

**APPLICATION BY A NON-PROFIT MAKING ORGANISATION
FOR UP TO 100% DISCRETIONARY RATE RELIEF**

1. INTRODUCTION

Premises occupied by a non-profit making organisation can qualify for up to 100% rate relief at the discretion of the Council. Clubs or organisations will need to show why they deserve financial assistance from both the Borough Council and Central Government. Each case will be judged on its merits, taking into account the contribution that the organisation makes to the Borough's amenities and its inhabitants' lifestyles and well-being.

The categories of non-profit making organisations eligible to apply for discretionary relief are prescribed by law, as follows:

- (a) Institutions or other organisations whose main objectives are philanthropic or religious or concerned with social welfare, science, literature or the fine arts, or
- (b) Clubs, societies or other organisations occupying premises for the purposes of recreation.

2. MAKING AN APPLICATION

- (a) When completed please return this form to the Business Rates Section at the above address.
- (b) Relief will be granted for one year at a time. Notice of entitlement will show the start and end date of the relief.
- (c) Please use a separate sheet if any questions cannot be answered in the space provided or if you wish to submit supporting evidence.
- (d) 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

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4. PROPERTY DETAILS:

4.1 Address of premises for which relief is claimed.

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

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

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4.4 Are the premises used for any purpose(s) other than those of the organisation claiming relief? If so, please give details.

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5. THE ORGANISATION'S CONSTITUTION

5.1 How and when was it established?

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5.2 Give full particulars of the objects of the organisation. To what extent are these objects fixed by its constitution?

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6. ACCESS

6.1 Is the membership open to all sectors of the community? **YES/NO**

Please give details of:

- a) Number of members.....
- b) Number resident in the Borough (a percentage is acceptable).....
- c) Current membership subscription rates.....
- d) Whether membership is open to all sections of the local community – please detail any restrictions e.g. ability, competence, capacity of facility provided etc.
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6.2 Does the organisation actively encourage membership from particular sections of the community? **YES/NO**

Please specify:

- a) Young people.....
- b) People with disabilities.....
- c) Ethnic minorities.....
- d) Older age groups.....
- e) Unemployed people.....

6.3 Does the Club make the facilities available to non-members? **YES/NO**

Please specify:

- a) Schools
- b) Casual members of the public.....
- c) After school sessions for young people.....
- d) Holiday courses for Young People.....
- e) Learn to play courses for non-members.....

7. PROVISION OF FACILITIES

7.1 Does the Club provide training and education for it's members? **YES/NO**

7.2 Does the Club provide special schemes for particular groups to develop their skills? **YES/NO**

Please specify:

- a) Young people
- b) People with disabilities.....
- c) Retired people.....
- d) Unemployed people.....

7.3 Please give details of any facilities provided by grant aid or by self-help.
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7.4 Is there a licensed bar/catering facility on the premises? **YES/NO**

- 7.5 a) Are non-members allowed access to the bar?.....
- b) Is the general public able to hire/make use of catering facilities?.....

7.5 Is the organisation affiliated to any other local or national organisation? **YES/NO**

Please give details:

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8. FINANCIAL CONSIDERATIONS

8.1 What level of money does the Club have (invested and cash in hand and on deposit)?.....

a) How has this been accumulated – grants, self help, form the catering and bar operation or via subscriptions?
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b) Is this part of a sinking fund for re investment in existing facilities or new provision? **YES/NO**

8.2 How much money has been accumulated from self-help or grants in the last three years?.....

8.3 List the bodies to which applications for financial help have been made, and where this has been determined, please specify the result.

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8.4 List the efforts made to raise funds for the Club over the last three years.....

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| OFFICER 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 | |