

Application for Mandatory or Discretionary Rate Relief on Property Occupied by a Charitable or Voluntary Organisation

(Registered Charities need complete Parts (i) (ii) (vi) only)

(Please use Block Capitals throughout)

(i) About the Organisation

Name of Organisation

Name and address for correspondence or further enquiries

Position within the Organisation

Daytime telephone number

Please state the main objectives or aims of the organisation

Any written Constitution, Rules or Articles of Association should be enclosed with this application *(Please ✓ the appropriate box)*

Is it a Registered Charity?

Yes		No	
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Registration number (if applicable)

Is it affiliated to any local or national association?

Yes		No	
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If Yes, please give details

(ii) About the Property

Address of the property where relief is requested

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Business rate reference number

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What do you use the property for?

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Does anyone else use the property?

Yes		No	
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If Yes, please give details

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Is the property used for any other purpose?

Yes		No	
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If Yes, please give details

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(iii) Financial Status

Is the Organisation established or conducted for profit?

Yes		No	
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If profits are made how are they used?

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How is the Organisation funded? (Please give main sources in brief, including a list of admission charges if applicable)

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Is there a bar on the premises?

Yes		No	
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If Yes is it open to Non-Members

Yes		No	
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The last two years audited accounts should, where possible, accompany this application. This should include Bar Trading Accounts if appropriate.

(iv) Membership

(a) Is your membership open to all sections of the community?

Yes		No	
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(b) If No, list those excluded

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(c) Do you encourage Membership from any particular group? e.g. young people, disabled, retired, others (please specify)

Yes		No	
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(d) What is your total Membership split between young people, disabled, retired?

Total Young People Disabled Retired

(e) What percentage of your Membership resides within the Rochford District Council area?

	%
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(f) What is the division between participating and social members?

Participating Social

(g) Do you have membership criteria?

Yes		No	
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If Yes, list those excluded (continue on a separate sheet of paper if necessary)

(h) What is your cost of membership?

£

(v) Provision of Facilities

(a) What training or education facilities are provided?

(b) Are they provided for particular groups?

Yes

No

If so please detail

(c) Are the facilities made available to people other than members?
e.g. schools

Yes

No

If so please detail

(d) Have the facilities been provided by club members,
e.g. self-help or provided by 'Grant Aid', please detail

Yes

No

(vi) I hereby certify that the details given in this application are correct.

Signature

Capacity in which signed

Date

Guidance Notes about this Form

Rate Relief can be granted to charitable and certain other organisations not established or conducted for profit, in accordance with the Local Government Finance Act 1988 (LGFA)

A charity is defined in s67 (10) LGFA 1988 as an institution or other organisation established for charitable purposes only, or any persons administering a trust established for charitable purposes only. The question of whether an organisation is a charity may be resolved in the majority of cases by reference to the register of charities maintained by the Charity Commissioners under s4 Charities Act 1960. Entry in that register is conclusive evidence that an organisation is a charity.

Absence from the register does not necessarily mean that an organisation is not a charity because it may be excepted from registration. These exceptions include:

- (a) The Church Commissioners and any institution administered by them.
- (b) Any registered society within the meaning of the Friendly Societies Acts 1896 – 1974.
- (c) Units of the Boy Scouts or the Girl Guides Associations.
- (d) Voluntary aided schools and foundation special schools within the meaning of the School Standards and Framework Act 1998.

Mandatory Relief

Mandatory Rate Relief of 80% is awarded if the property is wholly or mainly used for charitable purposes, and **occupied** by an organisation or institution established for charitable purposes only, or by a trust established for charitable purposes only.

Unoccupied premises may also be entitled to relief if when next in use will be the charity.

Discretionary Relief

Those organisations, which qualify for Mandatory Rate Relief, may be awarded up to a further 20% additional relief at the discretion of the Council.

Other organisations not established or conducted for profit may qualify for up to 100% relief at the discretion of the Council provided that their main objects are charitable or benevolent or concerned with one of the categories listed below:

- Religion
- Education
- Social Welfare
- Science
- Literature
- Fine Arts
- Recreation or Sport

Charity Shops

A charity shop will be entitled to **Mandatory Rate Relief** if it is wholly or mainly used for the sale of goods donated to the charity, if the proceeds of the sale of the goods are used for the purposes of the charity.

Community Amateur Sports Clubs

Mandatory relief of 80% is available to those clubs, which are registered with the Inland Revenue as Community Amateur Sports Clubs.

When the form has been completed, it should be **signed** and **returned** to

Rochford District Council
Business Rate Section
Council Offices
South Street
Rochford
Essex
SS4 1BW

If you need any assistance in completing the form, please contact the Business Rates Section.
Telephone 01702 318017