



# Rutland County Council

Rutland County Council

Catmose

Oakham

Rutland

LE15 6HP

telephone: 01572 722 577

fax: 01572 758 307

email: [enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk)

web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

DX: 28340 Oakham

## National Non-Domestic Rates (Business Rates) Discretionary Rate Relief Application form

- ✓ Please fill in this form and return it to us within 14 days. Date of issue: \_\_\_\_\_
- ✓ Please write N/A if the question is Not Applicable.
- ✓ Applications will be assessed against the criteria detailed in sections 2 and 3, so it is important that you read these first. Section 4 details what, if any, supporting evidence is required.

1. Name and contact details					
Property Reference Number (if known)					
Organisation Name					
Organisation Address					
Do you currently receive discretionary rate relief?	Yes / No				
Do you currently pay Business Rates?	Yes / No				
2. Discretionary Rate Relief Local Criteria					
<p><b>The Council approved a local policy on 14<sup>th</sup> October 1997 (Report number 414/1997) in which the criteria detailed below were approved. After each criteria, you will see a reference to a question or questions in the application form the answers to which we will take into consideration, in determining the outcome of your application.</b></p> <ul style="list-style-type: none"> <li>• Each case will be considered on its own merits (Q7 - 11)</li> <li>• Any decision made will be in the interests of the local community (Q6 - 10)</li> <li>• Membership should be open to all sections of the community e.g. young people, women, older age groups, disabled and ethnic minorities (Q9 &amp; Q10)</li> <li>• Training and/or educational facilities are available for members (Q9)</li> <li>• Facilities are available for other charitable or recreational bodies (Q9 &amp; 10)</li> <li>• Membership is drawn mainly from the Rutland authority area (Q9 &amp; 10)</li> <li>• Income that has been provided by other sources e.g. self-help, grant aid, special appeals, operating a bar (Q8)</li> <li>• The maximum amount of rate that will be remitted will be: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Charitable Organisations</td> <td>100%</td> </tr> <tr> <td>Sports and social clubs</td> <td>80%</td> </tr> </table> </li> </ul> <ul style="list-style-type: none"> <li>• Applications will be effective from the start of the financial year for which the application is made. This means that applications should be made after 1<sup>st</sup> January for relief to be considered for the next financial year.</li> <li>• Applications will be reviewed periodically</li> </ul>		Charitable Organisations	100%	Sports and social clubs	80%
Charitable Organisations	100%				
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### 3. Discretionary Rate Relief National Criteria

**The Council must also comply with sections 43 and 47 of The Local Government Finance Act 1988 and the Local Government Act 2003 and other relevant legislation.**

- Discretionary Relief may be applied for by any organisation including those who already receive Mandatory Relief.
- Discretionary Relief is at the discretion of the Council and can be for any amount up to 100% of the total rates payable. For the recipients of Mandatory Relief, this means up to the full amount of the 20% due for payment, after the award of Mandatory Relief
- However, in order for Discretionary Relief to be given, one of the following conditions must be satisfied:
  - a) The ratepayer is a charity or trustees for a charity and the property is wholly or mainly used for charitable purposes (Q6 & 7) or
  - b) All or part of the property is occupied for the purpose of one or more institutions or other organisations which are not established or conducted for profit and whose main objectives are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts (Q6 & 7) or
  - c) The property is wholly or mainly used for the purposes of recreation, and all or part of it is occupied for the purpose of a club, society or other organisation not established or conducted for profit (Q6 & 7)
- The Government has issued guidelines to Councils to assist them in the determination of their discretionary powers. Each application will be examined individually and treated on its own merits and whilst the Council may determine its own general policy, it may not make its own rules in granting or refusing relief to particular groups or types of organisations en bloc.

### 4. Supporting Evidence

The Council reserves the right to seek additional information as necessary to establish that the national and local criteria detailed above are met. This evidence can include:

- a) Annual accounts or financial statements which demonstrate that the organisation meets the criteria detailed at points 3. b) and c) and Q8
- b) Evidence of activity over the past year which demonstrates that the use of the premises meets the criteria detailed at points 3. b) and c) and Q9 & 10
- c) Any other reasonable and relevant supporting evidence which demonstrates that the organisation meets the criteria detailed at 3. points b) and c) and Q9 & 10

This information will assist the Council in considering the merits of you application.

