



This form is issued by: **HARTLEPOOL BOROUGH COUNCIL**
Revenues Section
Civic Centre
Hartlepool
TS24 8AY

Telephone (01429) 284277

RELIEF FROM RATES – CHARITABLE & OTHER ORGANISATIONS

<p><u>Name & address for correspondence</u></p> <p>Name:</p> <p>Full Address:</p> <p>.....</p>	<p style="text-align: center;"><u>For Office Use</u></p> <p>Issue date:.....</p> <p>Ref. No.:</p> <p>Return by:.....</p>
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Charitable organisations owning or occupying premises wholly or mainly for charitable purposes are entitled to make an application for 80% mandatory rate relief under sections 43 and 45 of the Local Government Finance Act 1988. With effect from 1 April 2004 this mandatory relief has also been extended to community amateur sports clubs. In addition these organisations may make an application for discretionary rate relief under section 47 of the Act.

Non profit making organisations may also make an application for discretionary rate relief under section 47 of the Act. Applications for discretionary relief must be received and agreed by the Council within six months of the end of the year if the relief is to be backdated.

If you wish to claim for mandatory and/or discretionary rate relief please complete and return this form to the above address.

1: Type of relief applying for (please delete as applicable) MANDATORY / DISCRETIONARY / BOTH

2: Date from which relief required.....

3: NAME OF ORGANISATION.....

4: ADDRESS OF PREMISES OCCUPIED BY THE ORGANISATION

(a) Address.....

(b) Property description.....

(c) Purpose for which premises are used.....

(d) Are any parts of the premises used by any other organisation YES/NO
If yes, please give details.....

(e) Legal interest held in the property by the organisation (please delete as applicable)
FREEHOLD/LEASEHOLD/LICENCE/OTHER

5: CONSTITUTION & ACTIVITIES OF THE ORGANISATION

(a) Purpose for which the organisation is established.....

(b) What activities are carried on at the premises?.....

(c) Objects under which authority for those activities is given.....

If you are applying for mandatory rate relief you must complete either section 6, 7 or 8.

6: REGISTERED CHARITIES

(a) Is the ratepayer a charity or trustees for a charity? YES/NO

If yes, please give registration number.....

If no, is the organisation exempt YES/NO

(b) Is the property used wholly or mainly for charitable purposes? YES/NO

7: COMMUNITY AMATUER SPORTS CLUBS

(a) Is the ratepayer a registered club for the purposes of Schedule 18 to the Finance Act 2002?
YES/NO

If yes, please provide details of registration.

(b) Is the property used for the purposes of that club, or for that club and of other such registered clubs?
YES/NO

8: CHARITY SHOPS

(a) What proportion of the goods sold are donated without financial return to the donor?
.....

(b) What proportion of the proceeds of sale are applied for the purpose of the charity?
.....

9: DECLARATION

<p>I declare that the information given on this form is correct and complete to the best of my knowledge. I certify that the organisation making this application is not established or conducted for profit. I also understand that if I deliberately give false information I may be liable to prosecution.</p> <p>SIGNED:..... Date.....</p> <p>NAME (please print) TELEPHONE No.</p> <p>CAPACITY IN WHICH SIGNED</p>

TELL US WHAT YOU THINK - We would like to know what you think about the standard of service we provide. Is there anything that concerns you about our service? Have you any suggestions that may help improve the service you receive? If you have any comments, compliments or concerns please telephone the Revenues Section on (01429) 284277 or write to us at the Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

DISCLOSURE OF INFORMATION - Thank you for the information you have provided on this form. The information provided will be used for rating purposes. We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government departments and Local Authorities. We will not disclose information about you to anyone outside Hartlepool Borough Council nor use information about you for other purposes unless the law permits us to. Hartlepool Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please do not hesitate to contact us.