

If there are any amendments or corrections to details opposite, please write them in this box.

Γ 7
L J

Name:
Address:

Postcode:
Tel. no. (incl.
nat. dialling code)

Survey of Agriculture, Horticulture and Labour - 1 June 2010

Dear Sir/Madam

You may already be aware that we are required to carry out a full Census of agricultural and horticultural activity in 2010, under European law. Your Census form is enclosed and please note that **it is compulsory under national and European law for you to complete and return this form**. To try and minimise the survey burden, the Census will only cover holdings which had significant levels of farming activity* according to our past information.

You can complete the survey on-line using the Whole Farm Approach (WFA) at www.wholefarm.defra.gov.uk. Alternatively, you can complete this paper copy and post it back to us in the pre-paid envelope supplied. If you choose to complete the on-line form, there is no need to complete the paper form. Please submit your return within 2 weeks of receipt, to ensure we don't send you reminders at a later date.

For assistance in completing the form please see the **guidance notes at the back of this booklet**. You can also contact us using the details given at the foot of this page.

Please note:

The information you provide in sections 1 to 6 should relate to the position at 1 June 2010. Section 7 onwards, regarding labour and diversification data, should be completed for the period July 2009 to June 2010.

Any information you provide to us is treated in confidence. Defra is the Data controller in respect to the Data Protection Act 1988. The purposes for which it can be used are set out in full in our data protection statement (available at www.defra.gov.uk/evidence/statistics/natstats/confidentiality.htm or call the helpline number below to receive a copy) and as specified under the Agricultural Statistics Act 1979. Please note that the information you supply on this questionnaire will not be used to assess cross-compliance on your holding and will not affect your Single Farm Payment.

As always, the Surveys teams are very grateful to you for taking the time and effort to complete our survey questionnaires. Thank you for your co-operation.

Yours faithfully,

Helen Hault (Statistician)

* More than 5ha agricultural land, 1ha orchards, 0.5ha vegetables or 0.1ha of protected crops or ornamentals, or more than 10 cows, 50 pigs, 20 sheep, 20 goats or 1,000 poultry.

Official Use Only

Name/Address	
Comments in box	
Comments elsewhere	

**If you require a large
print form please
contact us on
01904 455284**

For help with completion of the form contact us at:
Department for Environment, Food and Rural Affairs
Economics and Statistics Programme,
Room 312, Foss House, Kings Pool,
1-2 Peasholme Green, York YO1 7PX
Helpline: 01904 455284 Mon-Fri 8.30am to 5.00pm
Email: surveys@defra.gsi.gov.uk
Web: www.defra.gov.uk

Please note:

- The information you provide is for statistical purposes only. It will not be used to assess cross-compliance and it will not affect your Single Farm payment.
- Please complete sections 1 to 6 relating to the position on **1 June 2010**.
- Complete section 7 onwards with respect to **July 2009 to June 2010**. Details of yourself and all persons working on the holding during this period should be covered by sections 7 to 11.
- **Please note that you are obliged under EU and national legislation to complete this form.**

Given up your land?

Have you sold or given up **all your land** on a long term basis (i.e. for more than a year)?

Yes 1

No 2

Z901

If YES, go to **section 14**

1. Land area on this holding on 1 June 2010

Area you own

Hectares

Area owned (Exclude land let out for 365 days or more)	•	H2
---	---	----

Area you rent in

For 365 days or more	Full Agricultural Tenancy	•	H3
	Farm Business Tenancy	•	H4
	Other Agreement	•	H5
For 364 days or less (Including seasonal grazing licences)		•	H11

**Area you let out for 364 days or less
(Do not account for this land on the rest of the form)**

Area let out for 364 days or less (Including seasonal grazing licences)	•	H12
--	---	-----

Area used by you

= Land owned + area rented in - area let out
= H2 + H3 + H4 + H5 + H11 - H12

Area used (including woodland & land not in production)	•	H10
---	---	-----

If all your land is temporarily let out on 1 June, please proceed to **section 7** (bottom of page 5).

