Head of Revenues & Benefits
JUDITH DONEY

EPSOM & EWELL BOROUGH COUNCIL

TOWN HALL
THE PARADE
EPSOM
SURREY
KT18 5BY

Epsom (01372) 732246
FAX Epsom (01372) 732247
Minicom (01372) 732732
BusinessRates@epsom-ewell.gov.uk
DX 30713 Epsom

APPLICATION FOR DISCRETIONARY RATE RELIEF FOR CHARITIES

1. INTRODUCTION

Premises occupied by a charity and used wholly or mainly for charitable purposes can qualify for 80% mandatory rate relief and further discretionary rate relief of up to 20%.

2. MAKING AN APPLICATION

(a) When completed please return this form to the Business Rates Section at the address shown above.

(b) Please use a separate sheet if any questions cannot be answered in the space provided or if you wish to submit supporting evidence.

(c) Please attach:

- (i) latest audited accounts and balance sheet
- (ii) a statement or document containing the organisation's constitution and main purposes and objects e.g. written Constitution, Membership Rules, Memorandum and Articles of Association etc.

3. NAME OF ORGANISATION CLAIMING RELIEF

.....

4. PROPERTY DETAILS:

4.1 Address of premises for which relief is claimed

.....

.....

4.2 Description of premises e.g. Office, Hall, Pavilion, Shop etc.

.....

4.3 Clearly define the purpose(s) for which the premises are used

.....

.....

4.4 Are the premises used for any purpose(s) other than those of the organisation claiming relief? **YES/NO**

If yes, please give details.

.....

.....

.....

5. THE ORGANISATION'S CONSTITUTION AND ACTIVITIES

5.1 Is the organisation a Registered Charity? **YES/NO**

If yes, please quote Registration Number. .....

If registration is not necessary, please state why the Charity is exempted or excepted from registration.

.....

5.2 Give full particulars of the objects of the organisation.

.....

.....

.....

5.3 To what extent does the organisation provide services and/or facilities for the benefit of special need groups in the local community in respect of community care, education and social projects for ethnic minority groups, children and youth or the unemployed?

.....

.....

.....

5.4 To what extent does the organisation promote improvements in the quality of the local environment?

.....

.....

.....

5.5 Is the organisation affiliated to any other local or national organisation?

.....

5.6 **Charity shops only:-**

(a) please state what percentage of goods for sale are donated .....

(b) to what extent are the sale proceeds (after deduction of expenses) applied for the purposes of the charity locally.

.....

PERSON AUTHORISED TO MAKE APPLICATION AND DEAL WITH ENQUIRIES:

NAME: .....

ADDRESS: .....

.....POST CODE.....

TEL. NO: .....

I CERTIFY THAT THE FOREGOING STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I HEREBY APPLY FOR RELIEF UNDER THE LOCAL GOVERNMENT FINANCE ACT 1988.

CAPACITY IN WHICH SIGNED.....
(e.g. Secretary, Hon Treasurer etc).

SIGNATURE .....

DATE .....