

**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) 446688  
or complete an online contact form: www.harlow.gov.uk/contact-us-revenues-and-benefits

Name:

Address:

Business Rates account ref (*if known*):

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Date form issued:

D	D	/	M	M	/	Y	Y	Y	Y
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**Please complete all sections in CAPITAL LETTERS**

**A1 Charity, trust or organisation name:**

**A2 Address of charity, trust or organisation:**

**A3 Address of property (if different to above):**

**A4 What are the main objects and purpose of the charity, trust or organisation?**

**A5 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:**

- (i) The Church Commissioners and any instruction administered by them
- (ii) Any registered society within the meaning of the Friendly Societies Act 1896 – 1974
- (iii) Unit of the Boy Scouts Association or the Girl Guides Association
- (iv) Voluntary School within the meaning of the Education Acts 1944 – 1988, and having no permanent endowment

**A6 Please indicate with a tick ✓ if your organisation is engaged in any of the following activities (this is MORE likely to result in discretionary rate relief being granted):**

- Community engagement
- Health and welfare
- Children
- Youth services (Scouts, guides, cadet groups)
- Older people
- Fine Arts
- Employment and Training
- Community Centres
- Community Amateur Sports Clubs
- Crime Reduction
- Animals and Wildlife
- Local Museums

**A7 Also, please indicate with a tick ✓ if your organisation is engaged in any of the following activities (this is LESS likely to result in discretionary rate relief being granted):**

- Charity shops
- Overseas Aid organisations
- Administration offices for national charities
- Schools/Colleges
- Social Clubs
- Political Affiliation

**Please answer all the general criteria questions B1-B18 below ▼**

**How the local organisation meets the local needs and benefits local people**

**B1** Are the premises used for the purposes of a national organisation? Yes  No   
*(If Yes, provide details below)*

*(If Yes is ticked the Council will not normally grant any discretionary relief).*

**B2** Are the premises used for a semi-national (or county-wide) organisation? Yes  No   
*(If Yes, go to B3) (If No, go to B4)*

**B3** Please provide details of any benefits that the District and its residents will get from your organisation:

Details *(continue on separate sheet if need be):*

**B4** Would the amenities of an area be worsened by the organisation ceasing operations? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be):*

**B5** Does the organisation provide training or education? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be):*

## Other sources of funding

<b>B6</b>	Is the applicant organisation receiving any form of financial assistance from the Council, other organisations, private companies or commercial suppliers? <i>Details (continue on separate sheet if need be):</i>	Yes <input type="checkbox"/> <i>(If Yes, provide details below)</i>	No <input type="checkbox"/>
<b>B7</b>	Does the Council provide core funding to the applicant organisation? <i>(If Yes is ticked the Council will not normally grant any discretionary relief).</i> <i>Details (continue on separate sheet if need be):</i>	Yes <input type="checkbox"/> <i>(If Yes, provide details below)</i>	No <input type="checkbox"/>
<b>B8</b>	Does the Council receive services from the applicant organisation under a contract arrangement? <i>(If Yes is ticked the Council will not normally grant any discretionary relief).</i> <i>Details (continue on separate sheet if need be):</i>	Yes <input type="checkbox"/> <i>(If Yes, provide details below)</i>	No <input type="checkbox"/>
<b>B9</b>	Is there a duplication of financial support to the organisation? <i>(There should be no relief where the cost of rates could be met by the Council, other organisations, private companies or commercial suppliers).</i> <i>Details (continue on separate sheet if need be):</i>	Yes <input type="checkbox"/> <i>(If Yes, provide details below)</i>	No <input type="checkbox"/>
<b>B10</b>	Have the facilities been provided by self-funding or grant aid? <i>Details (continue on separate sheet if need be):</i>	Yes <input type="checkbox"/> <i>(If Yes, provide details below)</i>	No <input type="checkbox"/>
<b>Annual turnover, value of assets or unallocated reserves</b>			
<b>B11</b>	Does the organisation have unallocated reserves greater in value than 12 months running costs? <i>Details (continue on separate sheet if need be):</i>	Yes <input type="checkbox"/> <i>(If Yes, provide details below)</i>	No <input type="checkbox"/>
<b>B12</b>	Does the organisation have two years audited accounts and a balance sheet to support this application? <i>(If No is ticked the Council will not normally grant any discretionary relief).</i>	Yes <input type="checkbox"/> <i>(If Yes, enclose with application)</i>	No <input type="checkbox"/>

**Do the organisations aims and purpose fit with the strategic objectives of the Council listed below:**

*(Applications for relief will be considered favourably from organisations that enhance or supplement the work of the Council and tie in with Corporate Objectives).*

More details for each objective can be found here: [www.harlow.gov.uk/policies/corporate-plan-2024-2028](http://www.harlow.gov.uk/policies/corporate-plan-2024-2028)

