

APPLICATION FOR BUSINESS RATE RELIEF FOR CHARITABLE ORGANISATIONS

Business Rates Account Reference:

Please fill in this form and return it to the address above. If you need any extra help please telephone the Business Rates Office on the number shown below and we will help you.

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 **Yes or No** income tax purposes?

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 goods 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 tick the box below and an application form will be sent to you.

Please send me an application for top up relief

Declaration

Full name of the person completing this form:

Position within the organisation:

Signature: Date:

Contact daytime telephone number:

I declare that the information on this form is true and complete and I authorise the council to verify the details. If the discount or exemption no longer applies to this property I undertake to notify the council within 21 days of this occurring. I understand that failure to provide this information is an offence, which may take me liable for an initial fine of £50 and £200 for each subsequent offence.

Signature: _____ Date: _____

To submit your application you will need to:

1. Scan the completed form and relevant documents using either a scanner or taking a picture of it using your mobile phone.
2. Send the scanned/pictured image to your computer eg by email or text
3. Answer all the questions and then attach the image at www.harrow.gov.uk/bratesevidence