

Application for relief from National Non-Domestic Rates under Sections 43 And 47 of the Local Government Finance Act 1988

Please refer to the enclosed guidance notes.

Section one To be completed by all applicants.

The Organisation

1. Name of the organisation:

2. Contact name for correspondence:

3. Contact address:

Telephone number:

4. Address of the property to which this application relates:

5. Is the organisation registered as a charity with the Charity Commissioners for England and Wales?

Yes/No *(please delete as applicable)*

If yes please give the registered charity number:

6. Is the organisation exempt from charitable status? Does HM Revenue & Customs treat your organisation as a charity for tax purposes? Please supply a copy of the notice/letter from them confirming this.

Yes/No (please delete as applicable)

If yes please give the reasons why:

7. Is your organisation registered with HM Revenue & Customs as a Community Amateur Sports Club?

Yes/No (please delete as applicable)

If yes please confirm the date of registration:

8. What do you mainly use the property or facility for?

9. If the property is a charity shop does it sell only second hand/donated items?

Yes/No (please delete as applicable)

If your answer is no, what percentage do second hand/donated items constitute of:

(i) Items for sale:

(ii) Floor area; and

(iii) Turnover.

10. Are the proceeds from the sale of goods donated or otherwise, applied for the purposes of the charity?

Section two

The following must be completed by organisations applying for discretionary relief. This includes charitable organisations wishing to apply for additional “top-up” discretionary relief. (Those applying solely for mandatory relief do not have to complete this section - please go to Section 3).

11. What are the main objectives of the organisation?

12. Who mainly benefits from the organisation?

Please indicate which of the following apply.

A/ The general community of South Oxfordshire District Council

B/ Disadvantaged groups

Please state;

C/ Adult population of South Oxfordshire District Council

D/ People living outside the area

E/ Other (please state)

13. Is access to facilities restricted in any way?

Yes/No (*please delete as applicable*)

If yes please give details:

14. Is training or education provided?

Yes/No (*please delete as applicable*)

If yes please give details:

15. Is the organisation a national organisation or affiliated to a national organisation?

Yes/No (*please delete as applicable*)

If yes please give details:

16. Is there any other information you feel we should take into account when processing your application?

Please give details:

Section three - to be completed by all applicants

Supporting documents

Please supply the following documents (where applicable) to support this application; Your application may be prejudiced if these are not supplied.

1. Proof of charitable status (such as a copy of the letter from the Charity Commission granting charitable status).
2. Proof of exemption from charitable status.
3. Proof of registration as a Community Amateur Sports Club.
4. Any other documentation, which could assist in the consideration of potential entitlement to relief.

Declaration

I certify that the above information is correct to the best of my knowledge and belief.

I agree to inform South Oxfordshire District Council if circumstances relating to this application change.

Signed:

Date:

Name (in block capitals):

Capacity in which signing:

For official use only

Property reference:

Account number:

Rateable value:

Rates payable:

Mandatory relief awarded

Y/N

WEF

Discretionary relief awarded

Y/N

%

WEF

Discretionary top-up relief awarded

Y/N

%

WEF

Authorised

Date

Further Advice on Rate Relief

Further advice or information can be obtained from the Non–Domestic Rate Service on **0845 300 5562**.

Please return your completed application form to: **Non-Domestic Rates Section, South Oxfordshire District Council, PO Box 162, Erith, DA8 9DS**

Alternative formats

‘You can get our non-domestic rate relief application in alternative formats, upon request. These include large print, Braille, audio cassette, computer disk and email.

Please contact the Non–Domestic Rate Service.

 **0845 300 5562**

 sodc.businessrates@secure.capita.co.uk