

For premises occupied by a non-profit-making organisation we can give rate relief of up to 100% of the National Non-Domestic Rate bill. Clubs or organisations will need to show why they deserve this relief. We will judge your application on its merits, taking account of the contribution your organisation makes to the borough. The categories of non-profit-making organisations which can apply for discretionary rate relief are set by law. They are as follows.

- Institutions or other organisations whose main objectives are philanthropic (that is, charitable and for the benefit of others), religious or concerned with promoting people's welfare, science, literature or the fine arts.
- Clubs, societies or other organisations occupying premises for the purpose of recreation.

When we are deciding who to give discretionary relief to, we consider the following.

- Whether all sections of the community can join the organisation (for example, whether fees are set at a reasonable level).
- Does the organisation actively encourage people from particular groups (for example, young people, women, people with disabilities, ethnic minorities and so on) to become members?
- Are the organisation's facilities available to people other than members?
- Is the organisation a self-help group that is not receiving a grant?
- Does the organisation encourage new activities in the area?
- Does the organisation provide training or education to its members?
- Does the organisation provide facilities that are not available from us?
- Is the organisation associated with a national organisation?

A copy of your constitution and your latest annual report and accounts would normally answer these questions for us, but we welcome any extra information which is relevant. Please use the lined sheets at the end of the application pack if you cannot answer any questions in the space provided or if you want to provide supporting evidence.

Relief will be granted for one year at a time. Notice of entitlement will show the start and end date of the relief.

If you want to apply for relief, fill in the following form and return it to:

Business Rates Section
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

If you have any difficulty filling in this application form, or if you want any more information, phone 020 8583 5708.



Application for charitable relief and discretionary relief

from your National Non-Domestic Rate Bill
(under sections 43, 45, 47, 48 and 64 of the Local Government Finance Act 1988)

Section 1 Details of your organisation

Name of your organisation:

Address, including postcode, of your organisation:

Website address:

Section 2 Details of the premises the relief is being claimed for

Address, including postcode, of the premises the relief is for (if different from above):

Description of the premises:
(For example, office space, community centre, sports hall and so on.)

If the premises is being used as a charity shop, tell us the following.
(Note that an officer may visit the shop to check these details.)

The percentage of floor space occupied by donated goods.

%

The percentage of turnover and profit from selling donated goods.

%

The percentage of all items sold which are donated goods.

%

Activities carried out on the premises:
(Give a brief description such as counselling, administration or drop-in centre.)

Detail your activities that particularly benefit people living or working in this borough:
(For example, give details of groups you specialise in and whether or not your service is provided by other organisations.)

Is there a licensed bar or any catering facility on the premises?

No

Yes Answer the questions below.

Are people who are not members allowed in the bar?

No Yes

Can the general public hire and use the catering facilities?

No Yes

Does anyone live in the property?

No

Yes Give details below.

Do you receive any money from letting the property?

No

Yes Give details below (for example, what is the rent used for).

Section 3 Your Organisation

Is your organisation a registered charity?

No Below, explain what type of organisation you are.

Yes Charity number:
(Please send a copy of your charity registration.)

Are you planning to apply for charitable status?

No Give details below.

Yes When?

/ /

What are your main sources of funding?
(Give as much information as possible including information about 'restricted' and 'unrestricted' funds and your definition of these. Please also say where this information can be found in the accounts you provide with the application.)

Is your organisation linked to any other local or national organisation?
(Give details)

In the space opposite, provide any extra information that you would like to give to support your application.

Section 4 Empty Properties

Are you the current occupier of the property?

No Give details of tenants below.

Yes Go to the final question below.

Does your organisation intend to use the property again?

No Give details of what will happen to it.

Yes When:

/ /

Was your organisation the last to use the property?

No Give details of the last tenant, if different from above.

Yes Date last used:

/ /

Does your organisation own the property?

No Give details below.

Landlord's name:

Landlord's address
and postcode:

Type of tenancy:

Yes

Section 5 Address for future correspondence

Name and address, including
postcode, where we should send
correspondence to:

Phone number:

E-mail address:

Section 6 Declaration

As far as I know and believe, the information I have given is correct. My organisation was not set up, and is not run, for profit. I enclose a copy of my organisation's constitution and latest accounts.

Name in CAPITALS:

Signature:

Position held in organisation:

Date:

Which relief are you applying for? (Tick one box only.)

Mandatory relief **(80%)**

Mandatory **(80%)** and discretionary relief **(0% to 20%)**

Discretionary relief **(0% to 100%)**

Checklist

Have you enclosed the following?

- A copy of your charitable status certificate (if appropriate).
- A copy of last three years' accounts (if you are applying for discretionary relief).
- A copy of your organisation's constitution.
- A signed and filled-in form.





