

**Application for Mandatory and/or Discretionary Relief from Non-Domestic Rates  
(Section 43 and/or 47 Local Government Finance Act 1988 & Section 64 Local  
Government Act 2003)**

**Reference Number:**

<b>Application Details</b>	
Which type of Relief is being claimed:	<input type="checkbox"/> Mandatory <input type="checkbox"/> Discretionary <input type="checkbox"/> Both
In respect of which type of property is relief being claimed for:	<input type="checkbox"/> Occupied <input type="checkbox"/> Unoccupied
<b>About the organisation making this application</b>	
Name of organisation and address for correspondence:	
Name and telephone number of person to contact:	
Please state main aims and objectives of the organisation:	
Is the organisation a registered charity, excepted from registration or an exempt charity?	<input type="checkbox"/> Registered <input type="checkbox"/> Not Registered <input type="checkbox"/> Excepted <input type="checkbox"/> Exempt
If registered, please give the registration number or if excepted or exempt from registration, please give reason:	
<b>About the premises for which rate relief is sought</b>	
Please give the full address of the property for which relief is claimed:	
For what purpose is the property mainly used:	
If a charity shop please indicate the percentage of:	Donated goods: _____ % New Goods: _____ %
Are the premises used by anyone other than the organisation making this application	<input type="checkbox"/> No <input type="checkbox"/> Yes please give details.
<b>To be completed by Sports and Social Clubs only</b>	
Are you an amateur Sports Club registered for the purposes of schedule 18 of the Finance Act 2003?	<input type="checkbox"/> No <input type="checkbox"/> Yes please provide reistration number.
Are bar facilities available?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is the membership open to all the community?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Please provide the number of:	Social Members:                      Playing Members:
Please state the annual membership fee for:	Social Members:                      Playing Members:
<b>Declaration:</b> I declare that, to the best of my belief, the information given is herein correct.	
Signed:	Date:

**Please enclose the documents referred to in the guidance notes below.**

## Guidance Notes

### Mandatory Relief (Section 43)

Mandatory relief of 80% will be granted in respect of a hereditament where the ratepayer is:

- a charity or a trustee for a charity and where the hereditament is used wholly or mainly for charitable purposes
- an amateur sports club registered for the purposes of schedule 18 to the Finance Act 2002

### Discretionary Relief (Section 47)

Rate payers who qualify for mandatory relief may also claim discretionary relief for the remaining 20% of the charge.

Discretionary relief of up to 100% may be granted to certain non-profit making organisations:

- Organisations not established or conducted for profit whose main objectives are charitable, philanthropic, religious, educational or concerned with social welfare, science, literature and the fine arts. The hereditament concerned must be wholly or mainly used for the purpose of the organisation.
- Recreational clubs, societies or other organisations not established or conducted for profit. The hereditament concerned must be wholly or mainly used for recreational purposes.

Where a claim is made for discretionary relief **you should enclose a copy of the organisation's constitution or other documents setting out the aims and objectives together with copies of audited accounts for the last two years.** The documents will be returned once the application has been determined.

Should you have any enquiries please contact the Local Taxation Office at the above address. Please return the completed form to the above address.