**2. Grassland and non-agricultural land on 1 June 2010
(include grazing land in this section)**

Hectares

Grassland	Grass sown in last 5 years	•	G1
	Other grassland (include permanent pasture)	•	G2
Sole right rough grazing		•	G5
Land used for outdoor pigs		•	G15
Woodland		•	G14
Other non-agricultural land E.g. tracks, ponds, yards		•	G17
Please specify below		•	G18

**Total grass/woodland/
non-agricultural land etc.**

•	G98
---	-----

What area of grassland do you expect to harvest for **seed** this year?

•	R3
---	----

Conversion tables

(approximate)

Acres to Hectares					
Acres	1/4	1/2	1	10	20
Hectares	0.1	0.2	0.4	4	8.1

Square metres (m ²) to Hectares					
m ²	500	1,000	5,000	7,500	10,000
Hectares	0.05	0.1	0.5	0.75	1

Square feet to square metres (m ²)					
sq. feet	100	500	1,000	5,000	10,000
m ²	9	45	90	460	930

3. Crops and fallow land on 1 June 2010

		Hectares	
Cereals	Wheat	•	A1
	Winter barley	•	A2
	Spring barley	•	A3
	Oats	•	A4
	Mixed grain	•	A5
	Rye	•	A6
	Triticale	•	A7
Oilseed crops	Winter oilseed rape	•	A24
	Spring oilseed rape	•	A25
	Linseed	•	A27
	Borage	•	A20
Peas and beans	Field beans	•	A21
	Peas for harvesting dry	•	A22
Leguminous forage crops e.g. lucerne, sainfoin, lupins		•	A14
Potatoes including seed	Earlies, intended for harvest before 31 July	•	A10
	Main, intended for harvest after 31 July	•	A11
Sugar beet (not for stock feeding)		•	A12
Maize (fodder and grain maize)		•	A23
Root crops, brassicas and fodder beet for stockfeeding		•	A19
All other crops for stock feeding not covered above (Exclude grass)		•	A18
Short rotation coppice		•	A33
Miscanthus		•	A34
Crops for aromatic or medicinal use		•	A35
All other crops (not vegetables) Please list below		•	A31
			A310
Bare fallow (including all GAEC 12 land)		•	A32
Total crops grown		•	A99

Irrigation

Do you intend to irrigate any of your **outdoor** crops if necessary? Yes ₁ No ₂ R14

4. Horticulture on 1 June 2010

Fruit and Vegetables grown outdoors for human consumption (incl. Spanish tunnels)

		Hectares	
Orchards	Commercial	•	C1
	Non-commercial	•	C2
Small fruit	Strawberries	•	C5
	Raspberries	•	C6
	Blackcurrants	•	C7
	Wine grapes	•	C10
Peas and beans	Other small fruit	•	C11
	Vining peas for processing	•	B5
Culinary plants (including herbs) for human consumption	Other peas and beans	•	B14
	All other vegetables and salad	•	B15
Total fruit and vegetables		•	C299

Hardy nursery stock (HNS), bulbs and flowers in the open

		Hectares	
Christmas trees		•	D6
Perennial herbaceous plants (not cut flowers)		•	D8
Other HNS and mixed area		•	D10
Bulbs and flowers (include aquatic plants)		•	D13
Total HNS, bulbs and flowers		•	D99

Glasshouse and protected crops (exclude Spanish tunnels)

		Record floor space not bench space	Square metres	
Mushroom sheds			m ²	F11
Vegetables, salad and fruit			m ²	F1
Flowers, foliage for cutting and other plants			m ²	F2
Glasshouse not in use on survey day			m ²	F7
Total glasshouse and protected crops (used and unused)			m ²	F98

5. Livestock on 1 June - remember to include your grazing land in Section 2 "Grassland and other land"

Include: any stock you are grazing on common land
pigs reared for someone else under contract

