



National Non Domestic Rates

Local Government Finance Act 1988

Application by a Charity, Community Amateur Sports Club or Non- Profit Making Organisation for Mandatory Relief Under Section 43 and/or Discretionary Relief under Section 47.

Please ensure you have read the Council's Guidance Notes and Policy statement details of which are available on our web site before completing an application for Discretionary Relief.

Questions 1 to 12 and 19 to be completed by applications for Mandatory Relief (Section 43)

Questions 1 to 19, where relevant need to be completed by Non-Profit Making Organisations applying for Discretionary Relief (Section 47)

1 Account Number

2 Name of organisation

3 Address of property for which relief is being sought

4 Name & address of the owner of the property for which relief is being claimed

5 Name and address of the person you have elected to receive our correspondence.

6 Is the organisation registered with the Charity Commissioners?
Yes No

If yes please state registration number.

7 Is the organisation exempt from registration?
Yes No

If yes please state grounds for exemption. Applications from "friendly societies" will need to include a copy of their exemption from paying tax notification from HM Revenue and Customs, under Section 505 of the Income and Corporation Taxes Act 1988 (CHY 123 letter).

8 If a sporting organisation, is the organisation registered with HM Revenue and Customs as a Community Amateur Sports Club (CASC's)
Yes No

If yes please state registration number.

9 If the organisation is a charity shop, is the occupation intended to be temporary or permanent?

10 What proportion of the goods for sale are donated?

Please indicate whether the proportion is of value, turnover, floor space or otherwise.

11 What are the main objectives and purposes of the organisation?

12 What are the premises used for and why is relief required?

13 Is the property, or part of it, used by any other organisation other than the applicant? Yes No

If yes, by whom and for what purpose?

Section 47 Discretionary Relief

14 If a sporting organisation. Is there any specialist coaching or training provided?

Yes No

If Yes please give details.

15 What proportion of the membership is from the North Norfolk Area?
%

16 Is the organisation affiliated to any local or national organisation?

Yes No

If Yes please give details.

17 Does the organisation run a bar on the premises? Yes No
Are the bar prices subsidised? Yes No

Is the bar restricted to members of the organisation or is it open to members of the public?

18 Has the organisation obtained grants or funds from other sources?

Yes No

If Yes please give details. (Include any grants from North Norfolk District Council.)

The following information below must be provided with the application for Discretionary Relief or sent as soon as possible under separate cover . We are unable to process an application for Discretionary Relief without this supporting documentation.

- Copy of the organisation's memorandum and articles of association (If it doesn't have these, please provide any other documents which give details of the rules and constitution?)
- Copies of the Organisation's audited accounts for the latest financial year at the application date.
- Copies of any leaflets produced and distributed by the organisation about its activities.
- A copy of any membership application form in use together with membership fees charged over the last 3 year period and any conditions attaching to membership which are issued to applicants before joining.
- Any further information which may be considered helpful for North Norfolk District Council to determine discretionary relief. Including how the organisation benefits the residents of North Norfolk.

19 Signed

Name (in capitals)

Capacity in which signed

Telephone Number

E Mail Address

Fax number

Data Protection & Fraud Prevention

The information given on this form may be held on computer to enable the Council to meet its statutory duties. We may use the information you have provided to prevent and detect fraud. We may also share this information with other Councils or agencies that handle public funds.