**Please do not provide supporting documentation at this time, unless you would prefer to do so.** It would be useful if you could provide links to your online website, if you have one, to enable access to supporting evidence and documents if these are published.

## 5. Mandatory Relief Information

Mandatory relief can be awarded to ratepayers who are charities and the property is wholly or mainly used to meet the aims of the charity. In the case of charity shops the use of the shop must be for the sale of mainly donated goods.

Mandatory relief can also be given to sports clubs that have registered with the Inland Revenue as Community Amateur Sports Clubs (CASCs). In qualifying cases the relief awarded will be 80%.

Mandatory rural rate relief is given to qualifying sole village post offices, general stores and non-catering food shops with a rateable value of less than 8,500. It is also awarded to sole village public houses and petrol filling stations with a rateable value of less than 12,500. The property must also be within the areas designated on the 'Rural Settlement List' which is compiled annually on 31<sup>st</sup> December. Rural rate relief is 50% of the rates payable.

In most cases ratepayers do not need to apply separately for mandatory relief as the Council is able to verify entitlement using publicly available information and our own records.

## 6. Your premises

Please provide a brief description of the premises

*e.g. office and hall, community centre and kitchen*

What are the premises used for?

Do you have exclusive use of the premises?

Yes / No

If no, who do you share it with?

*We need to ensure that the premises are rates and billed correctly*

## 7. Your organisation

Are you a registered Charity?

Yes / No

If Yes, what is your charity registration number?

If no, what is your organisations legal status?

*e.g. Community Amateur Sport Club, Friendly Society*

Are you planning to apply for charity status?

Yes / No

<b>8. Your finances</b>	
What was your income in the last finance year?	£
What income do you expect to receive in this financial year?	£
What are your main sources of funding?	
Is there a website where information about your organisation can be viewed? If yes, please provide the website address.	Yes / No
Do you receive any other funding from Rutland County Council? If yes, please state the Council department(s) and contact officer(s) responsible for your contract or grant	Yes / No
Does your organisation receive any other relief that could be classed as State Aid?  <i>For more information on State Aid please visit <a href="http://www.gov.uk/state-aid">www.gov.uk/state-aid</a></i>	Yes / No
<b>Sports and social clubs only</b>	
Does your organisation run a bar? <i>The existence of a bar does not preclude the organisation from receiving relief. In line with government guidance we will look at the main purpose of the organisation</i>	Yes / No
If yes, please state the annual profit derived from the bar takings	£
<b>9. Your services and activities</b>	
<p>Please describe your organisations services and activities and the benefit to your local community in Rutland.</p> <p>i.e. training, education, availability of facilities for other groups, local employment, offer of voluntary work, level and amount of membership fees if charged.</p> <p><i>(400 words maximum)</i></p>	

## 10. Your beneficiaries

Who are the main beneficiaries of your service or activities?

i.e. young people, residents of a particular village.

*(200 words maximum)*

## 11. Additional information

Additional information that you would like to provide in support of your application.

*(200 words maximum)*

## 12. Processing Notice

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE15 6HP**

Your information will be used so that we can administer your business rates account and collect business rates from you in accordance with the requirements of the Local Government Finance Acts 1988 and 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website

<https://www.rutland.gov.uk>

- *The right to be informed*
- *The right of access*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

### Declaration

I understand the following:

I declare that the information I have given on this form is correct and complete. If I give information that is incorrect or false you may take action against me, including court action.

I must notify you of a change in my businesses circumstances which might affect any reliefs, reductions and exemptions that my business receives; within 21 days of the change happening.

**Signature:**

**Date:**

**Position held:**

### Contact details

Please provide your contact details in case we need to contact you about your application. You do not have to provide your details but it will help us to contact you quickly if we have a question about your application.

**Business:**

**Mobile:**

**Email:**