

Application for a Business Rate discount for charities and similar organisations

Most business premises (such as shops, offices and warehouses) must pay business rates (also known as Non Domestic Rates). But if your business is a charity or something similar, you may be able to claim 'charitable relief' - which means you will get a discount on the amount you must pay.

To apply for charitable relief, please fill in the form on pages 3 and 4 and return it to:

Epping Forest District Council
Civic Offices
High Street
Epping
Essex
CM16 4BZ

Please answer the questions as fully as possible. If you need more space, please use another sheet of paper.

You must also send us copies of the trust deed or your written constitution, or your last financial statement.

The notes on page 2 will help you fill in the form.

Filling in the form

Section A – general details

You must answer all the questions in this section.

Section B – Premises occupied by charities – Mandatory Relief

Mandatory Relief is granted to charities, or to the trustees of a charity. For these purposes, a charity is defined as an institution or other organisation established for charitable purposes only; or any persons administering a trust established for charitable purposes only. The property must be used only or mainly for charitable purposes; if the property is empty it must appear that, when next in use, it will be wholly or mainly used for charitable purposes. If the property is a charity shop, the goods for sale must be only or mainly donated, and all the profits must be given to the charity.

Only answer the questions in this section if your application is on behalf of a charity that is registered under the Charities Act 1960 (or is exempt or excepted from this registration). This section is for a discount known as 'Mandatory Relief'.

If you are granted Mandatory Relief, you will only have to pay 20% of the normal business rate.

Section C – 'Top-up Relief' for charities that already receive Mandatory Relief

In exceptional circumstances charities can receive a further 20% relief (known as 'top up' relief). However the council's guidelines state that this relief is only granted where:

- the property is used by local scout and guide groups; or
- it is a village hall which provides a post office facility.
- It is a hospice

Complete this section if you wish to apply for 'top up' relief

Section D - Premises used by other organisations that do not make a profit – Discretionary Relief

Only answer the questions in this section if your application is not on behalf of a charity that is registered under the Charities Act 1960 (or is exempt from this registration).

The law allows us to grant a discount of up to 100% (the full amount of the bill) to the following:

1. Some organisations:
 - that are not set up or run for profit; and
 - whose main aims are charitable, philanthropic, religious, or concerned with education, social welfare, science, literature or the arts.
2. Some properties:
 - that are used only or mainly for recreation; and
 - whose occupier is a club or society that is not set up or run for profit.

Whilst we look at each case on its own merits, the council does have guidelines for this type of relief. We do give 80% Discretionary Relief up to a rateable value of £9,000 for some other organisations that are not set up or run for profit. If the property is a sports or leisure club, it should provide facilities to the public in particular, to young people – and activities which might otherwise have to be provided by the Council.

In order for the Council to decide upon your application under Section D, you must provide a copy of your last financial statement.

If you wish to apply for discretionary relief please complete this section.

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Ref: _____

Section A – general details You must fill in this section.

About the applicant	
Name of the charity or organisation applying for relief	
About you	
Name	
Address	
Phone number	
What is your position in the organisation? (For example, secretary, officer, agent)	
The name, address and phone number of the applicant, secretary, officer or agent (if it is not you)	Name: Address: Phone number:
About the property	
Address	
Description of the premises	
What are the premises used for?	
Are the premises used only or mainly for the purposes of the charity or organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please say whether the organisation is the owner, lessee or tenant of the premises	
Please tick the relevant boxes to show what documents you have sent with this application.	Copy of the Trust Deed <input type="checkbox"/> Copy of the written constitution <input type="checkbox"/> Last financial statement <input type="checkbox"/>

Section B – premises used by charities registered under the Charities Act

If the charity is registered under the Charities Act, please give the registration number.	
If the charity has applied for registration, please give the date you applied.	
If the charity does not need to register under the Act, please give the reason.	
What are the organisation's main objects or activities?	
If the property is a shop, what % of space is taken up by donated goods?	
If the property is a shop, what % of goods sold are donated?	

Section C – for charities that already receive Mandatory Relief

Please give the date your relief started.	
Is the property used by local scout and guide groups?	
If the property is a village hall, does it provide a post office facility?	
Is the property a hospice?	

Section D – premises used by other non profit-making organisations

What is the purpose of the organisation?	
Is the organisation set-up or run for profit?	
To what extent are membership & benefits open to the general public?	
Are there specific rules for becoming a member?	
Please say how many members belong to the organisation.	Men: Women: Under 18's: Playing members: Associate members:
What percentage of your members live in the Epping Forest district?	
Amount of subscriptions	
Which facilities are available to the general public?	
Does the club have a licensed bar?	
If the club has a licensed bar, does the club run it or has a licensee been appointed?	

I confirm that the information I have given is correct to the best of my knowledge.

Signed _____

Date _____