Exclude: any stock being looked after for you on another holding, or on land that you seasonally let out

Pigs at 1 June 2010

If YES please tick

Temporarily reduced pig numbers L90

Number

Breeding pigs	Sows in pig		L1
	Gilts in pig		L2
	Suckled or dry sows kept for further breeding		L3
	Boars for service		L4
	Gilts 50kg and over (intended to be kept/sold for further breeding)		L5
All other pigs by liveweight	20kg and over (including barren sows for fattening)		L9
	Under 20kg (include suckling pigs)		L14
Total pigs			L98
What % of your breeding pigs are housed outdoors?		%	L16

(include the land for these pigs in Section 2: G15)

Sheep and Lambs at 1 June 2010

Number

Breeding sheep 1 year and over	Ewes intended for further breeding		M1
	Intended for slaughter		M4
	Ewes intended for breeding (first time)		M7
	Rams for service		M9
Other sheep and lambs	Females, 1 year and over		M13
	Males, 1 year and over		M14
	Lambs, under 1 year		M17
Total sheep and lambs			M98

Cattle and calves

We are now sourcing cattle data via the Cattle Tracing System (CTS). There is NO need to declare your cattle anywhere on this form.

Poultry at 1 June 2010

If YES please tick

Temporarily reduced poultry numbers N1

Number

Hens and pullets laying eggs for eating	Pullets, point of lay		N2
	Birds in laying flock (include birds in moult)	Intensive	N31
		Barn	N32
		Free range	N33
Breeders (include grandparents and growing pullets)	Layer breeders		N5
	Broiler breeders		N6
	Cocks and cockerels		N7
Broilers (table chickens)			N10
Other poultry	Ducks		N13
	Geese		N14
	Turkeys		N15
	All other birds		N16
Total poultry			N98

Other livestock at 1 June 2010

Number

Horses and ponies		P90
Goats - Female breeding		P12
Goats - Other		P7
All farmed deer		P10
Alpacas		P21
Llamas		P22
Other camelids		P23
Any other livestock e.g donkeys, mules, hinnies		P11
Total other livestock		P98

6. People working on the holding on 1 June 2010

- Note**
- Remember to **include yourself** in one of the categories (usually Q101 or Q102)
 - Exclude workers involved solely in diversification activities
 - If the responsibility for running the holding is held by an agent, an estate, institution (e.g. hospital, school, church, prison) or another company, please enter your principal farmers as **Salaried managers**
 - See the notes at the back of this booklet for further guidance

Please give the number of workers on this holding on 1 June 2010 in the following groups:

Please note: Full time is 39 hours or more per week

		<i>Number of people</i>	
All principal farmers, spouses, and business partners	Full time		Q101
	Part time		Q102
Salaried managers (i.e. paid through PAYE)	Full time		Q103
	Part time		Q104
Regular workers	Full time		Q134
	Part time		Q135
Casual and Gang workers (include SAWS workers)	Male		Q109
	Female		Q110
Total labour (including yourself)			Q98
Please tick <input checked="" type="checkbox"/> this box if <u>all</u> workers are self-employed			<input type="checkbox"/> Q100

Section 7 to 12: Labour and diversification (July 2009 to June 2010)

This year, we are required (under European legislation) to collect detailed information on your farm labour and diversification activities. **All people working on your holding over the previous 12 month period (including yourself) should be accounted for in sections 7 to 11 ahead.**

- Include persons working on land that you rented in
- Exclude persons working on land that you let out

7A. Providing your labour and diversification data (sections 7 to 12)

The labour and diversification data required in the following sections should relate to the holding indicated on the front page for the period July 2009 to June 2010. However, if workers are shared between holdings under the same ownership, we appreciate that it may not be possible to assign labour to an individual holding. In these circumstances, we will accept information that relates to two or more holdings (see option 3)

Please tick one of the following three options:

1. I will supply the labour and diversification data for this holding only Q140
2. I have already provided the labour and diversification data for this holding on another June 2010 form Q141
You must indicate the CPH number for this other form here: _____ / _____ / _____ Q142
3. I will provide the labour and diversification data jointly for two or more holdings. Q143
You must give the CPH numbers of these additional holdings below:

Further space is available at the comments box at section 14 Q144

7B. Financial and legal responsibility for the holding

Who is financially and legally responsible for this holding?

