

## School Milk Subsidy

**SCM/1**

### Application for approval to claim subsidy

Council Regulation (EC) 1234/07 & Commission Regulation (EC) No. 657/2008 as may be amended

#### Notes about this form

- A** Please use BLOCK CAPITALS.
- B** The applicant is the education authority, supplier or agent having the right to apply for approval to claim subsidy.
- C** The form must be signed by a senior manager who will be accountable for the claims made.
- Data Protection.** We will protect any personal data we receive in line with the Data Protection Act 1998. Please see overleaf for full details of our policy.

#### Part A – General details To be completed by applicant

Name and address of applicant

Postcode

Status: sole proprietor  partnership  company  trust   
If other, please specify:

Trader registration no.

Tel no. incl area code

Fax no. incl area code

Contact name

#### Part B – School details

How many schools do you expect to be claiming for?  
Please answer against the appropriate category below:

- nursery schools
- primary schools
- secondary schools
- other (please specify)

You must attach a list showing the full names, addresses, telephone numbers and contact name for each of the schools for which you are claiming.

#### Part C – Conditions

You must:

- 1** Claim subsidy only for products consumed by the pupils of the schools for which aid has been applied.
- 2** Repay subsidy paid for products that have:
  - not been distributed to pupils regularly attending nursery, primary or secondary school.
  - been distributed in quantities greater than 0.25 litres per pupil per day.
  - been used in the preparation of meals on premises other than the school for which aid has been applied, or which involve heat treatment
- 3** Make supporting documents available to the Rural Payments Agency on request and allow the Rural Payments Agency to make any check it wishes, especially the scrutiny of records and physical inspection.
- 4** If you are a supplier or agent, keep records showing:
  - the names and addresses of the educational establishments or educational authorities supplied;
  - the quantities supplied.

#### Declaration

- I have read and understood Scheme Guide RPA(L)20, as may be amended;
- I accept and will comply with the conditions at Part C above;
- I have given details that are true and complete to the best of my knowledge and belief.

Signature  
of senior manager

Name  
(BLOCK CAPITALS)

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

Date

**Data Protection Act**

Defra is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act for other purposes, as explained in scheme guidance and on the Access to Information pages on the RPA website. If you have any questions please contact the Customer Service Centre.