



(NREL)

Discretionary Relief Application Form

Account no:

**Claim for discretionary relief from business rates under Sections 47 and 48 of the
Local Government Finance Act 1988**

I declare that the property named and described below is subject to Section 47 and Section 48 of the Local Government Finance Act 1988 and I request that the Council deal with it accordingly.

Please complete all questions on each page. If they do not apply, please write N/A.

Date of application

Name and address of charity/organisation claiming relief under Sections 47 and 48 of the Local Government Finance Act 1988

Is your organisation registered under the Industrial and Provident Societies Act 1965?

Further details of the organisation

Are you affiliated to local or national organisation(s)? If so, which organisation(s)?

Is your organisation registered with the Charity Commissioners as a charity under the Charities Act 1960, registered with HMRC as a Community Amateur Sports Club or Academy School? (Please circle yes or no.)

Yes No

If yes, please supply a certified extract from the register.

If exempt or exempted from registration, please state reasons:

Is your organisation recognised as a charity for income tax purposes under Section 505 of the Income and Corporation Taxes Act 1988? (Please circle.)

Yes No

If yes, please supply a copy of the HMRC letter.

Is it established or conducted for profit?

Yes No

What are the main objectives of the organisation?

How is the organisation funded? Do you generate your own income?

How does your organisation benefit the local residents?

Names of trustees

Particulars of the property

Description of the property

Address of the property

Purpose(s) for which used and by whom

If used for purposes other than those of the organisation, please give details.

Name and address of owner

Is the whole property used for charity purposes?

Lease details (please include a copy of the lease)

Is the property currently occupied?

Facilities

What facilities are available at the property?

Are the facilities promoted to/aimed at particular groups within the community (e.g. the disadvantaged)?

Do the facilities replace, reduce or increase the need for Council provision?

Are the facilities provided or maintained by outside help? Do you receive a grant from the London Borough of Bromley or anyone else? If so, how much?

Are the facilities available for use by non-members?

Membership

What is the annual membership fee?

Is membership restricted by the votes of existing members?

What other restrictions exist on membership?

Is membership encouraged from certain groups?

From what geographical area is membership generally drawn?

How many Bromley residents are members?

Please describe the benefits of your organisation to Bromley residents, including the number of residents in the borough who benefit from the service (continue on a separate sheet if necessary).

Financial implications

If the relief were not granted, how would the organisation and its aims be affected?

Trading accounts

Please state how the organisation is funded and how surplus funds are used.

Name and address of secretary or correspondent

Declaration (to be completed, signed and dated)

I/we understand the information contained on this form is true and complete and I/we agree to notify the Business Rates section immediately should there be a change in circumstances that may effect our/my relief application

I/we understand that anyone who provides false information for the purpose of obtaining a Council relief is committing an offence and may be liable for prosecution

Signed _____

Full Name _____

Position _____

Dated _____

Data Protection Act 1998

We will use the information on this form to help us decide on liability for business rates. The information will only be used in connection with the billing, collection and recovery of local taxes and revenues, including the calculation of any relief. We may supply the data to other local authorities for local taxation purposes only, and also to our auditors.

We have a duty to protect the public funds we administer and to this end may use the information you have provided on this form within this Council to prevent and detect fraud. We may also share this information with other bodies that administer public funds, solely for those purposes.

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

- Latest certified trading accounts
- Business report
- Lease/tenancy agreement
- Copy of your constitution

NOTE: Failure to provide any of the documents requested would make your application invalid.

- (a) **Head of Revenue Services and a suitably qualified member of the Revenue Services Division determines all applications for relief ; and**
- (b) **That appeals would only be dealt with in writing and be determined by the Director of Finance, advised by the Economic Development Officer.**

When completed, this form should be returned to:

DISCRETIONARY RELIEF GUIDANCE NOTES

LONDON BOROUGH OF BROMLEY

We consider the following points when assessing claims:

◆ **Access**

Is membership open to all sections of the community (or fulfilling a specialised need in the community)?

Are particular groups (such as people with disabilities, old-age groups, young people, women, minority groups) in the community actively encouraged to benefit by joining or participating in the organisation?

Do membership fees prevent open access (are there discounted rates for particular groups in the community)?

Are facilities made available to non-members, such as schools or community groups?

◆ **Provision of facilities**

Does the organisation make a measurable contribution to the amenities in the area?
Would the loss of the organisation affect the area's residents?

Is education or training provided to members and non-members?

Are facilities provided that supplement or replace the Council's services?

If there is a licensed bar, is it incidental to the main purpose of the group?

Is it part funded by the London Borough of Bromley?

◆ **Local services**

Is membership represented mainly by residents within the borough (or the local area surrounding the premises' address)?

How many residents of Bromley directly benefit from the services you provide or the main objectives of the organisation?

◆ **Financial implications**

Finances of the organisation: Would having to pay rates make it difficult to meet your objectives?