



Wandsworth Council
Business Rates Service
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Debit card payment using automated payment line
Telephone: 0800 0217763 and choose option 2 - You will require your payment reference number.

Our ref: **NREL /**

Date:

Dear Sir/Madam

**NON-DOMESTIC RATES -
APPLICATION FOR MANDATORY / DISCRETIONARY RELIEF**

RE:

Please complete this form to apply for either Mandatory Relief (for charities), or Discretionary Relief (for non-profit making organisations).

If you are a charity, or a Community Amateur Sports Club; please complete and return this form with **proof of your registration**. If you are a non-profit making organisation; please complete and return this form with your **last set of audited accounts**. Please note that the council will be unable to consider your application without the relevant supporting documentation (as above).

If your application is successful, a revised bill or refund will be issued. If we have a query regarding your application form, or if the council decides that relief is not applicable, will we contact you to discuss the details of your case. Please remember to contact the council immediately if your circumstances change, after the return of this application form.

A copy of the council's guidelines matrix, which we will use to help us consider your application, is included for your information at the back of this application form. **Please adhere to your current payment plan whilst the application is being considered.**

If you require any assistance in completing this form, please call our Non-Domestic Rate Helpline on 0207 378 5941 or email brates@wandsworth.gov.uk.

Yours faithfully

David Hann
Senior NDR Lead

PLEASE COMPLETE IN BLACK INK

Account Number:

(You may find this on the rate demand)

Ratepayer's Name:

Address of Rated Premises:

Correspondence Address:

(if different)

Owner details:

Description of Rated Premises:

(You will find this on the rate demand)

Rateable Value:

(You will find this on the rate demand)

Your website address: (if applicable)

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS AS FULLY AS POSSIBLE

If a question does not apply to you write "Not Applicable" in the space provided for your answer

1. What type of relief do you wish to apply for?

Mandatory

Discretionary

Discretionary top-up

About the Organisation

2. What percentage of your members reside in the borough?

%

3. Is it established or conducted for profit?

Yes / No

(delete as appropriate)

4. What are its main objectives?

5. Is it a registered charity?

Yes / No

(delete as appropriate)

6. If Yes, please give charity registration number:

7. What is the nature of the charity or organisation?

8. If the organisation is not a registered charity, is it treated as one for Income Tax/VAT purposes?

Yes / No

(delete as appropriate)

9. If yes, please provide evidence.

(e.g. A letter from Her Majesty's Revenue and Customs confirming the organisation's status)

10. Is it a Community Amateur Sports Club (CASC)?

Yes / No

(delete as appropriate)

11. If yes, please provide registration number:

12. Is your organisation affiliated to any other local or national organisations?

Yes / No

(delete as appropriate)

13. If yes, which one(s):

14. Do you actively encourage membership from particular groups in the community e.g. young people, women, older age groups, persons with a disability, ethnic minorities?

Yes / No

(delete as appropriate)

15. Does your organisation provide facilities that indirectly relieve the Council of the need to do so, or enhance and supplement those that it does provide?

Yes / No

(delete as appropriate)

QUESTIONS 16-19 FOR COMPLETION BY CHARITY SHOPS ONLY

16. Is new/purchased stock available for sale?

Yes / No

(delete as appropriate)

17. Approximately what level of goods for sale are new rather than donated goods?

Floor area	%	Stock area	%	Resale area	%
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18. Does the new/purchased stock have any connection (i.e. in its manufacture) with your charity and its purpose?

Yes / No

(delete as appropriate)

19. Is the new/purchased stock sold at full market value?

Yes / No

(delete as appropriate)

About the Premises

20. Are they used wholly or mainly for charitable purposes?

Yes / No
(delete as appropriate)

21. If yes, please describe purposes for which they are used:

22. Is a licensed bar provided at the property?

Yes / No
(delete as appropriate)

23. What training or education, if any, is available at the property?

The Membership

24. What is the annual membership fee charged for:

Adults	£	Juniors	£	Family	£
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25. Is membership restricted by the votes of existing members?

Yes / No
(delete as appropriate)

26. Please provide details of the restriction

27. Please state any other restrictions that exist on membership?

28. From what geographical area is membership drawn?

QUESTIONS 29-31 FOR COMPLETION BY SPORTS ORGANISATIONS ONLY

29. How many of your members are:

Playing Members

Non-Playing Members

30. Does your organisation pay any members for playing?

Yes / No

(delete as appropriate)

31. Any further comments or information:

Declaration

I confirm that all information given in this form is true to the best of my knowledge and belief. I understand if any information that I give is found to be inaccurate, my application will be disqualified with immediate effect.

