



Non Domestic Rate Team  
 PO Box 15257  
 Lincoln  
 LN5 5PQ  
 Telephone: (01522) 873342  
 Website: [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

**APPLICATION BY A REGISTERED CHARITY ORGANISATION  
 CLAIMING RELIEF FOR MANDATORY AND/OR DISCRETIONARY  
 RATE RELIEF IN RESPECT OF NON DOMESTIC RATES**

**Local Government Finance Act 1988, Sections 43, 45, 47 and 48**  
 Please complete **ALL** questions

<b>PART A – Particulars of the charity or organisation</b>	
Property Reference Number	
Property Address of Premises for which relief is claimed	
Name and Title of the Organisation	
Telephone Number	
Email Address	
Charity Commission Registration Number	
Date of Registration	
If exempt from registration, please state grounds	
Please give precise details of the activities carried out at the premises	
Does any other organisation use the property or part of it? If YES, please give brief details	

Please describe the charity or organisations main purpose and objectives	
How does the use of the property satisfy the objectives of the organisation?	
Name and address of the Secretary, or person to whom future correspondence should be sent	
<b>PART B – Details of Premises</b>	
Does the organisation own the property?	YES / NO
If NO, who is the owner of the property?	
And who is the leasee?	
Is the property empty?	YES / NO
If YES, please supply the following information:  Was the last organisation the last occupier of the property?  Is it expected that this organisation will be the next occupier of the property?	YES / NO  YES / NO
<b>PART C – Section(s) under which relief is being claimed</b>	
Section 43/45 (which refers to Mandatory Relief)	YES / NO
Section 47/48 (which refers to Discretionary Relief)	YES / NO
<b>PART D – Details of Premises (Discretionary Relief Only)</b>	
Are the premises used solely for administration purposes? Eg: office accommodation	YES / NO
Is the property a Village Hall	YES / NO
Is the property used for the sale of goods?	YES / NO

<p>If YES, please state the percentage of goods which are:</p>	<p>Donated: _____</p> <p>New goods purchased for sale _____</p> <p>Other (Please specify) _____</p> <p>% of sales used to support the objectives of the charity _____</p>
<p>If YES, please state what percentage of your floor space is used for the sale of donated goods?</p>	
<p>If YES, please state what percentage in terms of sales is due to the sale of donated goods?</p>	
<p>Are all the staff voluntary?</p>	<p>YES / NO</p>
<p><b>PART E - Access</b></p>	
<p>Is the membership open to anyone?</p>	<p>YES / NO</p>
<p>Is there normally a waiting list to become a member?</p>	<p>YES / NO</p>
<p>Is there a membership fee payable? How much is the membership fee per annum?</p>	<p>YES / NO £</p>
<p>Can non-members such as schools/ public use the facilities? Please provide examples and details of charges made</p>	<p>YES / NO</p>
<p>Are the facilities aimed at a particular group? Eg: disabled, elderly, young please provide details</p>	
<p>How does the organisation publicise its activities?</p>	

<b>PART F – Provision of Facilities</b>	
Please detail the general nature of the activities: eg sporting, educational, training etc .	
Is this the only organisations in the immediate area providing these facilities?  If NO, please provide details	YES / NO
Are there licenced facilities on the premises?  If YES, please provide details of the type of licence held, the frequency of the use of the bar facilities and the amount of gross income this facility raises for the organisation.	YES / NO
<b>PART G – Other Information</b>	
Is the membership open only to the residents of West Lindsey?  If NO, please supply further information regarding membership.	YES / NO
Does the organisation receive any external funding other than voluntary fund raising eg: grant aid, funding from private companies, commercial donations?  If YES, please provide details of amount and from whom	YES / NO
Does the organisation receive a grant from WLDC? (this does not include specific community grants)  If YES, please provide details  Is there any other information you wish to provide in support of your claim?	YES / NO
<b>PART H – Evidence Required in Support of Application</b>	
In order to support your application for Mandatory Rate Relief, please provide copies of the following documents:	Constitution and Rules of Organisation <input type="checkbox"/>

	Last published accounts <input type="checkbox"/> Charity registration index slip or copy of Letter extract as supplied by the charity commissioners <input type="checkbox"/>
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**Declaration and Privacy Notice:**

**Data Protection Act**

Data Protection – We are asking for this information in accordance with the provisions of the Local Government Finance Act 1988 and the Data Protection Act 1998, S.29. It will be used to help us determine your liability for and collect your Business Rates. It may be shared with other sections of this Council, with other Councils and with other public bodies to determine liability for Business Rates, to collect Business Rates, to assess and collect other Taxes and Duties, to help detect and prevent fraud, to help detect and prevent crime and to carry out public duties.

**Fair processing notice**

This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or email [finance@west-lindsey.gov.uk](mailto:finance@west-lindsey.gov.uk)

**Privacy notice**

You can view full details of our privacy notice on our website at: [www.west-lindsey.gov.uk/privacy-notice](http://www.west-lindsey.gov.uk/privacy-notice).

**Statement**

**Warning: Deliberately giving false information could lead to prosecution**

I understand the following:

You will use the information I have provided to determine my liability for and to collect my Business Rates.

You may get information about me from, and give information about me to, other sections of the Council, with other councils and with other government departments to:

- determine liability for and collection of Business Rates
- update details for other payments due to the council
- collect other taxes and duties
- help detect and prevent fraud/crime

I declare that the information I have given on this form is complete and accurate to the best of my knowledge and I understand that West Lindsey District Council may check the information given.

<b>Signature</b>		<b>Print Name</b>	
<b>Date (DD/MM/YY)</b>	/ /	<b>Capacity in which Signed</b>	

**Please return your completed form to**

**Non Domestic Rate Team, PO Box 1257, Lincoln, LN5 5PQ**