

If you need any help with completing this form,  
please phone: 01507 601111

Please:

- Use BLOCK LETTERS
- Read the guidance notes carefully before completing this form
- Answer ALL questions. Continue on a separate sheet if necessary

Account Number:

Property Reference:

## Section 1

Organisation Name:

Correspondence  
Address:

  
Postcode:

Property address  
that the application  
relates to:

  
Postcode:

Daytime Telephone  
Number:

Email Address:

Charity/CASC  
Registration Number:

## Section 2

Has the constitution and rules of the organisation changed over the last 12 months?  Yes  No

If yes, please provide details below and send in a copy of the new constitution with this form:

  
  

Is the property used for the sale of goods ie charity shop?  Yes  No If No, go to section 3

If Yes, please state the percentage of goods which are: a) donated

 %

b) new goods purchased for resale

 %

c) other (please specify)

 %

What percentage of sales are used to support the charity?

 %

**DECLARATION**

I declare that to the best of my knowledge and belief, the information given on this form is correct, and the organisation to which it refers is not established or conducted for profit.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1988. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

Signed:

Date:

Name (Block Letters):

Capacity in which signed:

Please return the completed form, with enclosures (if required) by emailing it to [businessrates@e-lindsey.gov.uk](mailto:businessrates@e-lindsey.gov.uk) or by post to the address at the bottom of this page.

**Privacy Information**

Your Business Rates information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Business Rates collection.

Please refer to our website [www.e-lindsey.gov.uk/privacy](http://www.e-lindsey.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Offices), and an explanation of our plans to retain your information.