- Please tick one Q130
- One person** 1 → Please provide this person's details in 7C
- Two or more people who are close family members** 2 → Choose one person to be the principal holder and provide their details in 7C
(including co-habiting couples)
- Two or more people who are not related** 3 → Complete 7E (and leave 7C and 7D blank)
- An organisation** 4 → Complete 7E (and leave 7C and 7D blank)
E.g. an agent, estate, institution (e.g. school, church) or another company

i Please read - guidance on completing 7C, 7D and 7E

For the purposes of this survey, we need to collect information on the following persons:

- the **principal holder** - one person (or one of the persons) legally and financially responsible for the holding
- the **principal holder's spouse** - if applicable (please complete even if the spouse does not work on the holding)
- the **principal manager** - one person (or one of the persons) responsible for the management of the holding i.e. making the daily decisions on running the holding. The principal manager may or may not be salaried.

Your decision on which person(s) fit these roles is *solely for completing this survey form*. It is not a formal decision and has no bearing elsewhere.

What if more than one person fits these roles?

If you indicated at 7B that two or more people are *financially and legally responsible* for the holding, please choose one of these to be the principal holder (it doesn't matter which). Include the other person(s) under section 8 or 9 unless they are the principal holder's spouse or the principal manager.

If two or more people jointly *manage* the holding, assign one as the principal manager. Other persons regarded as managers should be covered under section 8 to 11 as appropriate, unless they are accounted for as the principal manager or principal holder's spouse.

What if the principal manager is the same person as the principal holder, or the principal holder's spouse?

Please indicate this in the first row of the grid opposite. You don't need to complete 7E if the principal manager has already been covered in 7C or 7D.

What if an organisation is responsible for the holding?

No details for a principal holder (or their spouse) are required. Complete 7E with the principal manager's details.

Note that 7F (Training of the principal manager) must be completed by all.

Details of the principal holder, principal holder's spouse and principal manager

You don't need to provide the details of any individual more than once, so you may not need to complete all three columns.
See guidance on opposite page.

Please tick if this person is also the principal manager

Please tick if the principal manager is related to the principal holder (if not leave blank)

7C
Principal holder

7D
Principal holder's spouse

7E
Principal manager

Q121

Q122

Q123

Please tick only one box for each of the following questions

Sex	Male	<input type="checkbox"/> ₁ Q201	<input type="checkbox"/> ₁ Q211	<input type="checkbox"/> ₁ Q221
	Female	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂
Age An estimate is fine	16 - 24	<input type="checkbox"/> ₁ Q202	<input type="checkbox"/> ₁ Q212	<input type="checkbox"/> ₁ Q222
	25 - 34	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂
	35 - 44	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃
	45 - 54	<input type="checkbox"/> ₄	<input type="checkbox"/> ₄	<input type="checkbox"/> ₄
	55 - 64	<input type="checkbox"/> ₅	<input type="checkbox"/> ₅	<input type="checkbox"/> ₅
	65 or over	<input type="checkbox"/> ₆	<input type="checkbox"/> ₆	<input type="checkbox"/> ₆
How much time is spent on farm work on this holding? A full working year is 39 hours per week (or more) for 12 months (see guidance notes on page 12)	None	<input type="checkbox"/> ₁ Q203	<input type="checkbox"/> ₁ Q213	<input type="checkbox"/> ₁ Q223
	Up to 1/4 of a working year	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂	
	1/4 to less than 1/2 of a working year	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃	
	1/2 to less than 3/4 of a working year	<input type="checkbox"/> ₄	<input type="checkbox"/> ₄	
	3/4 to less than a full working year	<input type="checkbox"/> ₅	<input type="checkbox"/> ₅	
	Full working year	<input type="checkbox"/> ₆	<input type="checkbox"/> ₆	
How much time is spent on any other paid work?	None	<input type="checkbox"/> ₁ Q204	<input type="checkbox"/> ₁ Q214	<input type="checkbox"/> ₁ Q224
	Less than time spent on farm work on this holding	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂
	More than time spent on farm work on this holding	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃
Does this other paid work relate to this holding? (i.e. does it use land, buildings or other resources of the holding)	Not relevant	<input type="checkbox"/> ₁ Q205	<input type="checkbox"/> ₁ Q215	<input type="checkbox"/> ₁ Q225
	Yes	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂	<input type="checkbox"/> ₂
	No	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃	<input type="checkbox"/> ₃