Signature:

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Date:

--

Name: (please print in block capitals)

--

Capacity in which signed: (please print in block capitals)

--

Daytime Telephone Number:

--

Email address:

Notes:

DISCRETIONARY RATE RELIEF AWARD MATRIX

APPENDIX A (Amended wef 1 April 2015)

Type of Organisation	Mandatory Relief	Criteria/Comments	Alignment to Council Priorities	Rate of Discretionary Relief
<p>(1) Charity Shops</p> <p>(a) Registered charity</p> <p>(b) Non-registered charity shop</p>	<p>80%</p> <p>0%</p>	<p>Generally, registered charity shops receive 80% mandatory relief. The Council would have to finance 30% of any discretionary relief awarded, some may also be in competition with other retailers who pay full business rates.</p>	<p>N/A</p>	<p>(a) National/Local charities no enhancement from 80% mandatory relief.</p> <p>(b) 0% discretionary relief</p>
<p>(2) Sporting Clubs</p> <p>(a) Registered Community Amateur Sports Clubs (CASC)</p> <p>(b) Non-registered sporting club</p>	<p>80%</p> <p>0%</p>	<p>Account needs to be taken of whether clubs provide training, education or recreational activities. In addition, many clubs have bars, which generate profits for the club.</p> <p>If a club is not registered it can apply to HM Revenue & Customs to become a CASC. If accepted it would be entitled to 80% mandatory relief.</p>	<p>Must demonstrate a link to Council priorities.</p>	<p>(a) Up to 20% discretionary relief. Discretionary relief reduced to 10% if gross surplus exceeds 10%.</p> <p>(b) 0% discretionary relief.</p>
<p>(3) Community Centres,</p> <p>Leisure Centres, Libraries and other premises as may be determined by the Director of Finance.</p> <p>(a) Registered charity</p>	<p>80%</p>	<p>These facilities provide for residents and fulfil a social need.</p>	<p>Must demonstrate a link to Council</p>	<p>(a) Up to 20% discretionary relief. Discretionary relief reduced to 10% if gross surplus on unrestricted funds</p>

Type of Organisation	Mandatory Relief	Criteria/Comments	Alignment to Council Priorities	Rate of Discretionary Relief
(b) Non-registered charity	0%		priorities	<p>exceeds 10%.</p> <p>(b1) Up to 100% discretionary relief. Discretionary relief reduced to 50% if gross surplus on unrestricted funds exceeds 10%.</p> <p>(b2) Not payable to community facilities on Housing estates.</p> <p>(b3) Up to 100% discretionary relief for organisations undertaking predominantly or exclusively services funded by the council.</p>
<p>(4) Youth clubs, Scouts, YMCA and Hostelling or similar organisations as maybe determined by the Director of Finance</p> <p>(a) Registered charity</p> <p>(b) Non-registered charity</p>	<p>80%</p> <p>0%</p>	<p>These organisations provide a valuable resource to the community and often have few grant-aided sources of income.</p>	<p>Must demonstrate a link to Council priorities</p>	<p>(a) Up to 20% discretionary relief. Discretionary relief reduced to 0% if gross surplus on unrestricted funds exceeds 10%.</p> <p>(b) Up to 50% discretionary relief. Discretionary relief reduced to 0% if gross surplus on unrestricted funds exceeds 10%.</p>

Type of Organisation	Mandatory Relief	Criteria/Comments	Alignment to Council Priorities	Rate of Discretionary Relief
				(c) Up to 100% discretionary relief for organisations undertaking predominantly or exclusively services funded by the council.
<p>(5) Others</p> <p>(a) Registered charity</p> <p>(b) Non-registered charity</p>	<p>80%</p> <p>0%</p>	<p>Any application that does not fall under the previous headings will be assessed upon its own merits and in accordance with the application and supporting documents.</p>	<p>Must demonstrate a link to Council priorities.</p>	<p>(a) Up to 10% discretionary relief. Discretionary relief reduced to 0% if gross surplus on unrestricted funds exceeds 10%.</p> <p>(b) Up to 50% discretionary relief. Discretionary relief reduced to 0% if gross surplus on unrestricted funds exceeds 10%.</p>
<p>(6) Any organisation that has high levels of membership fees and/or election by existing members.</p> <p>(a) Registered charity</p> <p>(b) Non-registered charity</p>	<p>80%</p> <p>0%</p>	<p>Account should be taken of criteria that are restrictive. Such organisations will not be awarded discretionary relief.</p>		<p>(a) No enhancement from 80% mandatory relief.</p> <p>(b) 0%</p>