

**Non-Domestic Rates**  
**Rate Relief Application for Charities**  
**and Non-Profit Organisations**



\* Please delete as appropriate

1. Name of occupier:	
2. Address of property:	
3. Account Ref:	
Property Ref:	
4. Is the occupier above a registered Charity or Community Amateur Sports Club (CASC)?	<b>Yes / No*</b>
If yes what is your Charity / CASC registration number? .....	
If no, is the organisation exempt from registration?	<b>Yes / No *</b>
Exempt organisations may include small Not-for-Profit organisations, Friendly Societies and Industrial and Provident Societies.	
If exempt, please state grounds for exemption. <u>Applications from "friendly societies" will need to include a copy of their exemption from paying tax notification from HM Revenue and Customs, under Section 505 of the Income and Corporation Taxes Act 1988 (CHY 123 letter).</u>	
5. Are the main objects of the organisation charitable or otherwise philanthropic, religious or concerned with education, social welfare or fine arts?	<b>Yes / No*</b>
6. Objects of the organisation (please provide description):	
7. Is the organisation established or conducted for profit?	<b>Yes / No*</b>
8. Is the hereditament wholly or mainly used for purpose of recreation?	<b>Yes / No*</b>

**9.** Please state intended premises use (i.e. retail, office, sports ground):

**10.** If intended use of the premises is retail, please estimate the proportion of goods for sale that are donated? .....%

**11. Use of the Property.**

Is the use of the property restricted to your own organisation / club? **Yes / No\***

If no, please supply details of lettings and income unless this is clearly shown in your accounts.

**12. Membership.**

Is the application for a members club? **Yes / No\***

If yes, please supply details of current membership and subscription income unless clearly shown in your accounts.

**13. Income Sources.**

Does income arise from:	A Licensed Bar?	<b>Yes / No*</b>
	Gaming Machines?	<b>Yes / No*</b>

If yes to the above, please supply details of accounts.

Is the bar restricted to members of the organisation or is it open to Members of the public? **Members / Public \***

**14.** Do you wish the Council to consider granting additional Discretionary Relief? (See notes overleaf). **Yes / No\***

If so, please state which section you are claiming this under: **A / B / C \***

**15. Declaration**

By signing this form you are confirming that you have read and understood the terms and conditions set out in the Privacy Notice above and are agreeing to the following declaration:

- I understand that if I provide false information I may be prosecuted.
- I also understand that the Revenues Division, in order to protect the public funds that they handle, may use the information provided on this form to prevent and detect fraud. The Council may also share this information for the same purpose with other organisations that handle public funds

**Signed:**

**Dated:**

**Completed by (print name):**

**Capacity of person signing:**

**Telephone Number**

**Email Address:**

**Please return this form to: Revenues, PO Box 26, King's Lynn, Norfolk, PE30 1PX**

## Advisory Notes / Further Information

### Discretionary Relief from Rates

Under the provision of the Local Government Finance Act 1988, Discretionary Rate Relief can potentially be granted in the following cases:

- a) Where the ratepayer is a charity and the hereditament is wholly or mainly used for charitable purposes;
- b) Where the property is wholly or partly occupied for the purpose of one or more institutions or other organisations none of which is established or conducted for the profit and each of whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts;
- c) Where the property is wholly or mainly used for the purposes of recreation, and all or part of it is occupied for the purposes of a club, society or other organisations not established or conducted for profit.

Please see the council website for further information regarding Discretionary Rate Relief : [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

### Requested documents

**All applications must be accompanied by a copy of the organisations constitution / recorded objectives / or similar for verification purposes.**

**If you are applying for Discretionary Rate Relief please supply a copy of your latest accounts to support this application. The Council regret that no award of discretionary relief may be given if these documents are not supplied.**

If marked 'please return' any document requested within the application will be copied and the originals returned to you.

## Privacy Notice

The Council will use your personal information for the purposes of billing, collecting and recovering Council Tax, Non Domestic Rates and the Business Improvement District Levy. The processing of this information is necessary for the Council to perform a task in the public interest or in order to discharge one of its official functions, as provided by law, in this case the Local Government Finance Acts 1988, 1992 and 2012 and all associated legislation and regulations.

Your data will be used for this specific purpose and may be passed to such third parties, including, but not limited to:

1. The Police
1. The Courts and Tribunal Service
2. Immigration Services
3. Internal Council Departments
4. Contractors providing revenues and benefits services
5. Contractors providing Debt, Welfare and Housing Advice
6. Contractors providing IT Services
7. Organisations responsible for Business Improvement Districts
8. Other Local Councils
9. Government agencies / departments i.e. HMRC, DWP, MHCLG
10. Enforcement Agents and Warrant Officers
11. Landlords
12. Elected Members and MPs

with whom the Council needs to share your information in order to meet its obligations in billing, collecting and recovering Council Tax, Non Domestic Rates and the Business Improvement District Levy, or for the purposes of preventing or detecting fraud or other crimes. This may also include other Council departments where the law permits us to do so.

Your information will be kept strictly confidential and will be stored securely and in conjunction with Data Protection Legislation and the Council's own Data Protection and Privacy Policies, which can be found by visiting the Council's website.

Your information will be kept in accordance with our Data Retention Policy and the requirements of the Local Government Finance Acts 1988, 1992 and 2012 (and associated legislation and regulations). Once this period expires, your information will be deleted and securely disposed of, ensuring that it is only kept for as long as is necessary.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

If you want more information, you can contact the Council's Data Protection Officer, at [dataprotection@west-norfolk.gov.uk](mailto:dataprotection@west-norfolk.gov.uk) or telephone the Council on 01553 616200 and ask to speak to the Data Protection Officer.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner at <https://ico.org.uk>

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Chief Executive – Ray Harding

[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

