

Charities & Other Non-Profit Making Organisations Relief Application Form

Name(s) of Ratepayers (for joint ratepayers or partnerships, please provide all names and titles):

Correspondence Address:

Telephone Number: Fax Number:
email Address:

Trading Name of Organisation:
Property Address:

Account Reference Number (as shown on your bill):

Is the organisation registered as a charity with the Charity Commissioners for England & Wales? Yes No

Registered Charity Number: Date of Registration:

Is the organisation exempt from charitable status? Yes No

Does HM Revenue & Customs treat your organisation as a charity for tax purposes? Yes No

*You must enclose **proof** of your registered charity status; exemption from charitable status; and/ or being treated as a charity for tax purposes.*

*You can still apply for relief if the organisation is **not** a charity; exempt from charitable status; or treated as a charity for tax purposes.*

Is the property..... Occupied? Unoccupied ?

If the property is occupied:

What do you mainly use the property or facility for? Please give details.

If the property is unoccupied:

Is the property owned by a charity or trustee of a charity? Yes No

If yes, please give details:

When the property is next occupied, will it be wholly or mainly used for charitable purposes? Yes No

If yes, please give details:

*You must enclose **proof** of this apparent future use.*

Please offer comments for all of the following questions. If any question is not applicable to you, please state this. If a section is left blank, the application may be returned to you.

Is membership to your organisation restricted in any way?
Is the membership promoted?
What facilities do you offer?
Are your facilities available to non-members?
Do you provide any training or education to members, non-members, or minority or special-needs groups?
What proportion of your membership base is from: a) Staffordshire Moorlands local residents and tax-payers? b) People living outside of the Staffordshire Moorlands Area? c) Disadvantaged groups? d) Other, please state.
Please provide any evidence of the organisation raising its own finance.
Please use this space to provide any further information you would like us to take into account when considering your application.

If necessary, use a separate sheet of paper to give any further details.

Declaration

I confirm that the information given above is true and accurate and I agree to inform the authority should I have any change in circumstances.

Signature of Ratepayer:
Print Name:
Capacity of person signing (owner, tenant, agent, director, partner etc):
Date:

Supporting Documents

Please note, if you have stated above that the organisation is a Registered Charity; exempt from charitable status; and/or the organisation is treated as a charity by HM Revenues & Customs for tax purposes, you must provide proof along with this application form.	
Please indicate here if you are enclosing proof of your Registered Charity status.	<input type="checkbox"/>
Please indicate here if you are enclosing proof of your exemption from charitable status.	<input type="checkbox"/>
Please indicate here if you are enclosing proof that you are treated by HM Revenues & Customs as a charity for tax purposes.	<input type="checkbox"/>

Warning

The application must be signed by the ratepayer. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state his capacity.

It is a criminal offence for a ratepayer to give false information when making an application for Relief.

Changes of circumstances should be declared promptly. Failure to report a change within 4 weeks will result in the loss of Relief.

This document is available in alternative formats on request

Please complete and sign the form and return Staffordshire Moorlands District Council, PO Box 136, Buxton, SK17 1AQ.