

Enquiries to: <b>Billing Section</b>	
Direct Dial: <b>(024) 7637 6534</b>	
Account Ref	
UPRN:	

**APPLICATION BY A CHARITY OR ORGANISATION FOR RATE RELIEF**

Section 43 (5) and (6) of the Local Government Finance Act 1988 provides that where a property is occupied by a charity or trustees of a charity and is used wholly or mainly for charitable purposes, the charity or trustees are entitled to mandatory relief of 80% of the normal rate charge.

Section 47 of the Local Government Finance Act 1988 provides a discretionary power for the Council to grant rate relief to charities and similar organisations. The maximum amount awarded shall normally be limited to no more than 50% of the rate liability for discretionary cases and 10% of the rate liability in cases where 80% mandatory relief has been applied, except where there are exceptional circumstances which justify a greater amount.

Details of the Council's discretionary rate relief policy can be found at [www.nuneatonandbedworth.gov.uk](http://www.nuneatonandbedworth.gov.uk) . The amount of rate relief awarded under this policy shall normally apply for no more than two financial years at a time. Rate relief will not normally be awarded in respect of any day prior to the day that an application is received.

If you require any assistance in completing this form, please contact the billing section on (024) 7637 6534 or email [billing.section@nuneatonandbedworth.gov.uk](mailto:billing.section@nuneatonandbedworth.gov.uk)

**This application form should be completed and returned to: -**

Revenues Section, Nuneaton & Bedworth Borough Council, Council House, Coton Road, Nuneaton, CV11 5AA together with any supporting documentation. In the event that any requested information is not provided the application may be refused.

**Address of property on which rate relief is being claimed:**

<p>-----</p> <p>-----</p> <p>Business Rate Account Reference (if known)</p>
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**Name of charity or organisation and address for correspondence:**

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Mandatory relief only: YES/NO

Discretionary relief only: YES/NO  
(if YES, the documents listed below must be submitted with the application form)

Mandatory and Discretionary Relief: YES/NO  
(if YES, the documents listed below must be submitted with the application form)

(1) Copy of the Governing Document setting out the organisation's purpose and how the organisation is administered. (This can be in one of several different forms including a Trust Deed, Constitution, Memorandum and Articles of Association, Will, Conveyance, Royal Charter, Scheme of the Charity Commissioners, or the Rules of the Organisation).

(2) Copies of the organisation's Annual Reports (containing a brief summary of the main activities and achievements of the organisation) for the last 2 years.

(3) Copies of the organisation's Annual accounts including balance sheet for the last 2 years. (if new organisation, provide details of funding and projected income/expenditure forecast)

**Particulars of the charity or organisation**

What is its main purpose?

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Is it established or conducted for profit? YES/NO

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Is it registered with the Charity Commissioners? YES/NO

If YES, please state Registration Number:

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If exempt from registration, please state grounds:

**Details of the property on which relief is being claimed:**

Purpose(s) for which used

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If used for any purpose(s) other than those of the applicant, please give details:

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If used as a Charity Shop, is it used wholly or mainly for the sale of goods donated to the Charity and the proceeds of the sale of goods (after any deduction for expenses) used for the purposes of the Charity? YES/NO

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If the property is empty and unused, please state the purpose(s) for which it will be used when next occupied:  
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**If this application relates to a sports club, please answer the following questions:**

Is the property used wholly or mainly for the purposes of recreation? YES/NO

If NO, please give details  
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Is the club registered with HM Revenue & Customs as a Community Amateur sports club? YES/NO

If no, please explain why it is not registered  
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Is membership of all sections of the club available to the whole community?  
(without any qualification standard) YES/NO

If NO, please give details  
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Have you achieved Sport England's Club mark accreditation? YES/NO  
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Does the organisation have a licensed bar? YES/NO  
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How else are funds raised?  
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Level of reserves or savings?  
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Total number of members?

Number of members resident in the Borough?  
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Please provide details regarding the development of the organisation including youth development, providing facilities for use by disabled people or special interest groups.

**PTO**

**DECLARATION**

I apply for rate relief. I declare that the information given on this form is correct. I authorise the Revenues section to make any enquiries necessary to verify the information stated. I undertake to notify the Revenues section immediately if there is any change of circumstances that may affect the organisation's entitlement to rate relief under this scheme. I understand that I must continue to pay any amount of rates that falls due whilst this application is pending.

Signed .....

Name of Signatory .....

Capacity in which signed .....

Date ...../...../.....

Email address .....Daytime telephone number .....