

# Discretionary Rate Relief Application Form

Please complete the application form in full and refer to the Discretionary Relief policy for further information if needed. The form is split into 3 sections.

**Section A – Organisation and property details**

**Section B – Discretionary rate relief application form**

**Section C – Declaration**

Please continue any answers on a separate sheet if there is not enough room on the form.

Once you have completed the form, please ensure that you have provided all the relevant documents required and send it to:

**Business Rates**

**Spelthorne Borough Council**

**Council Offices**

**Knowle Green**

**Staines Upon Thames**

Or email to:

[nndr@spelthorne.gov.uk](mailto:nndr@spelthorne.gov.uk)

If you need any advice or assistance to complete this form then please contact us using the following:

- Telephone us on 01784 451499
- Email us at [nndr@spelthorne.gov.uk](mailto:nndr@spelthorne.gov.uk)

## Section A - Organisation and property details

Please complete this section about the property that you want relief for and the organisation that occupies it.

Account reference

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Name or title of organisation applying for relief

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Please tick which group your organisation should be classified as:

Not established for profit

Educational

Science

Fine arts

Sports/recreational

Amateur Sports Club (CASC)

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Community interest company

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Social welfare

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Literature

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Club/Society

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Religious

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What are the main objectives of the organisation?

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Address of property

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Description of the property Eg. office, shop

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How the property is used? E.g, industrial, retail, hospitality

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Address for correspondence if different from the property address

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Do you own the property? (Please tick)

Yes		No	
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If no, please give details as to landlord

Section B - Discretionary relief

Please complete this section to apply for discretionary relief.

Please provide a copy of your most recent audited accounts specifying the following information and on what pages this data can be found

Total incoming resources	Page No	
Total surplus of funds	Page No	
Total outgoing resources	Page No	

What are your main sources of funding?

Give as much information as possible including information about ‘restricted’ and ‘unrestricted’ funds.

## Section B - Discretionary relief (Continued)

Does the organisation run a bar at the property concerned? (Please tick)

Yes		No	
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If yes, are the profits from the bar re-invested back into the organisation's activities?

Yes		No	
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Does the organisation receive any funds/grants from Spelthorne Borough Council or Surrey County Council?

Yes		No	
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If yes, please list the type of grant

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Does the organisation receive funds/grants/donations from other bodies?

Yes		No	
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If yes, please give details

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Is the organisation affiliated to any other local organisation or national organisation?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If **yes**, please provide details including any funding received

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**Activities carried out on the premises.**

Give a brief description such as counselling, administration or drop-in centre

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Please enclose a copy of any documents setting out the organisations constitution and objectives.

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## Section B - Discretionary relief (Continued)

**Membership details** how many members are there?

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**Is membership open to all sections of the community eg. men, women, old, young etc**

Yes		No	
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**Are there any qualifying criteria for membership?**

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**What are the membership rates?**

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**Is there a one off joining fee?**

Yes		No	
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**If yes, please give details**

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**Is membership actively encouraged from particular groups within Spelthorne e.g. young people under 16, women, the elderly, disabled, ethnic groups?**

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**Are the facilities made available to people other than members?**

Yes		No	
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**If yes, please give details clarifying what facilities are made available**

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**Does the organisation provide training or schemes to develop skills?** (Especially in young people under 16, people, disabled, elderly etc)

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**Is membership drawn from people mainly residents in the Spelthorne Borough Council area, please give % of members who live within the borough:**

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**Is the organisation affiliated to any local or national organisations?**

Yes		No	
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If yes, please give details

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**Does the organisation provide facilities that indirectly relieve the authority of the need to do so?**

Yes		No	
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If yes, please give details and supporting evidence

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### **Check list and documents required**

**Please provide copies of the following items**

- A copy of your organisation's last two years audited accounts
- Copies of the last 6 months bank statements
- A copy of your organisation's constitution

## Section C - Declaration

**As far as I know and believe, the information I have given is correct. My organisation was not set up, and is not run, for profit**

Name (In capitals)	
Signature	
Position held in organisation	
Telephone number	
Email address	
Date	