

NON DOMESTIC RATES

Application for Charitable Relief



Advice and Guidance

Central Bedfordshire Council, at its discretion, can award up to 100% relief from Business Rates to ratepayers who are recreational or sports organisations that are non-profit making clubs.

However, as the Council funds a significant part of this relief itself, cases will only be considered if they are in the interest of the community. In order for the Council to consider rate relief, an application must be made in writing, including copies of Memorandum and Articles of Association or Rules of Association and audited accounts.

How the Council will assess your application

- Each case will be considered on its own merits
- Applications for rate relief are considered on a monthly basis by the Head of Revenues & Benefits
- You will be advised in writing of the outcome of your application

How to apply for Charitable Relief

Complete the attached form, and return it to the Revenues Section at Central Bedfordshire Council.

Please enclose the following with your application:

- Your current and previous two years audited accounts
- Copies of your last three months bank statements

Whilst you are waiting for your application to be considered, you should continue to pay your rates in accordance with your bill unless you have agreed a separate payment arrangement with the Revenues Section.

NON DOMESTIC RATES

Application for Charitable Relief



Revenues Section
Central Bedfordshire Council
 Watling House
 High Street North
 Dunstable
 Bedfordshire
 LU6 1LF

Please return this completed form to the above address

Application for Non Domestic Rate Relief (Recreational & Sporting Organisations)

Name of ratepayer:		
Full name and address to which rate bills and correspondence should be sent:		
Telephone number:		
Is the organisation a limited company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please give the full registered address:		
Address of property for which relief is claimed:		
Is the organisation a registered charity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please state:	Registration number:	
	Date registered:	
If exempt from registration, please state grounds:		
Address of registered office:		
Do you own the above premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you are a tenant, please give the Landlord's name and address:	
How long is your lease, and when does it expire?	
How much is the annual rent?	
What are the premises used for?	
Is the property occupied by any other organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , please give details:	

About the organisation

Is membership open to all sections of the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No , please give details:	
Are any restrictions placed on membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , please give details:	
Is membership actively encouraged from particular groups (e.g. younger people, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , please give details:	
Can membership be obtained immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No , why not, and how long before membership can be obtained?	

What are your organisation's annual membership fees for each category of member, and how are the fees payable (e.g. £5 per month, £60 per year.)		
How many members do you have?	Senior:	
	Junior:	
	Social:	
	Other:	
What percentage of your members live within the Central Bedfordshire area?		
What percentage of members play an active role in the club's activities as opposed to being social members?		
Does your organisation provide training, coaching or education by qualified persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please state if there is an additional cost to each member, and how much:		
Are there any special coaching arrangements in place specifically targeted at young members?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please give details:		
Can non-members use the facilities you provide (e.g. premises, equipment, meeting rooms)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please give details:		
Does your organisation receive any additional aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please give details: (e.g. central or local government grants, lottery funding, contribution from national affiliation)		
What national and local bodies are your organisation affiliated to, and what are the annual costs of affiliation?		

Is your organisation non-profit making?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation run a bar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
How many days of the week is the bar open?	
Does it operate throughout the year?	
Is it open match days only?	
Please provide separate details of the bar income & expenditure.	
If your accounts show a surplus of income over expenditure, what is the surplus used for?	
Please provide any additional information that you feel is relevant to your claim, or is required as additional information for the questions on a separate sheet.	

I HEREBY CERTIFY THAT THE PARTICULARS ABOVE ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Name:			
Signature:		Date:	
Position in organisation:		Email Address:	
Landline:		Mobile Tel No:	

IMPORTANT

Please enclose the following documents:

- **Copy of Memorandum and Articles of Association**
- **Copies of your latest audited accounts**

Failure to do so will delay your application.