

Application for Non- Domestic Rate Relief for Charities



Civic Offices,
Gloucester Square,
Woking,
Surrey GU21 6YL
Telephone 01483 755855
Email brates@woking.gov.uk
Website www.woking.gov.uk

Premises occupied by registered charities and used wholly or mainly for charitable purposes qualify for 80% mandatory relief and may be granted further discretionary relief of up to 20%.

For mandatory relief, complete Section A only. If it is your intention to apply for discretionary relief as well also complete Section B after reading the Council's 'Guidelines' against which such applications are considered.

Once completed the forms should be returned to the Business Rates Section at the address shown above, together with:

1. A copy of the organisation's latest audited accounts & balance sheet (if also applying for discretionary relief.)
2. A statement or document containing the organisation's constitution and main purpose e.g. written constitution, membership rules, articles of association etc

N.B. Please use a separate sheet if any questions cannot be answered in the space provided or if you wish to submit supporting evidence.

Section A – Mandatory Relief

Name of Organisation Claiming Relief

Rate Account Reference Number (if known)

Property Details

Address of premises for which relief is claimed.

Description of premises e.g. hall, shop etc.....

Clearly define the purpose(s) for which they are used.

Are the premises used for any purpose(s) other than those of the organisation claiming relief? (Delete as applicable)

 Yes No

If yes please give full details.

The Organisation's Constitution & Activities

Is the Organisation a registered charity? (Delete as applicable)

 Yes No

If yes, please quote registration number & enclose proof of registration.

Give full details of the organisation's objectives.

Is the organisation affiliated to any other local or national organisation?
(Delete as applicable)

 Yes No

If yes, please give details.

Charity Shops only:

Please indicate what percentage of goods offered for sale are donated.

To what extent are the sale proceeds (after deduction of expenses) applied for the purposes of the charity.

Section B – Discretionary Relief

Which of the major themes contained in the Council's Community Strategy do you consider the organisation contributes? Please tick, you may tick more than one box.

Community Spirit	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Housing	<input type="checkbox"/>	Health & Well-being	<input type="checkbox"/>	Local facilities & Services	<input type="checkbox"/>

Please give details of how you consider the organisation contributes to the theme(s) and the extent to which the objectives directly benefit the local community.

Contact Details

Please give name address and telephone number of person authorised to deal with any enquiries, and to whom correspondence, including accounts, should be sent.

	Telephone Number	
	E mail Address	
	Facsimile Number	

Signature

Name

Capacity in which signed (e.g. Director)

Date

Please return completed application to:
Woking Borough Council Business Rates Section, Civic Offices, Gloucester Square, Woking,
Surrey GU21 6YL