

Gosport Borough Council

Application for Charitable and/or Discretionary Rate Relief

Local Government Finance Act 1988 (Sections 43 & 47)

1.	Name and Address of Charity or Organisation	
1a	Registered number of charity (if applicable)	
1b	Is the organisation exempt from registration as a charity?	Yes No If yes, please advise why and provide evidence and copy of the confirmation that the organisation is treated as a charity for tax purposes from HMRC
1c	Is the organisation registered as a Community Amateur Sports Club (CASC)?	Yes No Please state Registration Number:
1d	Are you affiliated to any local or national organisation?	Yes No If yes, please give details
2.	Address of property for which relief is sought if different	
3.	Account Reference Number	
4.	Email Address	
5.	Contact Telephone Number	
6.	Section under which relief is being claimed	Please circle which applies:
6a	Section 43 Mandatory Rate Relief for Charities	Yes No
6b	Section 47 Discretionary Rate Relief and not for profit organisations (subject to De Minimis State Aid Rules)	Yes No
7	What are the main objects of the organisation? (eg Charitable, Religious, Educational, Recreational)	
8	Is the property Occupied?	Yes No
8a	Is the property used for administrative purposes only?	Yes No
9	For what purpose is the property used, or will be used when next occupied? (Define clearly the purpose for which it is used mainly or exclusively)	
10	To what extent does the organisation provide services for the benefit of vulnerable groups? (eg elderly, disabled, people with learning difficulties etc)	
11	Is the property a voluntary aided school	Yes No

For Charity Shops Only :

12	Is the occupier a separate trading arm/company/organisation to the main charity	Yes	No
		If yes, please state company registration number:	
13	Are the goods that you sell donated?	Yes	No
14	What percentage of goods sold are donated?		
15	What happens to the proceeds from their sale?		

For Membership Organisations:

16	Who is eligible for membership of your organisation?		
17	Do you charge a membership fee?	Yes	No
		If yes, how much ?	
18	To What extent does membership fees and pricing allow for participation by those people who might not normally be able to afford such activity? (eg people on low incomes, disabled individuals and those in receipt of benefits etc)		
19	What percentage of your members are residents of the Borough?		
20	Can membership be excluded by votes of existing members?	Yes	No
21	How is membership obtained?		
22	If membership is restricted, please clarify why?		
23	Does the organisation encourage membership from any of the following groups?		
	Young People	Yes	No
	Disabled People	Yes	No
	Minority Groups	Yes	No
	Older age groups	Yes	No
24	Are your facilities available to non-members?	Yes	No
		If yes, what conditions apply to their use?	
25	What training or education is provided for members?		
26	If the organisation provides any form of welfare services to the local community please give details		

27	If you consider that the premises provide a focal point for the local community, please give details	
28	Is a licensed bar provided?	Yes No If yes, is the bar restricted to members only? Yes No

Copies of documentation to be provided in support of the application:

- **The Memorandum or Articles of Association, Rules of Association**
- **Audited accounts and balance sheets for the last 2 financial years**
- **Registration document as a Community Amateur Sports Club**
- **Letter from HMRC confirming organisation is treated as a charity for tax purposes where exempt from registration as a charity**
- **Any further information to support your claim**

DECLARATION

I am the ratepayer, or I am authorised to sign on behalf of the ratepayer. The information I have provided is correct to the best of my knowledge and belief. I confirm that :

I will inform the Business rates section immediately if circumstances change that may affect the ratepayer's eligibility to the relief (i.e. the ratepayer vacates the premises, there is a change of direction for the business, or the ratepayer exceeds the De Minimis State Aid threshold) . I confirm that if found at a later date that the State Aid De Minimis Regulations have been breached, that the ratepayer will immediately reimburse in full, a sum equal to the total amount of aid granted together with any additional charges that may result.

I have enclosed the supporting documentation.

Signed:

Please Print Name:

Capacity in which signed:

Date:

The completed application together with the supporting documentation should be returned to:

**Local Taxation Section
 Gosport Borough Council
 Town Hall
 High Street
 Gosport
 Hants PO12 1ED**

Any queries regarding this please telephone 023 92 54 5470 or e-mail businessrates@gosport.gov.uk

Data Protection 1998 This Council may use Business Rates information for legitimate purpose such as the prevention and detection of fraud, the collection of debts or to assist in the discharge of other statutory functions. Your information may be shared with other Council departments and with other bodies responsible for auditing or administering public funds for these purposes.