

Application for Mandatory and / or Discretionary Business Rate Relief

Name of Ratepayer:	
Property Address:	
Account number:	

PART 1	
1. Is your organisation a registered Charity? If yes: ○ please provide your Charity Registration number: ○ if a charity shop, are more than 50% of your total sales from donated goods? ○ If a charity shop, are the proceeds of donated goods (after deductions for expenses) used for the purposes of the charity? If no: ○ is all or part of the property occupied by a club, society, or organisation which is not established or conducted for profit?	Yes / No <u>Charity Number:</u> Yes / No / not applicable Yes / No / not applicable Yes / No
2. Is your organisation a registered Community Amateur Sports Clubs (CASC)? If yes: please provide a copy of the confirmation letter from HMRC confirming CASC status with your application.	Yes / No
PART 2 – About the property	
1. Is it currently occupied? (in use)	Yes / No
2. How is the property used?	
3. Is the property occupied by anyone else other than the organisation? If yes, please give details:	Yes / No
4. Please state the annual amount of rent you are charged for this property	£
5. Does your organisation receive a payment / donation from your landlord in return for use of this property?	Yes / No

PART 3 – About the organisation																												
1. What are the main objects of the organisation? (please tick relevant boxes): <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">charitable</td> <td style="width: 10%; text-align: center;">☐</td> <td style="width: 40%;">philanthropic</td> <td style="width: 10%; text-align: center;">☐</td> </tr> <tr> <td>religious</td> <td style="text-align: center;">☐</td> <td>concerned with education</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>concerned with social welfare</td> <td style="text-align: center;">☐</td> <td>concerned with science</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>concerned with literature</td> <td style="text-align: center;">☐</td> <td>concerned with fine arts</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>concerned with recreation</td> <td style="text-align: center;">☐</td> <td></td> <td></td> </tr> </table>		charitable	☐	philanthropic	☐	religious	☐	concerned with education	☐	concerned with social welfare	☐	concerned with science	☐	concerned with literature	☐	concerned with fine arts	☐	concerned with recreation	☐									
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2. What categories of service does the organisation provide (please tick relevant boxes) <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">support for disadvantaged groups e.g. disabled, unemployed, the elderly, health problems, drug & alcohol misuse, young people</td> <td style="width: 10%; text-align: center;">☐</td> <td style="width: 20%;"></td> </tr> <tr> <td>support with housing needs</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>provision of education & training opportunities</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>support with debt & financial management</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>facilities for scouts, guides, youth clubs</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>village halls and community centres</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>sports clubs and other organisations providing recreational facilities</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>theatres or drama societies</td> <td style="text-align: center;">☐</td> <td></td> </tr> <tr> <td>Other, please state what:</td> <td style="text-align: center;">☐</td> <td></td> </tr> </table>		support for disadvantaged groups e.g. disabled, unemployed, the elderly, health problems, drug & alcohol misuse, young people	☐		support with housing needs	☐		provision of education & training opportunities	☐		support with debt & financial management	☐		facilities for scouts, guides, youth clubs	☐		village halls and community centres	☐		sports clubs and other organisations providing recreational facilities	☐		theatres or drama societies	☐		Other, please state what:	☐	
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3. Please give further details about the main objects of your organisation and the services you provide:																												
4. Is your organisation:	National / Semi-national or Countywide / Local to Test Valley Borough only																											
5. How does your organisation meet local needs in the Test Valley Borough and benefit local people?																												

6. How does the organisation provide a valuable service to the community, which is complementary to any existing service or facilities provided for/supported by the Council?	
7. Does the organisation provide facilities to the community which would otherwise not be available within the parish / local area?	
8. Is the organisation run on a voluntary basis?	Yes / No
PART 4 – About your customers/clients/beneficiaries / members:	
1. How many of your organisation's customers reside within the area covered by Test Valley Borough Council?	
2. How many of your organisation's customers reside outside the area covered by Test Valley Borough Council?	
3. What sections of the community have access to the services your organisation provides?	
4. How can the organisation demonstrate the way it operates does not discriminate against any section of the community?	

5. Does the work of the organisation involve dealing with children, young people, or vulnerable adults? ○ If yes, please provide a copy of the organisation's child protection/safeguarding policy and the procedures followed to ensure appropriate checks are carried out on staff & volunteers.				Yes / No	
6. Does your organisation have membership or entry fees? If yes, please state: What is your membership criteria? What membership or entry fees are charged? How many members do you have:				Yes / No	
Total No. of members:		Total Male		Total Female	
		Age:			
		Under 18	18-64	65+	
Number of 'social' members (i.e. not sporting members) if relevant					
7. Does the organisation actively encourage membership from particular groups? e.g. young people, older age groups, persons with disability, ethnic minority? If yes, please give details.				Yes / No	

8. Are facilities made available to people other than members e.g. schools, public sessions? If yes, please give details.	Yes / No
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PART 5 – About your Income and Expenditure

1. State your organisation's total income and expenditure £ in each of the last two financial years:	
Year	Total Income
2. What amount do you have held in 'free' reserves (not legally restricted)	
	£
3. Are your 'free' reserves more than 12 month's expenditure? If yes, please explain in full what these extra reserves are held for. This should include the breakdown of any anticipated costs and how the use of these reserves in this way would be used to benefit the local community.	
Yes / No	
4. Does your organisation have licenced bar facilities? If yes, please state the NET Bar & Gaming Income figure (Income after Bar and Gaming expenses have been deducted) for the last two financial years:	
Year	NET Bar & Gaming Income £
How is the Bar/Gaming Income used to support the organisation's activities?	
Yes / No	

5. Please provide the last two year's audited accounts.

If you have Bar & Gaming Income, the Bar & Gaming income and Bar & Gaming expenses must be clearly listed in the accounts you provide.

*If your business is new and does not yet have two year's accounts, please provide the accounts you do have, together with a business plan.

PART 6 – Declaration

I confirm that the information I have provided in this application is correct.

I have enclosed the following documents:

- ☐ A copy of the organisations Memorandum and Articles of Association of Constitution.
- ☐ A copy of the letter from HMRC confirming the organisation is registered as a CASC (if relevant)
- ☐ A copy of the organisation's last two years audited accounts * (including separate Bar & Gaming Accounts if relevant).
- ☐ A copy of the organisation's child protection / safeguarding policy

Signature:

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Name:

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Position in organisation:

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Date:

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Telephone number:

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Your Email:

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We are now able to send your business rates bill by email. If you would like to sign up for paperless billing, please confirm the email address you would like to use:

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Please scan and email this completed form together with the required supporting documentation to: businessrates@testvalley.gov.uk

Alternatively, the application form and documents can be taken into our Council Offices at Beech Hurst, Andover; or Romsey Former Magistrates Court, Church Street, Romsey,
Or posted to:
Revenues Service, Test Valley Borough Council. Beech Hurst, Weyhill Road, Andover SP10 3AJ