

# National Non-Domestic Rating

## Application Form

### Rate Relief for Charitable and Other Organisations

North Tyneside Council wants to make it easier for you to get hold of the information you need. We are able to provide our documents in alternative formats including Braille, audiotape, large print and alternative languages. For further information please call 0345 2000 104.

Charitable organisations occupying or intending to occupy premises wholly or mainly for charitable purposes are entitled to make application for 80% relief of rates under the provisions of Section 43(6) of the Local Government Finance Act 1988. Charitable and other organisations may make application for discretionary relief under Section 47 of the Act.

**The questions below should be completed in full and all applicants should submit with this form a copy of the following documents:**

- the most recent set of audited accounts & balance sheets (if audited accounts are not available, then financial statements prepared by an appropriate officer of the organisation should be provided).
- the Memorandum and Articles of Association or Rules of the Association or the organisation's Constitution.
- any tenancy agreement (where applicable).

Any question that cannot be answered in the space provided may be answered as a separate note and applicants may support their applications by providing additional information if they so wish.

<b>1</b>	<b>Name or title of organisation</b>	
<b>2a</b>	<b>Full address of the premises in respect of which relief is being sought</b>	
<b>b</b>	Description	
<b>c</b>	Is the actual occupier of the property a trading arm of the charitable organisation? If yes, please give details.	
<b>d</b>	Purposes for which premises are used.  (Please give details of the specific activities carried out on premises).	
<b>e</b>	Are any parts of the premises used for any purposes other than those of the organisation?	
<b>f</b>	If answer to e is yes, please give details: ie. Name(s) of the other user(s) and purpose of use.  Amount of any hire charge/rent?	
<b>g</b>	What legal interest in the property is held by the organisation?	

<b>3</b>	<b>Registration as a charity, community amateur sports club or community interest company</b>	
<b>a</b>	Is the organisation registered as a charity?	
<b>b</b>	If the answer to a above is yes, please give the registration number.	
<b>c</b>	<p>If the answer to a above is no, has an application been submitted?</p> <p>If the answer to this question is yes, please provide the date the application was submitted.</p>	
<b>d</b>	<p>Is the organisation exempt from registration under another act?</p> <p>If yes, please state which act &amp; the appropriate registration number.</p> <p>If exempt from Corporation Tax, please provide a copy of your letter from HMRC that confirms this.</p>	
<b>e</b>	Is the organisation registered as a Community Amateur Sports Club (CASC)?	
<b>f</b>	If the answer to e above is yes, please provide a copy of your letter from HMRC confirming CASC status.	
<b>g</b>	<p>If the answer to e above is no, has an application been submitted?</p> <p>If the answer to this question is yes, please provide the date the application was submitted.</p>	
<b>h</b>	Is the organisation registered as a Community Interest Company (CIC)?	
<b>i</b>	If the answer to h above is yes, please provide copies of any relevant documentation from the CIC Regulator.	
<b>j</b>	<p>If the answer to h above is no, has an application been submitted?</p> <p>If the answer to this question is yes, please provide the date the application was submitted.</p>	

<b>4</b>	<b>Particulars of the constitution and activities of the organisation</b>	
<b>a</b>	What are its objectives?	
<b>b</b>	To what extent are the membership and benefits available to the general public?	
<b>c</b>	Is the organisation affiliated to any other local or national organisation?  If yes, please give the name & address of that organisation.	
<b>d</b>	Is the membership of the organisation mainly resident within the North Tyneside Council area?	
<b>e</b>	Is any grant received from public funds? If yes, please give details	
<b>5</b>	<b>Charity Shops</b>	
<b>a</b>	Is the application in respect of a charity shop?	
<b>b</b>	If the answer to a above is yes	
	<b>1)</b> What proportion of the goods sold are donated to the organisation?	
	<b>2)</b> What proportion of the proceeds of sale are applied for the purposes of the charity?	
<b>6</b>	<b>Vacant Property</b>	
<b>a</b>	Is the application in respect of a vacant property?	
<b>b</b>	If the answer to a above is yes:	
	<b>1)</b> On what date did you take legal possession of the property?	
	<b>2)</b> On what date do you expect to commence to occupy the property?	
	<b>3)</b> For what purposes will the property be used?	

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**Discretionary Relief**

**If you wish to be considered for discretionary rate relief, please stipulate how your organisation contributes towards any/at least one of the following main aims & objectives of North Tyneside Council (as stated in the Council Plan – see our website for more information).**

1. A thriving North Tyneside.

2. A secure North Tyneside.

3. A family friendly North Tyneside.

7	4. A caring North Tyneside.
	5. A green North Tyneside.

**8. Please complete the certificate below.**

I certify that to the best of my knowledge the foregoing statements are correct and that the organisation making the application is not conducted or established for profit.

<b>Signature:</b>	
<b>Capacity in which signed:</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Date:</b>	

Please send your application form together with any supporting documents to:

**Business Rates Team**  
**Revenue and Benefit Service**  
**North Tyneside Council**  
**Quadrant**  
**The Silverlink North**  
**Cobalt Business Park**  
**North Tyneside, NE27 0BY**

If you have any queries regarding this form please contact the Business Rates Team on Tel: (0191) 643 2365 or e-mail [team.revenue@northtyneside.gov.uk](mailto:team.revenue@northtyneside.gov.uk).

Further information is also available at:  
[www.northtyneside.gov.uk/businessrates](http://www.northtyneside.gov.uk/businessrates).

**Data Protection – What happens to the information you provide to us?**

The information held on your account by North Tyneside Council's Revenue and Benefit Service will be used for administering and collecting Council Tax and Business Rates and for the processing of Housing and Council Tax benefit claims.

The Revenue and Benefit Service may share your information with other North Tyneside Council departments to make sure you are receiving all the benefits, discounts and exemptions to which you are entitled and to ensure you are paying the correct amount of tax.

Your information may also be passed to other North Tyneside Council departments where appropriate, to enable the Council to effectively carry out the functions and services it is required to provide by law. The Council must protect the public money it handles, and for this purpose we may pass your information to other parties who may use the information to detect and prevent crime and fraud.

For further information on how the Council may use your information, how we maintain the security of your information and your rights to access the information the Council holds on you, you can visit our website at:

[www.northtyneside.gov.uk/dataprotection](http://www.northtyneside.gov.uk/dataprotection)