

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 of the general criteria questions B1-B17 below ▼

How the local organisation meets the local needs and benefits local people		✓ Yes	✓ No
B1	Are the premises used for the purposes of a national organisation? <i>(If Yes is ticked the Council will not normally grant any discretionary relief).</i>		
B2	Are the premises used for a semi-national (or county-wide) organisation? <i>(If Yes go to B3) (If No go to B4)</i>		
B3	Please provide details of any benefits that the District and its residents will get from your organisation: Details <i>(continue on separate sheet if need be)</i> :		
B4	Would the amenities of an area be worsened by the organisation ceasing operations? Details <i>(continue on separate sheet if need be)</i> :	<i>(If YES provide details below)</i>	
B5	Does the organisation provide training or education? Details <i>(continue on separate sheet if need be)</i> :	<i>(If YES provide details below)</i>	

Other sources of funding		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
B6	Is the applicant organisation receiving any form of financial assistance from the Council, other organisations, private companies or commercial suppliers? <i>(If YES provide details below)</i>		
Details <i>(continue on separate sheet if need be)</i> :			
B7	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>(If YES provide details below)</i>	
Details <i>(continue on separate sheet if need be)</i> :			
B8	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>(If YES provide details below)</i>	
Details <i>(continue on separate sheet if need be)</i> :			
B9	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>(If YES provide details below)</i>	
Details <i>(continue on separate sheet if need be)</i> :			
B10	Have the facilities been provided by self-funding or grant aid? <i>(If YES provide details below)</i>		
Details <i>(continue on separate sheet if need be)</i> :			

Annual turnover, value of assets or unallocated reserves		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
B11	Does the organisation have unallocated reserves greater in value than 12 months running costs? <i>(If YES provide reasons for holding reserves below)</i>		
Details <i>(continue on separate sheet if need be)</i> :			
B12	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>	<i>(If YES enclose with application)</i>	

Do the organisations aims and purpose fit with the strategic objectives of the Council listed below: <i>(Applications for relief will be considered favourably from organisations that enhance or supplement the work of the Council and tie in with Corporate Objectives).</i>		✓ Yes	✓ No
B13	More and better housing?	<i>(If YES provide details below)</i>	
	Details <i>(continue on separate sheet if need be)</i> :		
B14	Regeneration and a thriving economy?	<i>(If YES provide details below)</i>	
	Details <i>(continue on separate sheet if need be)</i> :		
B15	Wellbeing and social inclusion?	<i>(If YES provide details below)</i>	
	Details <i>(continue on separate sheet if need be)</i> :		
B16	A clean and green environment?	<i>(If YES provide details below)</i>	
	Details <i>(continue on separate sheet if need be)</i> :		
B17	Successful children and young people?	<i>(If YES provide details below)</i>	
	Details <i>(continue on separate sheet if need be)</i> :		

► Please answer the section(s) that are relevant to your organisation below and then go on to complete the Declaration at the bottom of this form ▼

If your organisation is a CHARITY answer questions C1-C2:		✓ Yes	✓ No
C1	Does the body have an actively trading function, for example a shop or bar? <i>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.</i>		
C2	Does the applicant organisation meet the needs and benefits of local people? <i>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.</i>	<i>(If YES provide details below)</i>	
	Details <i>(continue on separate sheet if need be)</i> :		

If your organisation is a NON PROFIT ORGANISATION, CLUB or SOCIETY answer questions D1-D9:		✓ Yes	✓ No
D1	Is the organisation a Sports Club?	(If Yes go to D2)	(If No go to D3)
D2	Is the Sports Club registered as a CASC (Community Amateur Sports Organisation)? <i>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.</i>		
D3	Does the organisation operate a restrictive membership policy? <i>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.</i>	(If YES provide details below)	
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? <i>Membership or attendance must not be restricted to exclude the characteristics protected within the Equality Act 2010.</i>	(If YES provide details below)	
Details (continue on separate sheet if need be):			
D6	Do the members live mainly within the Harlow district?	(If Yes go to D7)	(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?		
D9	Does the organisation provide training and education to members, organisers or any other groups of people?	(If YES provide details below)	
Details (continue on separate sheet if need be):			
D10	Does the body have an actively trading function, for example a shop or bar? <i>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.</i>		

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***
- ***the latest copy of the audited accounts and balance sheet***

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

DECLARATION :

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, HARLOW, ESSEX CM20 1WG**

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/data-matching 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.