

# Application by a Non-Profit Making Organisation for up to 100% Discretionary Rate Relief



Civic Offices,  
Gloucester Square,  
Woking,  
Surrey GU21 6YL  
Telephone 01483 755855  
Email [brates@woking.gov.uk](mailto:brates@woking.gov.uk)  
Website [www.woking.gov.uk](http://www.woking.gov.uk)

Please refer to the enclosed 'Guidelines' before completing this form & use a separate sheet if any questions cannot be answered in the space provided or if you wish to submit supporting evidence.

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

1. A copy of the organisations latest audited accounts & balance sheet.
2. A statement /document containing the organisation's constitution & main purpose, e.g. written constitution, membership rules, articles of association etc

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

## Membership of the Organisation

Please indicate number & status (e.g. full, social) of membership & the number within each category resident in Borough (% estimate will suffice) Please also indicate subscription rate for each category.

Status	Number	% Resident in Woking Borough	Subscription Rate

Is membership is open to all sections of the local community ? (Delete as applicable)

 Yes

 No

If no, please give details of any restrictions e.g. ability, competence, capacity of facility etc

The Organisation's Constitution  
How & when was it established?

Give particulars of the objectives of the organisation. To what extent are these objectives fixed by constitution?

If the organisation is a sports club: Has it obtained registration as a Community Amateur Sports Club?  
(Delete as applicable)

If yes, provide Registration Number.

If no, has registration previously been sought or when will registration be sought?  
Please provide details.

**General Details**

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

If yes, please give details

Is there a licensed bar on the premises?

If yes, what percentage of floor space taken up by the drinking & bar area?

**Declaration**

I certify that the details above are correct to the best of my knowledge & belief & hereby apply for relief under the Local Government Finance Act 1988.

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 form to:  
Woking Borough Council, Business Rates Section, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL