



Application for Non- Domestic (Business Rates) Rate Relief

Please complete all sections. Any applications that are not fully completed may not be considered.

Name of ratepayer:	
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Address of property for which relief is claimed:	
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Correspondence Address (if different from above):	
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Business Rates Account Number <i>(This can be found in the top right hand corner of the business rates bill):</i>	
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Property Reference Number <i>(This can be found on the business rates bill below the account number and Rateable Value):</i>	
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Is this the first time the ratepayer has applied for Rate Relief at this property? <i>(Please tick one box)</i>	Yes	No
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If no, for which financial year (April - March) did they last apply eg 2019/20	
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Is the organisation applying for Mandatory Rate Relief at this property? <i>(Please tick one box)</i>	Yes	No
	<i>Please go to section A</i>	<i>Please go to section B</i>

Section A – Mandatory Relief

This section must be completed if the ratepayer/organisation is applying for Mandatory Rate Relief. Please make sure that all documentation and evidence is provided to support the application

A1 Please confirm which type of **Charitable Organisation** is making this application:

Registered Charity	<i>Please tick</i>	Registration Number
The Charity Commission		
Friendly Societies Act 1974		
Community Amateur Sports Club		
Voluntary Schools/Academies		
Exempt from Registration	<i>Please tick</i>	Evidence, eg documents, website
Church Commissioners		
Boy Scouts Unit		
Girl Guides Unit		
Established for Charitable Purposes	<i>Please tick</i>	Documentary Evidence - eg Articles of Association (please enclose)
Trust for the relief of poverty		
Trust for the advancement of religion		
Trust for the advancement of education		
Trust for other purposes that is beneficial to the community		

A2 If the organisation has previously applied for Mandatory Rate Relief in respect of this property and it has been refused, please provide details as to why it was refused:

Section B - Property Details

All applicants must complete this section

B1 Is the property currently occupied (ie is the Ratepayer operating from or otherwise using the property)? <i>(Please tick one box)</i>	Yes <i>Please go to question B3</i>	No <i>Please go to question B2</i>
B2 If the property is not occupied, on what date did it become empty? On what date does the Ratepayer intend to occupy / actively use the property?	--/--/----- --/--/-----	
B3 Please give a brief description of the property:		
B4 What does the Ratepayer use the property for?		
B5 Is this property used for any purposes other than those of the Ratepayer and to what extent? <i>(If yes please give full details, eg are there any other organisations that use the property)</i>		
B6 By reference to the property itself, how much of the floor area is used for charitable purposes?	%	
B7 Is the property a shop? <i>(Please tick one box)</i>	Yes <i>Please go to question B8</i>	No <i>Please go to section C</i>

<p>B8 <u>By reference to this property alone:</u></p> <ul style="list-style-type: none"> • What percentage of net sales are from donated goods? • What percentage of net sales are from goods manufactured for sale by this organisation? • What percentage of net sales are from bought in goods 	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Donated</td> <td style="width: 30%; text-align: right;">%</td> </tr> <tr> <td>Manufactured</td> <td style="text-align: right;">%</td> </tr> <tr> <td>Bought In</td> <td style="text-align: right;">%</td> </tr> </table>	Donated	%	Manufactured	%	Bought In	%
Donated	%						
Manufactured	%						
Bought In	%						

<p>B9 Are the proceeds of the sale of goods from this property applied for the purpose of the charity/organisation?</p>	Yes	No
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Please go to Section C.

Section C - Discretionary Rate Relief

Discretionary Rate Relief may be considered for Charitable and 'Not For Profit-Making' organisations. The value of the relief may be up to 20% of the Non-Domestic Rates due where 80% Mandatory Rate Relief has been granted, or up to 100% of the Non-Domestic Rates due where no Mandatory relief has been granted.

C1 Does the ratepayer wish to apply for Discretionary Rate Relief? <i>(Please tick one box)</i>	Yes <i>Please go to question C2</i>	No <i>Please go to section E</i>
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C2 If the ratepayer is not a registered charity or community amateur sports club (CASC), why is that?

C3 What are the main objectives of the ratepayer at this property?