7F. Training of the principal manager (to be completed by all)

What training (relating to agricultural/horticultural work) has the principal manager had?

Please tick one

Practical experience only ₁ Q132

Formal course(s) each lasting less than 2 years ₂

At least 1 formal course lasting 2 years or more ₃

Please tick if the principal manager has had any formal training in the previous year

Q133

8. Details of family workers

Include regularly employed and casual.
(Holdings run by an organisation should include all regular workers in section 9)

Are any of your workers related to the principal holder?

(Do not include anyone already covered in section 7)

Yes 1 No 2 Q230



If No, go to **section 9**

Please provide the total number of male and female workers on the holding that are related to the principal holder:

Number of males	Number of females
<input type="text"/> Q231	<input type="text"/> Q251

9. Details of all non-family regular workers

Exclude casual workers - enter these in section 10

Do you have any regular workers (that are not related to the principal holder)?

(Do not include anyone already covered in section 7)

Yes 1 No 2 Q270



If No, go to **section 10**

Please provide the total number of regular male and female workers on the holding that are **not related** to the principal holder:

Number of males	Number of females
<input type="text"/> Q271	<input type="text"/> Q291

Please give the number of these workers according to how much time they spend on farm work on this holding:

	Number of males	Number of females
Up to ¼ of a working year	<input type="text"/> Q232	<input type="text"/> Q252
¼ to less than ½ of a working year	<input type="text"/> Q233	<input type="text"/> Q253
½ to less than ¾ of a working year	<input type="text"/> Q234	<input type="text"/> Q254
¾ to less than a full working year	<input type="text"/> Q235	<input type="text"/> Q255
Full working year	<input type="text"/> Q236	<input type="text"/> Q256

Please give the number of these workers according to how much time they spend on farm work on this holding:

	Number of males	Number of females
Up to ¼ of a working year	<input type="text"/> Q272	<input type="text"/> Q292
¼ to less than ½ of a working year	<input type="text"/> Q273	<input type="text"/> Q293
½ to less than ¾ of a working year	<input type="text"/> Q274	<input type="text"/> Q294
¾ to less than a full working year	<input type="text"/> Q275	<input type="text"/> Q295
Full working year	<input type="text"/> Q276	<input type="text"/> Q296

Please give the number of workers according to how much time they spend on other paid work

	Number of males	Number of females
None	<input type="text"/> Q237	<input type="text"/> Q257
Less than time on farm work on this holding	<input type="text"/> Q238	<input type="text"/> Q258
More than time on farm work on this holding	<input type="text"/> Q239	<input type="text"/> Q259

Please give the number of workers according to how much time they spend on other paid work

	Number of males	Number of females
None	<input type="text"/> Q277	<input type="text"/> Q297
Less than time on farm work on this holding	<input type="text"/> Q278	<input type="text"/> Q298
More than time on farm work on this holding	<input type="text"/> Q279	<input type="text"/> Q299

Is this other work directly related to this holding? (i.e uses land, buildings or other resources of the holding)

	Number of males	Number of females
Yes	<input type="text"/> Q240	<input type="text"/> Q260
No	<input type="text"/> Q241	<input type="text"/> Q261
Not relevant	<input type="text"/> Q242	<input type="text"/> Q262

