# Rushcliffe Borough Council Logo**Application for National Non Domestic Rates Discretionary Charity Relief**

The form can be returned to **Freepost RTJY-BGGZ-EKZK, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG**.

This form can also be returned by email to the following address [revenues@rushcliffe.gov.uk](mailto:revenues@rushcliffe.gov.uk).

**Please note you must also provide a completed subsidy declaration form, which can be downloaded from our website.**

Awards of discretionary charity rate relief can be made if you are a charity, community amateur sports club or an organisation (not established or conducted for profit) whose main objectives are charitable and are either:

* Established for philanthropic or religious purposes,
* concerned with education, social welfare, science, literature or the fine arts or,
* occupies the property as a club or society.

A copy of the Council’s discretionary rate relief policy can be found on our website and should be read before completing this application.

All awards of Discretionary Rate Relief will be for a maximum of three financial years. However the Council reserves the right to;

* Backdate the award to the start of the current financial year.
* Backdate the award to some other specific date (for example liability start date).
* Commence the award from some specified future date.
* Withdraw any award. In these circumstances the Council will write to the applicant explaining the situation and recover any monies due in relation to any over claim.

We reserve the right to make an award of discretionary rate relief that does not fully remit a ratepayer’s liability, if it considers it appropriate to do so under the terms of this policy or to meet its budgetary constraints.

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| In support of your application please provide copies of;  Your memorandum and articles / rules of the association, and;  Your audited account and balance sheets for the last 2 years | |
| Billing number: |  |
| Address of the property for which relief is being claimed: |  |
| Please confirm the percentage of relief you are applying for: |  |
| Please confirm when you are applying for relief from: |  |
| Please detail the main objectives and purposes of your organisation: |  |
| Please state the activities undertaken at the premises to which the application relates: |  |
| Affiliation to any national organisation, please provide details: |  |
| If a local branch of a national organisation please detail how the benefit of the award will be kept locally: |  |
| Do you have membership or is the organisation open to all sections of the community? |  |
| If membership is encouraged for particular groups in the community, provide details: |  |
| What are the qualifications for membership? |  |
| Please confirm details of any membership fees: |  |
| Please provide details of any training or education given to any of your members? |  |
| What percentage of your customers reside in the Rushcliffe Borough? |  |
| Please provide details of any sources from which income is received, not showing on your accounts and provide proof: |  |

## **DECLARATION**

I hereby certify that the information given in this form is correct to the best of my knowledge and belief.

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| Name of ratepayer. |  |
| Company number, (if applicable). |  |
| Name of person completing form. |  |
| Capacity of person completing form. |  |
| Telephone number. |  |
| Email address. |  |