2 Yes No

21. If so:
 a. How often are they transferred?
 Business 1 Business 2

b. Who authorises such transfers?
 Business 1 Business 2

Section 4 Commercial Management (continued)

22. Are these transfers represented in the accounts as:

a. Accounts?

b. Farm plans?

c. Sales contracts?

Business 1

Yes No

Yes No

Yes No

Business 2

Yes No

Yes No

Yes No

23. Are detailed invoices raised?

Yes No

Yes No

24. How often are invoices raised?

Business 1

Business 2

25. Are invoices/receipts made out in the names of each business?

Business 1

Yes No

Business 2

Yes No

26. Are the invoices all at commercial rates (i.e. at the same rates as would be paid for goods and services from unrelated businesses)?

Yes No

Yes No

27. On average, how long after invoices are raised is payment made?

Business 1

Business 2

28. Are these payments recorded in the accounts for the business(es)?

Business 1

Yes No

Business 2

Yes No

29. What percentage do these transactions represent compared with buying and selling from unrelated businesses?

Business 1

Business 2

30. Would any of the businesses invest in any of the others (e.g. for expansion or diversification)?

Business 1

Yes No

Business 2

Yes No

Section 5 Operational arrangements

31. How far apart are the farms?

32. Does any of the land of one business adjoin the land of another?

Business 1

Yes No

Business 2

Yes No

33. Does each business have a full range of working machinery and equipment commensurate with the type of farming?

Yes No

Yes No

34. Please list the working machinery belonging to each business.

Business 1

Business 2

Section 5 Operational arrangements (continued)

41. Is any of the farm work contracted out (including contract farming arrangements)?

Business 1
Yes No

Business 2
Yes No

If so:

a. What work is it?

Business 1

Business 2

b. Who does it?

Business 1

Business 2

42. If others involved in the other businesses are also involved in this work as contractors, please give their names.

Business 1

Business 2

43. Are there written legal agreements to cover this work?

Business 1
Yes No

Business 2
Yes No

44. Is the work paid for at commercial rates?

Yes No

Yes No

45. Does each business have its own outbuildings commensurate with the needs of the business?

Yes No

Yes No

If not, list any buildings shared with a related business and describe what they are used for (e.g. machinery store, cattle shed etc.)

Business 1

Business 2

46. Does each business have its own silage and other winter keep making and storage facilities?

Business 1
Yes No

Business 2
Yes No

If not does each business share silage/winter keep, machinery or storage facilities with any of the other businesses?

Yes No

Yes No

47. Do any of the businesses buy or sell farm produce/livestock etc. on behalf of another?

Yes No

Yes No

If so please give details:

Business 1

Business 2

Section 5 Operational arrangements (continued)

54. If others involved in the other businesses are also involved in this work, please give their names.

Business 1		Business 2	

	Business 1		Business 2
55. Are there written agreements to cover this work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
56. Is the work paid for at commercial rates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
57. Is there any land used by the business which is not included on their ADS application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If so, is it included in another application form (give AB number).

Business 1	AB	Business 2	AB
	AB		AB
	AB		AB
	AB		AB
	AB		AB
	AB		AB

58. Are there any livestock claims being made by any of these businesses alone or with another business against this land, whether or not an ADS application has been submitted (give details).

Business 1		Business 2	

Section 6

Signature Date

Continuance sheet

If necessary, continue on separate sheets and tick this box.

Number of sheets attached.

Data Protection

If you would like to know what we do with your personal information and your rights in relation to it, our Privacy Policy can be found here: <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/agriculture-directorate/privacy-notice/>

Our Data Protection Officer can be contacted on 686781 or at: DPO_DEFA@gov.im

Send completed questionnaires to: Field Delivery Team
 Agriculture and Lands Directorate
 Department of Environment, Food and Agriculture
 Thie Slieau Whallian
 Foxdale Road
 St John's, IM4 3AS