Is this other work directly related to this holding? (i.e uses land, buildings or other resources of the holding)

	Number of males	Number of females
Yes	<input type="text"/> Q280	<input type="text"/> Q300
No	<input type="text"/> Q281	<input type="text"/> Q301
Not relevant	<input type="text"/> Q282	<input type="text"/> Q302

10. Casual workers not related to the principal holder

Exclude workers related to the principal holder, include these in section 8

Exclude self employed workers or workers employed by a third party (include these in section 11)

Have you used any casual labour on the holding in the last 12 months?

Yes 1 No 2 Q310



If No, go to **section 11**

If Yes, please estimate the number of PERSON DAYS (1 person day = 8 hours) worked by casual labour during each of the periods:

Example:

3 workers for 10 days = 30 days,

12 workers for half a day = 6 days,

TOTAL number of person days = 36 days

Jul-Sep 2009 Q311

Oct-Dec 2009 Q312

Jan-Mar 2010 Q313

Apr-Jun 2010 Q314

11. Contract Labour

Exclude unpaid work under mutual aid arrangements, agricultural accountancy work, consultancy work

Has any contract labour been used on the holding in the last 12 months?

Yes 1 No 2 Q320



If No, go to **section 12**

If **Yes**, please estimate the number of **PERSON DAYS** worked by all your contract labour and their employees in the last 12 months (1 person day = 8 hours)

Q321

12. Diversification and contract work

Please **tick** the box beside any of the following commercial diversification activities which you run on this holding. Please **tick** all that apply.

Contracting/ Haulage Agricultural contracting S1
Other (e.g. haulage, clearing snow) S2

Tourism Including accommodation, sport/leisure activities S22

Environment Aquaculture S18
Forestry S30

Processing / Food Manufacture Animal or arable products (e.g. cheese-making) S25

Handicraft S16

Wood processing S17

Any other diversification activities related to the holding S27

I do not carry out any diversification activities S29

Approximately what percentage of total turnover for the holding relates to the above activities?

% S28

(An estimate to the nearest 10% is fine)

ⓘ Please remember that the information collected on this form is for statistical purposes only. It will not be used to assess cross-compliance and it will not affect your Single Farm payment.

13. Renewable energy production

Have you used any renewable sources for energy production on the holding? Yes 1 No 2 E1

If No, go to **section 14**

Please indicate which of the following renewable sources you have used for energy production on the holding, in the previous 3 years *please tick all that apply*

- Wind E2
- Biomethane E3
- Any other biomass (other than biomethane, e.g. biodiesel) E4
- Solar E5
- Hydro-energy E6
- Any other renewable energy source (e.g. tidal energy) E7

Please tick if any of this energy is produced for the market (i.e. sold commercially) S19

Please tick if this energy is produced solely for household use (e.g. using solar panels to produce hot water, or heating systems using chopped wood) E10

14. Declaration

To help avoid us contacting you further, please check and confirm the following: *please tick*

- The total area reported in sections 2, 3 and 4 equals the 'Area used by you' (H10) in Section 1
- You have included your grazing land in section 2
- You have included yourself in Section 6 (People working on the holding on 1 June)
- You have completed Sections 7 - 12 regarding you and your labour force in respect of this holding only, or if for additional holdings, these have been listed at section 7A.

I declare the information I have given in this return is correct and complete to the best of my knowledge and belief.

Signature

V3

Name (please print)

Telephone Number

Email address (optional)

Date

Time taken to complete form

 minutes

V1

Any other comments

Please now return this form in the pre-paid envelope addressed to Defra, P.O. Box 7442, Wigston, LE18 4GA.

Thank you for taking the time to complete this survey

Results will be available from December 2010 and can be accessed via the Defra website: www.defra.gov.uk

Guidance notes for completing the form

Section 2 Grassland and other land

G1: Grassland sown in the last 5 years

All temporary grass or grass sown within the past 5 years. Include wildflower meadows and pollen & nectar mixes.

