

Date of  
Issue:

Financial year  
commencing:

Account number:

## Application for relief by charities and non-profit making organisations

This form enables you to claim rate relief under the above scheme. There are two types of relief available, mandatory and discretionary relief.

Properties used wholly or mainly for charitable purposes are eligible for 80% mandatory relief. This relief can be topped up to 20% at the discretion of the Council.

Where mandatory relief is not available we can consider awarding up to 100% discretionary relief to certain non-profit making bodies.

### Part one: Mandatory relief

To qualify for 80% mandatory relief your organisation must be a:

- charity and the property is wholly or mainly used for charitable purposes.
- charity shop that is wholly or mainly used for the sale of goods donated to the charity

#### Note

Generally this will apply to registered charities and other organisations, for example registered societies treated as charities.

### Part two: Discretionary relief:

To qualify for Discretionary Relief your organisation must be a:

- charity and the property is wholly or mainly used for charitable purposes
- charity shop that is wholly or mainly used for the sale of goods donated to the charity
- property used for recreational purposes which is occupied by a club, society or other organisation, not established or conducted for profit
- property used for the following purposes, education, social welfare, science, literature, fine arts or have objectives which are charitable or otherwise philanthropic, religious and not established or conducted for profit

#### Note

In all cases there must be a primary benefit to Cheshire West and Chester residents.



### Part three: How to fill in this form

Please fill this form in ink and read the above notes before you complete it.

- If you need help or more information, please contact us (see address and telephone number on the back of this form).
- Please answer each question that applies to your organisation and provide any extra information you feel is relevant.
- Please ensure that you fill in the form properly, it will take longer to deal with your application if it is incomplete.
- You may wish to refer to our Discretionary Rate Relief policy on our website.

### Part four: Your details (all applicants)

Name of organisation .....

Registered address of organisation ..... Postcode: .....

Address of property on which relief is claimed ..... Postcode: .....

Telephone: ..... Email address: .....

### Part five: Mandatory and discretionary relief

1. Is your organisation a registered charity? Yes / No  
If yes, what is your registration number? .....  
Are you established for the benefit of your members rather than the public's benefit? Yes / No
2. If exempt from registration, please state on what grounds .....
3. Is the property wholly or mainly used for charitable purposes?  
Yes / No
4. For what purpose does your organisation use the property? Please tick appropriate box.
  - Community Support and Care Services (please complete parts six and nine)
  - Charity Shops (please complete parts seven and nine)
  - Private Schools, University/Colleges and Academies (please complete part nine)
  - Foundation and Voluntary aided Schools (please complete part nine)
  - Registered Societies. i.e. those previously registered with the Industrial and Provident Societies Act 1965 (please complete parts eight and nine)
  - Scouts, Guides, Cadets, Youth Clubs, Playgroups (please complete part nine)
  - Community Village Halls and Associations (please complete part nine)
  - Others, please state (please complete part nine) .....

**Part six: Community support and care services**

Does your organisation give local Community Benefit to Cheshire West and Chester residents?  
Yes / No

**Part seven: Charity shops**

- Is the use of the shop solely for charitable purposes?  
Yes / No
- Is the use of the shop solely for display purposes only?  
Yes / No
- What percentage of the goods for sale are donated to the charity? (please tick appropriate box)  
 0-50%     51-100%
- What percentage of turnover and profit are represented by the sale of donated goods? (please tick appropriate box)  
 0-50%     51-100%
- What type of goods, if any, are new or bought in?  
.....
- Are the proceeds from the sales of the goods (after any deduction of expenses) applied for the purposes of the charity?  
Yes / No

**Part eight: Registered societies**

Is your organisation a registered society previously registered under the Industrial & Provident Societies Act 1965? Yes / No

(If yes, please provide a letter from HMRC stating that your organisation is entitled to exemption from taxes under the provision of section 505 of the Income and Corporation Taxes Act 1988).

**Part nine: Mandatory and discretionary relief – other details (to be completed by all applicants)**

**Note**

Those organisations applying for discretionary relief only should refer to the contents of schedule three of the Council’s Mandatory and Discretionary Relief Policy found at the web link:

<https://www.cheshirewestandchester.gov.uk/business/business-rates/rate-relief.aspx>

1. What are the aims and objectives of your organisation? .....
2. How do you achieve them? .....
3. Do you have any formal links with Cheshire West and Chester Council or other local agencies? (If so please provide details) .....

4. If you have formal links with Cheshire West and Chester Council, can you please let us have the contact name(s) of the Officers(s) you have liaised/worked with? .....
- .....
5. Please describe exactly how the premises are used and detail how the local community benefits from the services that you provide (please continue on a separate sheet if necessary).

**Please turn over the page to sign and date the declaration. If you need any help with this form then please telephone 0300 123 7023**

## Declaration

The information I have given on this form is correct. I understand that I may be liable to prosecution if I have willfully stated anything that I know to be false or do not believe to be true.

I agree to Cheshire West and Chester Council making any enquiries that it considers necessary to verify the information that I have provided. I agree to tell the Business Rates Section within 21 days of any changes in my circumstances that may affect my Non-Domestic Rate bill.

I understand that the Council will hold the information I have given either on computer or on paper in accordance with the Data Protection Act 1998. (The Council will not disclose information about you to anyone outside Cheshire West and Chester or use data for other purposes unless the law permits us to).

Signed ..... Status/position .....

Name (block capitals)..... Date .....

You do not have to give your telephone number but it would help us if you did, as we may need to contact you for further information about this application.

Telephone number ..... (optional)

### **Please return this application form to:**

Business Rates Section, Billing and Debt Team, PO Box 187, Ellesmere Port, CH34 9DB

If you require further information please contact the Business Rates Section.

- Telephone: 0300 123 7023
- Email: [ndr@cheshirewestandchester.gov.uk](mailto:ndr@cheshirewestandchester.gov.uk)