



Dear Sir/Madam

Business Rates - Application for Mandatory Rate Under Section 43 and 45 of the Local Government Finance Act 1988

Relief is granted subject to qualifying criteria set out in the above-mentioned acts.

Awards are usually made for a set period, based on the assumption that circumstances do not change in the meantime and regular reviews are carried out in order to verify that there has not been a material change.

Once you have completed the form in full and checked that all relevant documents are included with your application, please send it to us at the address below.

If you need any advice or assistance to complete this form then please email or telephone us at the address/number below.

Please note that you may not withhold any payments due pending the outcome of this application.

Yours faithfully

John Rogers
CS Principle NNDR Officer

Section A – Details of charity or organisation

Name of organization applying for relief

Registered address.

Main objectives and purposes of organisation.

If registered with the Charity Commissioners, or the Department of Education, please give Registration number.

If the organisation is not a registered charity, is it treated as one for income/tax purposes?

Yes No

If **yes**, please provide evidence, eg a letter from HMRC confirming the organisations status.

If exempt from registration, please state the grounds on which it is exempt.

Does the organisation receive mandatory relief from any other billing authority?

Yes No

Section B – Details of Property

Address of property for which relief is being claimed.

Is the property currently occupied?

Yes No

Is the property occupied by a charity or trustee of a charity and wholly or mainly used for charitable purposes?

Yes No

If the property is currently unoccupied, when it is next in use will it be used wholly or mainly for charitable purposes?

Yes No

If used for purposes other than those of the applicant, please give full details.

Is there a licensed bar at the premises?

Yes No

Please clearly define the purpose(s) for which the property is used or will be used.

Section C – Only complete if you are operating as a charity shop

Is the property being wholly or mainly used for the sale of goods that have been donated to the charity?

Yes No

What percentage (%) of floor space is occupied by donated goods?

What percentage (%) of turnover and profit is represented by the sale of donated goods?

What percentage (%) of items sold are donated goods?

Are all the proceeds (after deduction of expenses) applied for the purposes of charity?

Yes No

Section D – Required supporting documentation

Please supply a copy of each of the following:

- the statute or charter or memorandum and articles of association or scheme or relevant document laying down the objects of the organisation, together with amendments thereto
- the latest audited accounts
- the latest report of the chairman or managing body

Applicants should note that the Billing Authority reserves the right to inspect the property in respect of which this claim is made.

The charity should notify the Billing Authority as soon as possible of any changes relating to this claim.

Section E – Declaration

Name of person completing this form.

Your position within the organisation.

Your telephone number and email address.

This application is submitted on behalf of the organisation named in Section A and I declare that the information I have supplied is correct.

In addition to this completed form, I have enclosed a copy of

- the statute or charter or memorandum and articles of association or scheme or relevant document laying down the objects of the organisation, together with amendments thereto
- the latest audited accounts
- the latest report of the chairman or managing body

Signature

Date

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