**B13** Transform Harlow's Housing? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be)*:

**B14** Renew our Neighbourhoods? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be)*:

**B15** Rebuild our Town? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be)*:

**B16** Secure Investment for Harlow's Future? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be)*:

**B17** Protect our Communities? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be)*:

**B18** Deliver High-Performing Council Services? Yes  No   
*(If Yes, provide details below)*

Details *(continue on separate sheet if need be)*:

**Please answer the section(s) that are relevant to your organisation below and then complete the Declaration at the end of this form ▼**

**IF your organisation is a CHARITY answer questions C1-C2:**

**C1** Does the body have an actively trading function, for example a shop or bar? Yes  No

*The mere existence of a bar or retail outlet will not in itself be a reason for not granting relief, but the main purpose of the organisation will be examined and its ability to trade will be a consideration in determining and award granted.*

**C2** Does the applicant organisation meet the needs and benefits of local people? Yes  No   
(If Yes, provide details below)

*Applications for relief will be considered favourably from organisations that can provide strong evidence of the benefit of the business to the community. Examples of benefits might include free delivery for local people, reduced charges for unemployed/elderly, free or subsidised use of facilities or support towards community activities and events.*

Details (continue on separate sheet if need be):

**IF your organisation is a NON-PROFIT ORGANISATION, CLUB or SOCIETY answer questions D1-D9:**

**D1** Is the organisation a Sports Club? Yes  No   
(If Yes, go to D2) (If No, go to D3)

**D2** Is the Sports Club registered as a CASC (Community Amateur Sports Organisation)? Yes  No

*Sports Clubs can receive 80% mandatory relief if they register as a CASC. These clubs can supplement this with discretionary relief of up to 100%. Sports Clubs not registered as a CASC are eligible to apply for up to for up to 100% discretionary relief where they meet some or all of the criteria set out in the Council's Discretionary Relief Policy.*

Details (continue on separate sheet if need be):

**D3** Does the organisation operate a restrictive membership policy? Yes  No   
(If Yes, provide details below)

*It is not the Council's general policy to grant relief to bodies that operate a restrictive membership policy unless there are legitimate reasons for those restrictions which may include space limitations or where a group is set up for the benefit of a group with particular needs or requirements.*

Details (continue on separate sheet if need be):

**D4** How much is the membership/annual subscription? £

**D5** Is access provided for disabled or disadvantaged persons?

Yes   
(If Yes, provide  
details below)

No

*Membership or attendance must not be restricted to exclude the characteristics protected within the Equality Act 2010.*

Details (continue on separate sheet if need be):

**D6** Do the members live mainly within the Harlow district?

Yes   
(If Yes, go to D7)

No   
(If No, go to D8)

**D7** What is the percentage?

**D8** Does the organisation make their facilities open to the general community as well as its own members?

Yes

No

**D9** Does the organisation provide training and education to members, organisers or any other groups of people?

Yes   
(If Yes, provide  
details below)

No

Details (continue on separate sheet if need be):

**D10** Does the body have an actively trading function, for example a shop or bar?

Yes

No

*The mere existence of a bar or retail outlet will not in itself be a reason for not granting relief, but the main purpose of the organisation will be examined and its ability to trade will be a consideration in determining and award granted.*

The Council recognises that there will be occasions when an applicant body does not satisfy the above criteria. These criteria are not restrictive and nothing in them shall be taken as restricting the Council's ability to depart from its general policy as to the granting of relief if it sees fit to do so, bearing in mind the facts of each case.

### **What happens after I send the application form in?**

The Council's Revenues and Benefits Service will administer all applications for mandatory and discretionary rate relief and determine the amount of mandatory and discretionary relief to be awarded.

### **Notification of the Decision**

Successful applications will be notified within 28 days of the date of the decision, or as soon as practicable, of the amount of mandatory and discretionary rate relief awarded by the issue of a new rate demand notice. The rate relief will be awarded by means of a reduction shown on the business rates bill issued to the ratepayer.

Unsuccessful applicants will be notified in writing and reasons for the decision will be provided.

All discretionary awards will only be granted up to 31st March of the financial year for which the award relates, and a new application will be required annually.

### **Appeal**

Any appeal against the decision must be made in writing and will be considered by the Head of Finance in consultation with the Cabinet Member for Resources. A written response to the appeal will be sent to the ratepayer within 28 days of the decision, or as soon as practicable.

## Very important!!!

If you are applying for Discretionary Relief you must enclose (please tick ✓):

- A copy of the Memorandum and Articles of Association or Rules
- Latest copy of the audited accounts and balance sheet

▼ Please complete the declaration below ▼

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### DECLARATION:

Signature:

	Date:	
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Name:

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Position:

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Address:

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Daytime telephone number:

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

Email address:

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

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*How we will use your information: The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.harlow.gov.uk/revenues-and-benefits-privacy-notice](http://www.harlow.gov.uk/revenues-and-benefits-privacy-notice) on Harlow Council's website. The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.*

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