

NDRCCR

Revenues Section  
Tel:01376 557755  
Ext: 2755  
Date as received

Name: Address:
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**Application by a Charity or Organisation for Relief from National Non-Domestic Rate**

**Please read the enclosed notes before completing this application.**

Name of Charity .....
Registered Address:
Situation of Premises:

**Particulars in support of claim**

**1. Particulars of the Charity or Organisation**

- a) What are its main objectives and purposes? .....
- b) Is it registered with the Charity Commissioners or the Ministry of Education? **YES/NO**  
If yes, please state Registration No. ....
- c) If exempt from registration, please state grounds .....
- d) If the organisation is other than a charity, is it established or conducted for profit?  
**YES/NO**

**2. Details of premises, for which relief is claimed**

- a) Purpose(s) for which used? .....
- b) If used for any purpose other than those of the claimant, please give details .....
- c) Does the premises include a bar? **YES/NO**  
If yes, you must include bar accounts with your application.
- d) Does the premises include a hall or function room that is available to hire?**YES/NO**  
If yes, you must include terms and conditions of hire and hire accounts with your application.
- e) If a profit is made on the bar or hall hire, to what purpose is this profit utilised?  
.....

**3. Section(s), under which relief is being claimed (see notes)**

a) Mandatory Section 43(5) and (6) **YES/NO**  
Section 45(5) and (6)

b) Discretionary Section 47 **YES/NO**

**DECLARATION**

**I declare that the particulars given are correct to the best of my knowledge and belief.**

Signature ..... Name .....

Position in Organisation ..... Date .....

Please use overleaf for any additional information, which you think may be useful.

**The information supplied may also be used for other Council Revenues purposes registered under the Data Protection Act 1984.**

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Office Use Only

Recommend		% Mandatory Relief		% Discretionary Relief
Decision		% Mandatory Relief		% Discretionary Relief
Period to				
CCID U	(M)	Y/N	(D)	%

## **Notes for Application by a Charity or Organisation for Relief from National Non-Domestic Rate - The Local Government Finance Act 1988**

### **Any organisation**

A body satisfying the following conditions is eligible to be considered for rate relief if:

1. The ratepayer is a charity or trustees for a charity and the property is wholly or mainly used for charitable purposes, **or**
2. The property is wholly or partly occupied for a purpose which is mainly charitable, philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts,\* **or**
3. The property is wholly or mainly used for purposes of recreation and all or part of it is occupied for the purposes of a club, society or other organisation not established or conducted for profit,\* **or**

\* special criteria apply, please see below.

### **Sports Clubs and other non profit making organisations**

Before granting discretionary relief to sports clubs and other non-profit making organisations, account will be taken of the following criteria:-

- |  |                     |
|--|---------------------|
| 1. Bar profits and their use   | 10% to 100%         |
| 2. Income from hall hire for functions   | 10% to 50%          |
| 3. Subscription levels   | 10%                 |
| 4. Exclusions of any groups or individuals from membership or participation      | 10% per exclusion   |
| 5. Restriction or encouragement in membership, i.e. are local people encouraged? | 10% per restriction |

Organisations, which promote use to particular groups, i.e. youth, unemployed, disabled, etc., will receive favourable consideration.

If all of the appropriate qualifications are met, up to 100% discretionary relief may be granted. However, if the organisation falls down on any of the criteria mentioned above, the level of relief will be reduced within the percentage guidelines shown.

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Special provisions providing for concessions in respect of the payment of rates apply to occupiers of hereditaments:

### **Section 43(5) and (6) and 45(5) and (6) (Mandatory Relief)**

any non-domestic hereditament occupied by, or with trustees for, a charity and wholly or mainly used for charitable purposes (whether of that charity or of that and other charities) (Relief currently at 80%):

**Section 47 (Discretionary Relief)**

- a) any other hereditament falling within Section 43 and Section 45.
- b) any other hereditament which is occupied for the purposes of one or more institutions or other organisations which are not established or conducted for profit and whose main objectives are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts.
- c) any other hereditament which is occupied for the purpose of a club, society or other organisation not established or conducted for profit and is wholly or mainly used for purposes of recreation (Relief currently up to 100%).

If you feel your organisation meets the above criteria, please apply using the attached application form.

**PLEASE NOTE THAT THE FOLLOWING DOCUMENTS MUST BE SENT WITH YOUR APPLICATION:-**

- 1. Copy of the Memorandum and Articles of Association, or Rules of the Association. (These will be returned after the application has been considered.)  
If any amendments are pending, please include details.**
- 2. Copies of the audited accounts and balance sheets for the last 2 years. Please note that if separate accounts are kept for a bar, hire etc., these must be enclosed.**