G2: Other grassland (including permanent pasture)

All grass over 5 years old. Permanent pasture and land used for grazing. Environmental scheme land that does not fit into any other category should also be included.

G5: Sole right rough grazing

Only include land that you own or have sole rights to. Exclude common grazing land that you use. Examples of rough grazing land are heathland, moors, mountains or hills. Land for outdoor pigs should be included in G15.

G14: Woodland

Include woodland used for grazing and land in a woodland scheme. Exclude orchards which should be included in Section 3 (horticulture). Include short rotation coppice (SRC) in A33.

G17: Other non-agricultural land

Include land not accounted for elsewhere on the form e.g. marshes, yards, tracks.

Section 3 Crops and fallow land

Land previously declared as set-aside, or currently in schemes such as ELS, should be entered in the category which best identifies the land cover on 1 June 2010.

If possible, exclude field margins/conservation headlands/buffer zones from the area of the crop. The margins around a field should be included under its current use (usually in the grassland section or in A32 as GAEC 12 land).

A5: Mixed Grain

Include mixtures of grain crops with other grain or peas, beans, etc. sown together and intended for combining.

A19: Root crops, brassicas and fodder beet for stockfeeding

Include turnips, swedes, mangolds, kale, cabbage, kohlrabi and rape.

Exclude crops for human consumption (e.g. swedes and turnips). These should be included in B21 (all other vegetables and salad) in Section 4 (Horticulture).

A18: All other crops for stock feeding

Exclude peas for harvesting dry and maize. These should be included in A22 (peas for harvesting dry) and A23 (maize) respectively. Leguminous forage crops such as lucerne and lupins should be included in A14.

A35: Crops for aromatic or medicinal use

e.g. poppies, lavender, chamomile. Plants or parts of plants for pharmaceutical purposes, perfume manufacture or other aromatic products. Generally they are not sold directly for consumption because they need to be industrially processed prior to final use.

A31: All other crops (not vegetables)

All other non-horticultural crops e.g. flax, hops. Vegetables should be provided in Section 4 (Horticulture) Lavender should be provided in A35.

A32: Bare Fallow and GAEC12 land

Include all arable land not in production, including GAEC12 land, wild bird /game cover and game strips.

R14: Irrigation

If you intend to irrigate your **outdoor** crops (arable or horticultural) as a matter of course, or as necessary in case of a prolonged dry period, please tick this box.

Section 4 Horticulture

Orchards

Grazed orchards should be included in this section, not as grassland.

C1: Commercial orchards

Include any orchards from which you intend to sell fruit commercially, either direct for human consumption, or for further processing eg. for cider.

B15: Culinary plants (including herbs) for human consumption

Culinary plants are distinguished from vegetables in that they are used in small amounts and provide flavour rather than substance to food.

B21: All other veg & salad for human consumption

This includes carrots, cauliflowers etc. Indoor mushrooms should be reported under F11 (Glasshouse & protected crops). Exclude potatoes, which should be included in A10 or A11 in Section 3 (Crops).

Glasshouse & protected crops

Include fixed and mobile glass and plastic covered structures tall enough to walk through. Exclude spanish tunnels and low plastic tunnels. Areas under these should be included as fruit/vegetables grown outdoors.

Section 5 Livestock

Pigs

If you keep pigs outdoors, please record the land for these animals in G15 (Land used for outdoor pigs) in Section 2.

Poultry

N16: All other birds

E.g. guinea fowl, ostriches, game birds (e.g. pheasants)

Sheep & Lambs

M1 & M4: Ewes intended for future breeding or slaughter

Ewes and shearlings present on survey day that have produced lambs in the last 12 months.

M7: Ewes intended for breeding (first time)

Female sheep not previously used for breeding but that have been or will be put to the ram this year.

P10: All farmed deer

Deer kept for breeding, meat or other foodstuffs, skins or other by-products, or as breeding stock for these purposes.

