



Dear Sir/Madam

Application for Discretionary Rate Relief under Section 47 of the Local Government Finance Act 1988

Please complete the attached application form in full. The form is split into 4 sections, all of which must be completed.

- Section A - Organisation details
- Section B - Property details
- Section C - Financial details
- Section D - Declaration

Please continue any answers on a separate sheet if there is not enough room on the form.

You will also need to provide a copy of your most recent audited accounts and a copy of your organisations constitution or articles/memorandum of association.

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 any relief awarded is at the discretion of the Council. Your Non-Domestic rate bill is still due and payable whilst your application is being considered.

Yours faithfully

John Rogers
CS Principle NNDR Officer

Discretionary Rate Relief Application Form

Business rate account number

Name of organisation applying for relief

Amateur Sports Club (CASC)?

Yes No

Please tick which group your organisation should be classified as:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Not established for profit |
| <input type="checkbox"/> Club | <input type="checkbox"/> Philanthropic |
| <input type="checkbox"/> Society | <input type="checkbox"/> Sports/Recreational |
| <input type="checkbox"/> Science | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Social Welfare |
| <input type="checkbox"/> Religious | |

What are the main objectives of the organisation?

Please describe the services, facilities and activities provided by the organisation.

How does the organisation ensure that is accessible to all sections of the community?

Please provide details about access to your organisation

Is the access available to all sections of the community?

Yes No

If the membership of the organisation is required, how many members are there?

Is there any qualifying criteria for the membership and if so provide details?

Is there a fee or subscription payable for membership?

Yes No

If **yes** please provide details of membership rates eg one-off joining fee or annual or monthly subscription and the amounts charged

What proportion of your membership is from the Spelthorne Borough Council area?

Does the organisation provide facilities that Spelthorne Borough Council may otherwise have to provide?

Yes No

If **yes**, please give details

To what extent does the organisation provide services and/or facilities for the benefit of special need groups in the local community, eg community care, education and social projects for ethnic minority groups, children and youth, unemployed or retired?

Is the organisation affiliated to any other local organisation or national organisation?

Yes No

If **yes**, please provide details including any funding received

Please confirm the financial years for which you wish to apply for relief, eg 2019/20

Please explain why the organisation is requesting discretionary rate relief

Section B – Details about the property for which relief is claimed

Please provide the address of each property for which relief is being claimed in the Spelthorne Borough Council area

Description(s) of the property, eg shop, office, warehouse

How is the property used for purposes of your organisation? Please note that you should describe how the use of the property is linked to the objectives of the organisation

Is the property occupied by any other organisation?

Yes No

If **yes**, please provide details

Does the organisation run a bar or have gaming machines at the property?

Yes No

If **yes**, are the profits re-invested back into the organisations activities?

Yes No

Is the bar open to members of the public?

Yes No

If yes, please tell us under what circumstances this happens

Section C – Financial information about your organisation

Please answer the following financial questions about your organisation. You will need to supply a copy of your most recent audited accounts with this form. If you do not have audited accounts, please provide a profit and loss statement.

Please complete the detail below (these should agree with the figures in your accounts)

Annual surplus/deficit (delete as appropriate)

£

Cash/Bank Balance

£

Accumulated Funds

£

If your account shows that the organisation has operated at a loss, please advise if there is any particular reason for this

Alternatively, if the organisation has made a profit or accumulated large funds, please advise if there are any particular reasons for this and to what the funds will be used for

What are the organisations main sources of funding?

Source	Amount	If restricted, please give details

Does the organisation receive any funds/grants from Spelthorne Borough Council?

Yes No

If yes, please provide details, including the amount of funding and if it is restricted

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Does the organisation undertake any fund-raising activities, either for itself or other bodies?

Yes No

If yes, please provide details

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Section D - Declaration

Name of person completing this form

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Your position within the organisation

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Your telephone number and email address

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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

1. The organisations latest accounts.
2. A copy of the organisations constitution or articles/memorandum of association.

Signature

Date

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