

NON DOMESTIC RATES

Application for Charitable Relief



Advice and Guidance

Registered charities or bodies exempted from becoming charities will be entitled to 80% Mandatory Relief providing the premises are wholly or mainly used for charitable purposes by that charity or that charity with other charities.

Central Bedfordshire Council, at its discretion, can award a further 20% maximum Discretionary Relief to those organisations receiving Mandatory relief. The Council also has the discretion to grant up to 100% Discretionary Relief in respect of the following:

- Property occupied for the purposes of an organisation not established or conducted for profit and whose main objectives are either charitable, philanthropic, religious, concerned with education, social welfare, science, literature or the fine arts.
- Property occupied by a club, society or other organisation not established or conducted for profit which is wholly or mainly used for purposes of recreation.

How the Council will assess your application

- Each case will be considered on its own merits
- Applications for 100% Discretionary Rate relief are considered on a monthly basis by the Head of Revenues & Benefits
- All information provided for Discretionary applications will be presented in a report for consideration 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:

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

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 (Charities and Not-For-Profit Organisations)

Name of ratepayer:		
Address of premises for which relief is being sought:		
Is the property currently occupied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , when the property is next in use will it be used wholly or mainly for charitable purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correspondence address:		
Please state which relief(s) you are applying for:	Mandatory relief:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Discretionary relief:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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:		

Please detail the main objectives of your organisation:		
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:		
If the premises are used as a retail outlet, e.g. charity shop, how many staff are employed, and are they voluntary or paid?		
What percentage of goods sold is new or second hand?	New:	
	Second hand:	
What percentage of goods sold is purchased / provided centrally by your organisation or donated?	Purchased / provided:	
	Donated:	
Are similar goods available elsewhere locally?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , please give details:		
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?	
Please provide separate details of the bar income & expenditure.	
Are your organisation's main objectives charitable, concerned with education, social welfare or for the purpose of a club used for recreation? Please state which:	
Is your organisation affiliated to a local, county or national body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your premises is used for leisure or recreational purposes, what percentage of users reside within Central Bedfordshire?	
How does your organisation raise funds?	
What percentage of your finances is self-financing income?	
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 your Memorandum and Articles of Association**
- **Copies of your latest audited accounts**

Failure to do so will delay your application.