Other Livestock

Please note, cattle should not be recorded anywhere on this form.

Section 6: People working on the holding on 1 June 2010

Remember to include yourself in one of the categories (generally in Q101 or Q102 - principal farmers).

Include paid & unpaid workers and regular employees who are **usually** on your holding on survey day. Managerial, supervisory & office workers are included.

Please exclude equestrian workers, grooms, **workers involved solely in diversification activities**, gamekeepers, sales assistants/farm shop workers, domestic staff and workers on capital investments (i.e. on new buildings).

Q134 & Q135: Regular workers

Family and non-family workers who are employed for more than 20 weeks of the year.

Please include contract labour which you employ for **most** of the year (even if they are on another holding on survey day).

Contract labour not used for most of the year should be excluded.

Q109 & Q110: Casual & Gang workers

Family and non-family workers who are usually employed for less than 20 weeks of the year and are employed on survey day.

Please include youth trainees on official schemes and Seasonal Agricultural Workers Scheme (SAWS) workers.

Section 7 Responsibility for the holding

Section 7A. Providing your labour and diversification data

If you choose option 3, please record the CPH numbers of the holdings in the box shown. Within section 7 to 11 you will need to account for all persons working on the holdings indicated. If there are several people managing these holdings, you will still need to choose only one to be the 'principal manager'.

Section 7B. Legal and financial responsibility for the holding

This may be the owner or a tenant.

Section 7C, 7D and 7E. Principal holder, principal holder's spouse, principal manager

Full working year - for the purposes of this survey, a full working year is equivalent to working 39 hours a week (or more) over 12 months. The other categories are based on a proportion of this period. For example:

39 hours a week over 6 months = $\frac{1}{2}$ working year
10 hours a week over 12 months = $\frac{1}{4}$ working year

Please refer to the guidance notes on page 7 for further assistance with this section.

Section 8 Family workers

Please include **all** workers (aged 16 and above) that are a member of the principal holder's family, whether working regularly (full or part time) or casually/seasonally.

Full working year - this is defined under Section 7 above.

Farm work include all agricultural/horticultural activities on the holding and the preparation of its produce for market. It should include managerial and office work. Diversification activities are defined as 'other paid work'.

Other paid work includes any activity or occupation for payment of money or kind. It includes non farm work **OFF** the holding, non farm work **ON** the holding (such as tourism or other diversification activities), and farm work **ON ANOTHER** holding.

If the other paid work occupies exactly the same amount of time as the farm work on the holding, answer on the basis that less time is spent on other paid work.

Other paid work *relates directly to the holding* if it involves the resources of the holding (area, buildings, machinery, etc.) or its products.

Section 9 Non family regular workers

Please include workers that are:

- not a member of the principal holder's family and
- employed regularly (full time or part-time).

If the holding is run by an organisation, all regular workers should be included in this section.

For descriptions of a 'full working year', 'farm work', 'other paid work' see the guidance notes for Section 8 above.

Section 10 Casual labour

Include casual/seasonal workers employed by the holding. Exclude workers that are related to the principal holder, they should be included in section 8.

Section 11 Contract labour

Include self-employed workers and workers employed by a third party e.g. gang workers.

Section 12 Diversification

Include commercial activities that are directly related to the holding i.e. activities where the resources of the holding (area, buildings, machinery, etc.) or its products are used.

Exclude pure financial investments, or renting out the land for diverse activities where there is no further involvement in these activities.

Exclude commercial activity on the holding which is not linked to any agricultural/horticultural activity (for example a hairdresser, an insurance company etc.).

Any occasional diversification activities should be excluded.

Further assistance

Helpline	01904 455284 (Mon-Fri 8.30am to 5.00pm)
Email	surveys@defra.gsi.gov.uk
Address	Department for Environment, Food & Rural Affairs Room 312, Foss House, Kings Pool 1-2 Peasholme Green York YO1 7PX