

# Mandatory Rate Relief for Charitable and Other Bodies

Use this form to apply for Mandatory Rate Relief under Section 43 of the Local Government Act 1988. You will need to print both pages of the form and send it to the address at the bottom of page 2, together with a copy of the **constitution, regulations and latest audited accounts** of the organisation and any other supporting documentation that you feel may assist in your application

1. Name of Organisation	
2. Name, address and contact telephone number of Secretary or other Officer or Agent	
3. Is the organisation registered as a charity? <i>If Yes, please give details and registered Charity number.</i>	(a) by the Charity Commission      YES / NO (b) by the Minister of Education      YES / NO
4. If <b>not</b> registered as a Charity:  <i>If Yes, please state under what Provisions.</i>	(a) has application been made for registration?      YES / NO (b) is the organisation a Charity exempted or excepted from registration?      YES / NO
5. Details of premises, in respect of which relief is sought. <i>(If more than one hereditament is involved, please give the details below on a separate sheet for each property separately assessed).</i>	
(a) Description	
(b) Address	
(c) Name of actual occupier	
(d) Purpose for which premises are used	
(e) Terms of tenancy of premises	
(f) Are the premises used for any purposes other than those of the organisation?	YES / NO
(g) If any part of the premises is let to, or used by, any other persons or organisation, please give details and state the income derived.	
<b>This is a two page form - please ensure you continue and complete sections 6-10.</b>	

**Application for reduction of National Non-Domestic Rate under Section 43  
of the Local Government Act 1988.**

***If the applicant organisation is NOT a registered exempted or excepted Charity,  
the following information should be given.***

6. Is the organisation established or conducted for profit?	YES / NO
7. Please indicate by marking with "X" the main objects of the organisation.	(a) Charitable <input type="checkbox"/> (b) Philanthropic <input type="checkbox"/> (c) Religious <input type="checkbox"/> (d) Educational <input type="checkbox"/> (e) Social Welfare <input type="checkbox"/> (f) Science, Literature or Fine Arts <input type="checkbox"/> (g) Recreation <input type="checkbox"/>
8. To what extent are membership and benefits of the organisation available to the general public?	
9. Is it recognised as a Charity for Income Tax purposes?	YES / NO
10. Is it affiliated to any other organisation? <i>If Yes, please give details.</i>	YES / NO

**CERTIFICATE TO BE COMPLETED BY ALL APPLICANTS**

*I certify that the foregoing particulars are correct to the best of my knowledge and belief and that the premises detailed herein are occupied for purposes specified in Section 43(6), 45(6) or 47(2) of the Local Government Finance Act 1988.*

Signature:.....

Capacity in which signed:.....

Date: .....

Contact name:	Telephone number:
Mobile number:	Fax:
Email:	

N.B. CHARITY SHOPS - Charity Shops wholly or mainly selling goods bought under normal trading conditions are not entitled to any relief under the provisions of Section 64(10) of the Act.

*When you have completed this form, please return it to:*

**Business Rates Section, Local Taxation Unit, Reigate & Banstead Borough Council  
Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH.**

**Tel: 01737 276991/276532 Fax: 01737 276260 Email: [business.rates@reigate-banstead.gov.uk](mailto:business.rates@reigate-banstead.gov.uk)**