

Application for Discretionary Rate Relief for Charitable & Other Organisations

Account Ref:

Application for reduction of National Non-Domestic Rate under Section 47 of the Local Government Act 1988.

Section A : To be completed by ALL applicants

1. Name of Organisation:.....
2. Name/address and contact number of secretary or other officer or agent:
.....
.....
.....
3. Details of premises in respect of which relief is sought:
 - (a) Description:.....
 - (b) Address of premises:
 - (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 or used by any other persons or organisations, please give details and state the income derived:
.....
(If more than one hereditament (property) is involved, please give the above details on a separate sheet for each property separately assessed).
4. Is the organisation registered as a charity:
 - (a) by the Charity Commission? YES / NO
If YES, please provide Registered Charity Number:
 - (b) by the Minister of Education? YES / NO
If YES, please give details:
5. Is it recognised as a Charity for income tax purposes? YES / NO
6. If NOT registered as a Charity: YES / NO
 - (a) has application been made for registration?
 - (b) is the Organisation a Charity exempted or excepted from registration?
If YES to (b), state under what provisions:

7. Please indicate by marking an "X" the main objects of the organisation:

- | | | | |
|------------------------|--------------------------|--------------------------------------|--------------------------|
| (a) Charitable | <input type="checkbox"/> | (e) Philanthropic | <input type="checkbox"/> |
| (b) Religious | <input type="checkbox"/> | (f) Educational | <input type="checkbox"/> |
| (c) Social Welfare | <input type="checkbox"/> | (g) Science, Literature or Fine Arts | <input type="checkbox"/> |
| (d) Recreation/Leisure | <input type="checkbox"/> | | |

8. Is the organisation established or conducted for profit to shareholders for redistributing to members of the organisation?

YES / NO

9. Do you actively encourage participation from particular groups in the community, i.e. young people, women, older age groups, persons with disability, ethnic minorities, etc.?

YES / NO

If YES, please state which groups:.....

Percentage of participation in each category:.....

10. What percentage of the people who use your organisation is drawn from within the Borough of Reigate and Banstead?

.....

MEMBERSHIP

11. Are facilities open to all sections of the community at reasonable times?

YES / NO

COMMUNITY USE

12. Are facilities available to people other than members of the organisation, e.g. schools, casual public sessions, etc. at reasonable times?

YES / NO

If YES, list organisations using facilities and state number of uses per annum for each:.....

.....

.....

.....

If NO, please say why:.....

.....

13. Does the organisation provide training or education for its members? Are there schemes for particular groups to develop their skills, e.g. young people, the disabled, retired people, etc.?

YES / NO

.....

Section B : To be completed by Charity Shops ONLY

14. If a charity shop, are the goods wholly or mainly donated and the profit used for charitable purposes?

YES / NO

Please estimate in respect of **donated goods**, the following:

(a) % of goods donated:..... (c) % of profit:.....

(b) % of floor space allocated:..... (d) % of turnover:.....

Section C : To be completed by Sports Clubs and Other Clubs ONLY (e.g. Scouts, Brownies, etc.)

15. **Is your organisation registered as a Community Amateur Sports Club (CASC)?** YES / NO
If not, are you undergoing this process with the Inland Revenue? YES / NO
If refused by the Inland Revenue, please give reason(s):
.....
16. **Does your organisation have membership fees?** YES / NO
If YES, please enclose details.
17. **Do you offer reductions in membership fees (e.g. unemployed, OAPs, people on benefits, etc.)?** YES / NO
If YES, provide number of members in each category and estimate % of total membership
.....
18. **Is it affiliated to any other organisation?** YES / NO
If YES, please give details:
.....
If NO, is there no appropriate affiliation available? YES / NO
19. **Does your Club provide a bar?** YES / NO
If YES, please provide the current price list.

Section D : To be completed by ALL applicants

FUNDING/FINANCING

20. **Please state your organisation's financial reserves as at the end of the last financial year and enclose a copy of your latest audited accounts.** £
21. **Please list any fundraising activities undertaken during the last financial year, including successful grant applications and state amounts raised.**
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.....
.....
22. **Please indicate whether your organisation is seeking funding from other sources for the current financial year, e.g. Surrey County Council, Sports Council, Grant giving organisations, CASC, etc.**
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.....
.....
23. **Have any of your organisation's facilities been provided by self-help and/or grant aid?** YES / NO
If YES, please give details:

COUNCIL PRIORITIES

24. Please indicate how the grant will contribute to the Council's Corporate Plan/Community Plan Priorities as appropriate.

Corporate Plan Quality of Life Objectives

- caring for the environment
- safer communities
- improving travel
- prosperous local economy
- balanced housing provision
- healthy living and leisure

Community Plan Objectives

- caring for the environment
- creating a safe place to live, work and visit
- tackling traffic problems
- helping older people to stay independent
- providing facilities/opportunities for young people
- providing low cost housing
- making it easier to find out about services and how to get help
- raising levels of learning and skills
- helping families with young children

25. Please set out below any other information in support of your application, including work done in support of the local community (attach a separate sheet if necessary):

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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 Sections 43(6), 45(6) or 47(2) of the Local Government Finance Act 1988.

Signature:

Capacity in which signed: Date:

- Constitution Latest Audited Accounts Regulations
- Bar List (if appropriate) Membership Fees (if appropriate)

*Please return completed application form and documentation to:
Carole Finbow, Senior Local Taxation Officer, Reigate & Banstead Borough Council, Town Hall, Castlefield Road,
Reigate, Surrey RH2 0SH. If you have any queries, please contact Mrs. Finbow on 01737 276532.*