

BUSINESS RATES

Application for Mandatory and/or Discretionary Rate Relief

Name and address:

Account Number

The Council has the provision for granting relief to charities and other similar organisations under sections 43, 45, 47 and 64 of the Local Government Finance Act 1988. Mandatory relief will be granted to Registered Charities and Community Amateur Sports Clubs, whilst Discretionary Relief may be granted to charities and other not for profit organisations.

A **Applicant Details**

Name of organisation:

Registered Address:

Telephone Number:

E-mail Address:

Address of premises, for which relief is being claimed:

1st Premises

2nd Premises

Do you own the freehold of these premises? Yes No

If no, please provide details of the landlord:

Relief claimed from (date):

Name and address of representative (if different from above):

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Important Note

Charitable Relief will be granted as long as all the required criteria have been satisfied. Restrictions to Discretionary relief may be made, dependant on the financial standing and objectives of the organisation or charity.

B

Charity or Organisation Details

(please tick)

Is the applicant:

Yes No

A registered charity?

Excepted or exempt from registration?

Recognised as a charity for Income Tax purposes?

A registered Community Amateur Sports Club (CASC)?

Please use separate sheet if you need more room to answer any of these questions

Access

Is membership open to all sections of the community? (Please give details of any restrictions on membership, the costs of membership, and any other information you think is relevant.) Generally, organisations should be prepared to show that membership is open to anyone.

Do you actively encourage membership from particular groups in the community? (For example: young people, older age groups, people with disabilities etc.)

Are the facilities available to people who are not members? (For example: schools, casual public sessions and so on.)

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Facilities

Does the organisation:

Yes

No

Provide training or education for its members?

Provide schemes for particular groups to develop their skills?
(for example. young people, people with disabilities, retired people.)

Other Issues

Is the organisation affiliated to local or national organisations?
(for example: local sports or arts councils, national representative bodies.)

What percentage of the membership is made up of people who live mainly in the area covered by the Council?

%

If applicable, please explain why registration with the Charity Commission is not required?

Please describe the charity or organisation's main purposes and objectives:

DISCRETIONARY RATE RELIEF

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C

The Premises

(please tick)

Yes No

Are the premises wholly or mainly used for charitable purposes (this relates to the area of the property that you use)

Is there a licensed bar on the premises?

Are the premises used for any purposes other than for the charity or organisation for which this application concerns?

If yes please provide details

Are the premises used wholly or partly as a shop to sell goods given to the charity

If 'yes' please provide the percentage of sales that are attributable to donated goods

%

Percentage of sales used to support the objectives of the charity

%

Please give precise details of the activities carried out from the premises:

Important Note

(Please read and tick boxes as appropriate)

Any charity applying for 80% mandatory relief must supply their charity commission registration number

Any CASC applying for 80% mandatory relief must supply a copy of their letter of registration

Any registered charity or CASC applying for an additional 20% discretionary relief or any other 'not for profit' organisation applying solely for discretionary relief must submit the following:

A copy of Trust Deed or Written Constitution

Accounts for the last TWO financial years clearly showing Income and Expenditure and any restricted or designated funds

I declare that the information given in this application is true and accurate to the best of my knowledge

Signature

Date

Position with or relation to charity / organisation

Please return to:

Revenues Section
Town Hall
WATFORD
WD17 3EX
email nndr@watford.gov.uk
or nndr@threerivers.gov.uk

APPLICANTS WHO DO NOT SUBMIT THE REQUIRED INFORMATION WILL NOT BE CONSIDERED FOR RELIEF