

Application for Discretionary Rate Relief

If you need any help to complete 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:

Property address which the
application relates to:

Daytime Telephone
number:

Email Address:

Charity/CASC

Registration Number:

Section 2

Is the organisation a registered charity or Community Amateur Sports Club (CASC)? Yes No

If yes, please complete 'a' or 'b', and 'c' below. If no, go straight to section 3.

a) Charity Commission registration number:

b) Inland Revenue registration number (for CASC):

c) Is the application made in respect of a village hall? Yes No

(Please see the guidance notes for more information on what is classed as a 'village hall'.)

Section 3

a) Which of the Council's Priorities does the organisation address through its primary objective?

(Please refer to the guidance notes for details of the Council's Priorities)

b) Please explain how the organisation contributes towards supporting the delivery of the Council's Priorities in the community:

Section 4

Are the premises used for any purposes other than those of the organisation as stated in Section 3 above?

Yes No

If yes, please give details:

Section 5 Membership

a) Is the membership available to all sections of the community? Yes No If no, please advise why:

b) Please state how the membership is obtained?

c) Does the organisation actively encourage membership from any of the following or similar groups?

Young persons Women Older age groups Disabled persons Minority groups

If no, to any of the above, please state why?

d) Is the membership of the organisation generally drawn from the immediate locality or from further afield?

e) Please advise of membership groups and amount of subscription for each group:

Section 6 Facilities

a) Are the facilities available just for use by members of the organisation? Yes No

If no, please give details:

b) Are the facilities of a sporting educational or training nature?

c) Does the organisation run a bar either at a property or elsewhere? Yes No

d) Is the bar available for use by non-members other than visiting clubs? Yes No

Section 7 Geographical

a) Is the organisation a national or local body?

b) If national, what is its connection with the locality?

c) If local, is it connected to local or national organisations? If so, state which:

Section 8 Funding

Does the organisation receive any funding? Yes No

If yes, please give details:

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 1998. 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 refer to the guidance notes for details of additional information which must be submitted with this application form.

Please return the completed form and supporting documentation by emailing it to businessrates@e-lindsey.gov.uk or by post to the address shown at the bottom of this application form.

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 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 Officers), and an explanation of our plans to retain your information.

These notes provide additional information for Charities and Non-Profit Organisations when making an application for Discretionary Rate Relief.

Registered charities and other non-profit making organisations are able to apply for discretionary rate relief, to a potential 100%, where the main objective(s) of the organisation are clearly aligned to East Lindsey District Council's priorities.

There are some exceptions, including schools and charity shops.

In most circumstances, discretionary rate relief will be awarded to the full extent on offer, up to a maximum of £2,000 per financial year.

If the organisation has more than 12 months running costs, relief will not normally be granted unless the organisation can provide evidence that the reserves are being generated for a large project. Details of the project, including timescales and costs must be provided as part of the application.

Village Halls

Village halls are public buildings run by dedicated groups of volunteers, who have the responsibility for all aspects of management of the building in line with current legislation. Village and community halls play important roles in their community as they provide a facility for social, recreational and cultural activity.

In recognition of the importance of village halls within local communities, and alignment with the Council's Corporate Strategy, top-up discretionary rate relief, to 100%, will be awarded in all cases.

Checklist for applications and supporting information

The following information is required as part of your application. You may wish to use this as a checklist to verify your final application and supporting information before sending it on to us.

■ Application Form

Completed application form (if you need additional space for your answers, please use a separate piece of paper, noting the number of the question(s) to which you refer).

■ Supporting Information

Documented support from your local parish or town council and from your East Lindsey District Council ward member.

■ Copy of last two years audited accounts and balance sheets.

■ Copy of the membership policy, including a copy of the organisation's application form and membership subscriptions.

■ Evidence of the organisation's Equal Opportunities Policy.

■ Details of other sources of funding.

■ A copy of the organisation's Constitution or Rules.

In line with the Discretionary Rate Relief Policy, all applications for relief are required to demonstrate:

- How they address the Council's Priorities, and
- How they contribute towards supporting the delivery of these in the local community.

The Council's Priorities

- Growth and Prosperity
- Healthy Lives
- Safe and Resilience Communities
- Environment

Further details can be found on line at www.selcp.co.uk/SRS

Please note, we will be unable to process any application that is incomplete, or where supporting documents, as detailed above are not provided.

The Council's policy regarding Discretionary Relief and Local Discounts may be viewed at www.e-lindsey.gov.uk. This document provides details of all relief schemes and the timescales for dealing with relief applications.

Requests for backdating will be made on a case-by-case basis, and in line with legislation.

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