

**BUSINESS RATES MANDATORY & DISCRETIONARY RELIEF APPLICATION**

CLAIMING RELIEF UNDER SECTION 43,47 & 48 OF THE LOCAL GOVERNMENT FINANCE ACT 1988  
If you have any questions call Business Rates on (01279) 446237 or e-mail  
*business.rates@harlow.gov.uk*

www.harlow.gov.uk

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Rates account ref (if known):  
[ ][ ][ ][ ][ ][ ][ ][ ][ ]  
Date form issued:  
[ ] / [ ] / [ ]

► **Please complete all sections in CAPITAL LETTERS**

V2.1 BLUE 11/9/2007

**SECTION A Application for Mandatory Relief (please complete parts 1 – 5):**

**1 Charity, trust or organisation name:**

\_\_\_\_\_

**2 Address of charity, trust or organisation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

**3 Address of property (if different to above):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

**4 What are the main objects and purpose of the charity, trust or organisation?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 Is the charity, trust or organisation registered with the Charity Commissioners or the Minister of Education (please tick)?** Yes  No

If Yes, please state registration number: \_\_\_\_\_

If No, charities, trusts and organisations excepted from registration are listed below. Please tick the category your charity, trust or organisation comes under:

- (a) the Church Commissioners and any instruction administered by them;
- (b) any registered society within the meaning of the Friendly Societies Act 1896 – 1974;
- (c) unit of the Boy Scouts Association or the Girl Guides Association;
- (d) Voluntary School within the meaning of the Education Acts 1944 – 1988, and having no permanent endowment.

► **If you would also like to apply for Discretionary Relief you must provide the information required in SECTION B overleaf ►**

► **If you are only applying for Mandatory Relief just complete the declaration overleaf ►**

**SECTION B Application for Discretionary Relief (please complete parts 1 – 7):**

**1 To whom is membership available?**

**2 What is the annual subscription?**

**3 Please state whether access is provided for disabled or disadvantaged persons. Please give details:**

**4 Please state whether the premises are available to non-members outside normal club opening:**

**5 Are training or organisational facilities provided?**

**6 Have the facilities been provided by self-funding or grant aid? Please give details:**

**7 Is there a bar on the premises? Yes  No**

► **Very important!!! – If you are applying for Discretionary Relief you must enclose (✓) :**

- a copy of the Memorandum and Articles of Association or Rules
- the latest copy of the audited accounts and balance sheet

► **Please go on to complete the declaration below ▼**

**DECLARATION:**

I declare that the information given on this form is complete and accurate to the best of my knowledge and belief.

Signature:

Date:  /  /

Name:

Position:

Address:  Postcode:

Daytime telephone number:

*(You do not have to supply a telephone number but it would be useful should any queries arise).*

E-mail address:

► **Once completed and signed send this form to: REVENUES & BENEFITS, HARLOW COUNCIL, CIVIC CENTRE, THE WATER GARDENS, COLLEGE SQUARE, HARLOW, ESSEX CM20 1WG**

*Harlow Council undertakes that it will treat any personal information (ie data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.*