



APPLICATION FOR BUSINESS RATE RELIEF FOR CHARITABLE ORGANISATIONS

Business Rates Account Reference:

Please fill in this form and use the upload facility at www.harrow.gov.uk/bratesevidence or return it to the address below.

When you have completed this form, please send it back and make sure you include any supporting documents. **If you do not send supporting documents you will not get relief.**

PART 1 – APPLICATION FOR MANDATORY RELIEF OF UPTO 80%

Questions:

1. What is the name of the charity or organisation responsible for paying Business Rates for this property?

2. Is the Charity or Organisation registered under the Charities Act 1960?

Yes or No

If **Yes**, please give the registration number

If **No**, please say why the organisation is not Registered as a charity (e.g. application pending or exempt)

3. Is the organisation recognised as a charity for income tax purposes? **Yes or No**

Please give details of the property for which this application is being made:

4. Description of the property. (e.g. shop or office).

5. Are the premises wholly or mainly used for the purposes of the charity?

Yes or No

6. Please describe briefly what the property is being used for.

Please complete the rest of this section only if the property is a shop:

- 7. Is the property being used wholly or mainly for the sale of good which have been donated to charity? **Yes or No**

- 8. If used mainly for the sale of goods, what percentage of the goods sold are donated to charity? %

- 9. Are all the proceeds (after deduction of expenses) given to charity? **Yes or No**

To support your application you should supply a copy of the Trust Deed or other relevant documents (e.g. copy of written constitution).

PART 2 – APPLICATION FOR DISCRETIONARY TOP-UP RELIEF (UP TO 20%)

If you wish to apply for top up discretionary rate relief as well please go to www.harrow.gov.uk/bratesreliefs and select the discretionary rate relief application form.

DECLARATION

By signing this form, you agree that, to the best of your knowledge, the information contained in it is true and complete to the best of your knowledge and belief. Wilfully making a false statement on this application form is an offence and may result in legal proceedings being taken against you.

You must continue to make payments of your Business Rates, as shown on your most recent Business Rates bill until such time as you receive a revised notice. Making this application, does not mean you should stop or reduce the payments requested.

The authority is required by law to protect the public funds it administers. We may share information you provide with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also share information you provide to a Specified Anti-Fraud Organisation (SAFO) for the purposes of preventing and detecting fraud. For further details on this, please visit www.harrow.gov.uk/privacy and select Corporate Anti-Fraud Team.

7. Declaration:

I confirm that I am authorised to sign on behalf of: _____

Name

Signature

Date

Position in Organisation.....

Telephone

Email

Please return this application by uploading the completed form at www.harrow.gov.uk/bratesevidence