

## Business Rates - Application for Discretionary Relief

Property Address

Account Ref:

Date:

Name of Ratepayer	
Trading Name (if different)	
Correspondence Address	
Address of property on which you wish to apply for relief (If different to above)	
Telephone Number	
Email	
Is the organisation registered as a charity with the Charity commissioners for England? YES/NO	
If yes please provide the charity number	
What do you mainly use the property or facility for? Please give details:	

Type of organisation:

- |                            |                          |               |                          |             |                          |
|----------------------------|--------------------------|---------------|--------------------------|-------------|--------------------------|
| Not established for profit | <input type="checkbox"/> | Philanthropic | <input type="checkbox"/> | Educational | <input type="checkbox"/> |
| Social welfare             | <input type="checkbox"/> | Science       | <input type="checkbox"/> | Literature  | <input type="checkbox"/> |
| Fine Arts                  | <input type="checkbox"/> | Club          | <input type="checkbox"/> | Society     | <input type="checkbox"/> |
| Sports/Recreational        | <input type="checkbox"/> | Religious     | <input type="checkbox"/> |             |                          |

Is membership of your organisation available to all of the community?

How is membership actively promoted?

What facilities do you offer?

Are your facilities available to non-members?

Are the facilities ones that the Council is unable to provide and wishes to promote?

Are the facilities competing with or ancillary to the facilities currently offered by the Council? (applications will not be refused on the grounds that an organisation is in competition with the Council if the broader needs of the community are being met)

What are the financial circumstances of the organisation - do they raise finance to support their activities?

Have the facilities available been provided by self-help or grant aid?

Does the organisation provide training and education for its members, non-members, minority or special need groups?

Is membership drawn from local residents and taxpayers?
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Is your organisation registered as a CASC with the Inland Revenue (Community Amateur Sports Club)?
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Is the organisation affiliated to a local or national representative body?
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**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, director, partner etc)
Date

**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 their capacity.

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

**Please note that the granting of relief is subject to regular reviews and if the decision is made to withdraw it for any reason you will be given 12 months notice.**

This document is available in alternative formats on request

Please refer to the excerpt overleaf from the Council's Business Rates Relief Policy.

## Staffordshire Moorlands District Council Business Rates Relief Policy (March 2014)

### 3.3 Discretionary Relief may be awarded where:

- i) Where the property is not an “excepted hereditament” (one occupied by a precepting authority as shown on the front of your bill). and all or part of it is occupied by one or more institution or organisation which are:
  - Not established or conducted for profit; and
  - Whose aims should be charitable or otherwise philanthropic, or concerned with the promotion of social welfare, education, science, literature or the fine arts. In such circumstances Discretionary Relief of up to 100% can be awarded.
- ii) Where the Rate payer is a charity or trustee for a charity and where the property is wholly or mainly used for charitable purposes. In such circumstances, Mandatory Relief of 80% will already have been awarded. Therefore Discretionary Relief of up to 20% can be awarded.

### 3.4 The Council will determine each case on its own merits. The guidelines are:

- i) In respect of Charitable Properties:
  - Applications are required in writing and will be reviewed on a regular basis; and
  - Confirmation of charitable status is necessary.
- ii) In respect of Non-Profit Making Organisations, the following factors will be considered:
  - Is membership available to all of the community and is it actively promoted?
  - Are the facilities available to non-members?
  - Are the facilities ones that the Council is unable to provide and wishes to promote?
  - Have the facilities available been provided by self-help or grant aid?
  - Are the facilities competing with or ancillary to the facilities currently offered by the Council? (applications will not be refused on the grounds that an organisation is in competition with the Council if the broader needs of the community are being met)
  - Does the organisation provide training and education for its members, non-members, minority or special need groups?
  - Is membership drawn from local residents and taxpayers?
  - What are the financial circumstances of the organisation - do they raise finance to support their activities?