

## **Application form for Business Rate Relief for:**

- Charities
- Community Amateur Sports Clubs
- Non-Profit Making Organisations

### **Part A: Must be completed in all cases.**

**Please return the application form in full. Do not remove any pages.**

If you occupy a non domestic property and it is in the valuation rating list, then the occupier is liable for rates.

No occupier should assume that they will not have rates to pay, however the business rates scheme does contain a number of different types of reliefs that can reduce the burden on businesses and organisations.

If you have any queries please contact this office via:

Email            [business.rates@kirklees.gov.uk](mailto:business.rates@kirklees.gov.uk)  
Telephone      01484 414941

For information and to make payments visit: [www.kirklees.gov.uk/businessrates](http://www.kirklees.gov.uk/businessrates)

E mail: [business.rates@kirklees.gov.uk](mailto:business.rates@kirklees.gov.uk)

Kirklees Council, Customer & Exchequer, PO Box 1661, Huddersfield HD1 9SR

## PART A – To be completed by all organisations

After completing 'Part A' below, please also complete the relevant sections on the following pages to claim the business rates relief you require. You can use this form to apply for more than one relief at a time.

Part B – Mandatory rate relief for Charities

Part C – Mandatory rate relief for Community Amateur Sports Clubs

Part D – Discretionary rate relief for not for profit organisations, Charities and Community Amateur Sports Clubs

You may be asked to supply supporting documents with your claim. If this is a requirement it will be detailed in each section.

Name of the organisation	
Address of the property to which this application relates	
Business rates account number	9 6 ____ ____ ____ ____ ____ ____ ____
Contact name  Address for correspondence (if different to above)	
Daytime telephone number  Email address	
Please state the purpose or objective of the organisation	
<p>I confirm the information I have given on my application for relief is true to the best of my knowledge.</p> <p>Signed _____</p> <p>Print name _____</p> <p>Position held in organisation _____</p> <p>Date _____</p> <p><b>It is a criminal offence to give false information.</b></p>	

## PART B – To claim mandatory rate relief for charities

If you are a charitable organisation you can qualify for 80% rate relief under this scheme.

To qualify for this mandatory rate relief, the property must be wholly or mainly used for charitable purposes, and the organisation must be established for charitable purposes only, or be occupied by any persons administering a trust established for charitable purpose only.

<p>Is the organisation a Registered Charity?</p> <p>If "YES" please quote the Charity Registration Number</p>	<p>YES / NO</p> <p>_____</p>
<p>If "NO" are you exempt from registration, please give reasons why?</p>	
<p>Is the charity recognised as such for income tax purposes?</p>	<p>YES / NO</p>
<p>Is the property used mainly for charitable purposes?</p>	<p>YES / NO</p>
<p>Is the property used for the sale of goods?</p> <p>If "YES" are all the goods donated</p> <p>If not, what percentage of the goods sold are <b>not</b> donated</p>	<p>YES / NO</p> <p>YES / NO</p> <p>_____ %</p>

<b>PART B</b>	<p><b>Additional relief available</b></p>	<p>PART D – Discretionary Rate Relief</p>
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## **PART C – To claim mandatory rate relief for Community Amateur Sports Clubs**

Registered Community Amateur Sports Clubs (CASC) can receive 80% mandatory relief from Business Rates.

To qualify for relief as a CASC, a sports club must:

- be run as an amateur club;
- be open to the whole community;
- be a non-profit making organisation;
- aim to provide facilities and encourage people to take part in sport;
- be registered with the Her Majesty's Revenues & Customs as a CASC. If you are not registered as a CASC and would like further information, please contact the Sports Club Unit at the HM Revenues & Customs.

We will need to see a copy of your **Inland Revenues registration document** to support your claim.

Is the organisation registered with the Inland Revenues as a CASC	YES / NO
If "YES", what date are you registered from	____ / ____ / ____

<b>PART C</b>	<b>Supporting documentation required</b>	Copy of Inland Revenues registration document
	<b>Additional relief available</b>	PART D – Discretionary Rate Relief

## PART D – Discretionary Rate Relief

### To claim additional relief for non-profit making organisations, registered Charities and Community Amateur Sports Clubs

Discretionary Rate Relief is available to certain types of non-profit-making organisations. To qualify for this relief the organisation must be non-profit making and its aims must be either charitable or to promote social welfare (including promoting education, sports, literature, art, recreation and science).

Membership of the organisation must be open to all members of the community and equal status must be available to all members. The organisation will normally be expected to make its facilities available to the general public where this is possible.

Under the discretionary rate relief scheme we can reduce your bill. Part of this relief is funded by council tax payers so organisations must be in the interest of local residents (aimed at the most disadvantaged in society).

**Please note, this relief will be reviewed each financial year.**

<p>1. Is membership of the organisation open to all sections of the community?</p> <p>Please provide a copy of your Equal Opportunities Policy or equivalent.</p>	<p>YES / NO</p>	
<p>2. How does the organisation encourage users from groups who may face social barriers?</p> <p>Please give details.</p>	<p>Young Persons</p> <p>Women</p> <p>Older age groups</p> <p>Disabled persons</p> <p>Minority groups</p> <p>Unemployed</p>	
<p>3a. Are the facilities open to all?</p> <p>3b. If 'YES', please give details of opening times, the activities and who can access these facilities.</p>	<p>YES / NO</p>	

Continued:

PART D – Discretionary Rate Relief continued (1)

<p>4. What extra facilities/services are provided at the premises that benefit the local community?</p>	
<p>5. What support in the form of advice/education/training do you provide here to the following:</p> <ul style="list-style-type: none"> <li>- employees</li> <li>- local residents</li> <li>- others</li> </ul>	
<p>6a. Does the organisation work with other similar local or national bodies?</p> <p>6b. If “YES” provide names</p>	<p>YES / NO</p>
<p>7a. Are you in receipt of any grants?</p> <p>7b. If “YES” please provide details of these</p> <p>7c. Please give details of any fundraising you do for your organisation.</p>	<p>YES / NO</p>

Continued:

PART D – Discretionary Rate Relief continued (2)

<p>8a. Do you charge fees or subscriptions?</p> <p>8b. If yes please provide details including fee reductions/concessions.</p>	<p>YES/NO</p>
<p>9a. What wages or payments are made to any staff/members related to this property?</p> <p>9b .Please provide details. (If you are a national organisation we only require details relating to these premises.)</p> <p>9c. Does the organization have shareholders?</p> <p>9d. If so do they receive a dividend?</p>	
<p>10a. Does the organisation run a licensed bar?</p> <p>10b. If “YES” please give bar opening times</p> <p>10c. What facilities are available when the bar is open?</p>	<p>YES / NO</p>
<p>11a. What percentage of members or users are Kirklees residents?</p> <p>11b. How many members or users do you have?</p>	<p>_____ %</p>

Continued:

PART D – Discretionary Rate Relief continued (3)

<p>From your organisation's annual accounts, please tell us:</p> <p>12a. What was the total expenditure of your organisation in the last audited financial year?</p> <p>12b. Is any money being saved for a specific purpose.</p> <p>12c. If 'YES', how much and for what purpose?</p>	<p>£ _____</p> <p>YES/NO</p> <p>£ _____</p>
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If your organisation has several properties you will need to provide your accounts for the business property that you are making this application for.

**Failure to provide these will result in your application not being assessed.**

<b>PART D</b>	<b>Supporting documentation required</b>	<ul style="list-style-type: none"><li>• Business plan</li><li>• Latest accounts for business in question</li><li>• Constitution</li><li>• Memorandum or Articles of Association</li><li>• Equal Opportunities Policy</li></ul>
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