C4 Why should East Staffordshire Borough Council consider granting Discretionary Rate Relief to the ratepayer for this property?

C5 If Discretionary Rate Relief is not awarded to the ratepayer for this property, how would this impact on the following:
(a) The ratepayer
(b) The property
(c) The local community?

C6 Does the ratepayer provide services that enhance the local community? If so, what services does it provide and how do they enhance the local community?

C7 Does the ratepayer organise community events? If so, what are these events?

C8 How does the ratepayer benefit the residents of East Staffordshire?

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C9 Does one need to be a member in order to use the facilities?
(Please tick one box)

Yes

No

Please go to question C10

Please go to question C11

C10 Please provide a breakdown of the membership plus details of membership fees and when fees were last increased:
ie Adults, Juniors, Senior Citizens, Unemployed, Disabled & Others

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C11 How many paid employees work for the ratepayer at this property and how many of those employees live in the East Staffordshire area?

Number of paid employees:

Number who live in East Staffordshire area:

C12 How many volunteers work for the ratepayer at this property and how many of those employees live in the East Staffordshire area?

Number of volunteers:

Number who live in East Staffordshire area:

C13 Is the ratepayer part of a national organisation?

(Please tick one box)

Yes

No

C14 How many other properties does the ratepayer operate from?

(Please do not include any administrative centres ie head office)

C15 Has the ratepayer received rate relief and/or state aid for any other properties in the last 3 years?

Yes

please go to question C16

No

please go to question C17

C16 Property address

Amount of rate relief or state aid received for each property:

Please continue on a separate sheet, if needed

C17 How does the ratepayer at this property contribute towards the corporate priority themes of the Council?

A - Value for money

B - Community regeneration

C - Environment and Health & Wellbeing

Please go to Section D.

Section D - Financial Information

Discretionary Rate Relief takes into consideration the finances of the ratepayer in relation to the property for which the relief is sought.

So that we can process this application please provide copies of the approved, signed and audited (if relevant) financial accounts or records for the **latest three financial years**.

Failure to provide this information may result in your application being refused

D1 Does the ratepayer have a Business/Service Plan? If yes, please provide a copy with this application	Yes	No
D2 Does the ratepayer have a trading arm eg bar/café? If yes, please include the financial details of this enterprise covering the <u>latest three financial years</u>	Yes	No
D3 Does the ratepayer receive any external funding? If yes, please provide details and security of this funding	Yes	No
D4 Does the ratepayer have a policy on the holding of a minimum level of reserves? If yes, please provide details of this policy	Yes	No

Please go to Section E to complete this application.

Section E – Declaration and signature

I declare that to the best of my knowledge and belief: <ul style="list-style-type: none">• the information provided in this application is correct; and• the ratepayer/organisation on whose behalf I make this application has not received more than €200,000 in de minimis state aid in the last three years, and that granting relief under this scheme will not cause this limit to be exceeded.	
Signed:	Date:

<i>Full Name of Person completing this application</i>	
<i>Position within the organisation</i>	
<i>Address</i>	
<i>Telephone number(s)</i>	
<i>Email address(es)</i>	

Data Protection

The information you have provide is necessary for the collection and processing of business rates. This information will be processed and maintained within the provisions of the Data Protection Act 1988.

Disclosure of any information is covered by Section 29(3) of the Act which states that information can be disclosed as long as it is for the purposes of:

- Prevention or detection of a crime
- Apprehension or prosecution of offenders, or
- Assessment or collection of any tax or duty (Non Domestic Rates falls under the definition of a tax).

Local Government (Miscellaneous Provisions) Act 1976

We may need more information from you to process this application.

In order to carry out its obligations under the Local Government Finance Act 1988 to identify the correct ratepayer, the billing authority may request the names and addresses of anyone it believes to occupy the land or to have an interest in it.

Such information can be requested from an occupier, a freeholder, a mortgagee, a lessee, any person authorised to manage or let the land, or any person who receives rent for the land either directly or indirectly.

Any such request for information must be in writing and must specify a period for response of not less than 14 days. Any such person failing to comply with a request or who provided false information under this Act will be guilty of an offence.