

## Application for charitable rate relief

This is an interactive PDF that you can fill in electronically. When you have completed the form – please print, sign and send to Herefordshire Council, Revenues & Benefits Services, Plough Lane, Hereford, HR4 0LE. Alternatively, you can return the completed form by email to [businessrates@herefordshire.gov.uk](mailto:businessrates@herefordshire.gov.uk)

NNDR ACCOUNT NUMBER ~

Billing Authorities are permitted to grant discretionary rate relief to 3 types of organisation. Please tick the category under which you are applying.

The organisation is a charity and the property is used for charitable purposes.

The organisation is not established or conducted for profit and is concerned with Religion/ Education/Social Welfare/Science/Literature/Fine Arts (please circle the class)

The organisation is concerned with recreation and is a club or society not established for profit.

Applications must be consistent with Herefordshire Council's own objectives and strategies as set out in accordance with the Discretionary Rate Relief Charter. Please tick all the categories you consider your organisation fulfils as below:

Keeping children and young people safe and giving them the best start in life.

Enabling residents to live safe, healthy and independent lives.

Investing in projects to improve roads, create jobs and build more homes.

Name of the ratepayer:

Outline the main objects and purpose of the organisation (as defined by the Rules of Association Charity Commission etc)

Is the organisation a registered charity?    Yes            No            Exempt

If yes, what is the number?

If no, have you ever applied for charitable status?    Yes            No            (if no, you should apply.  
See notes at the end of the form for more details.

If you have an application for charitable status pending with the Charities Commission, please give the approximate date that you applied

If you are exempt from registration please state why:

If you are in receipt of a letter from the Inland Revenue stating that you are exempt from taxes under S505 of the Income & Corporation Taxes Act 1998, please supply a copy of this letter.

Please state the purpose for which the property is used:

If persons other than the applicant use the property, please give details:

Is the organisation established or conducted for profit?    Yes            No

Are there any restrictions on membership (e.g. age, sex, ability etc)

How many members are:

Under 16 years of age            Adult females            Adult males

Total membership

What percentage of members live in Herefordshire?

What are the scales of membership fees for each category?

Do you operate a bar? Yes No

If yes, how many hours is it open per week on average?

What is the annual gross income from the bar after deducting the purchases (but nother else)

Please indicate in the spaces below how your organisation fulfils the following aims:

Keeping children and young people safe and giving them the best start in life

Enabling residents to live safe, healthy and independent lives

Investing in projects to improve roads, create jobs and build more homes

Please complete and return this form within the next fourteen days to the above address to ensure that your relief is determined for the forthcoming financial year.

### **Declaration**

Signed:

Full name:

Date:

Telephone No:

Email:

### **Non-profit Making Organisations**

If your organisation is a registered charity and the property is used for charitable purposes, there is a mandatory entitlement to 80% relief. Herefordshire Council has the power to top this up with up to 20% discretionary relief. Non-profit making organisations are only eligible for discretionary relief which the council can grant up to 100%. The amount of discretionary relief may be reviewed annually and non-profit making organisations are encouraged to apply for charitable status. This would give an entitlement to 80% mandatory relief and your organisation would be less reliant on the discretionary element. You can get more information on how to apply from the Charities Commission website at [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk), or telephone them on 0870 3330123.