

**DISCRETIONARY RATE RELIEF APPLICATION FOR A
NON-PROFIT MAKING ORGANISATION**

1. Name of your organisation.			
2. Is the organisation a registered charity (or exempt from registration)?	*YES/NO (Delete as appropriate – if you answer Yes, a different application form is needed)		
3. Address of the property for which your organisation is applying for rate relief.	* * *		
4. What is the property used for?			
5. If the property is empty, what does your organisation intend to do with it?			
6. What are the objectives of your organisation?			
7. Is the membership of the organisation open to everyone? If NO, please give details of restrictions on membership and explain why they are necessary.	YES/NO (Delete as appropriate)		
8. Please list the various categories of membership, their numbers and the current subscription applicable to each category.	Category of membership	Number	Current Sub.
9. If you charge a joining fee, please state how much.			
10. Please give details of the efforts the organisation makes to encourage new members, especially from the sorts of groups mentioned on the back of our covering letter.			

11. Please give details if the facilities of the organisation are made available to non-members.	
12. Please give details of training or education provided for members or other groups.	
13. How did the organisation acquire its premises and facilities?	
14. Is (or will) alcohol ever be available on the premises? If YES, how are the profits from the bar used?	YES/NO (Delete as appropriate) (If the answer is YES then you must also complete Q14a. If the answer is NO then go to Q15)
<p>14a. Additional information required where either a licence exists, or may be granted, that permits alcohol to be available on the premises. Please read the following carefully before deleting either A or B.</p> <p>We will not reduce rate relief where a premises licence, club premises certificate or Temporary Event Notice exists, or may be granted under the Licensing Act 2003, provided alcohol is only available on occasions when the premises are used for a function to raise funds for the club or organisation.</p> <p>We will reduce relief where an organisations members have regular access to alcohol.</p> <p><i>(You must delete one of the following)</i></p> <p>a) I confirm that alcohol is (or will be) only available on occasions when the premises are used for a function to raise funds for the club.</p> <p style="text-align: center;">OR</p> <p>b) I confirm that members have regular access to alcohol.</p>	
15. Please give details of affiliation to, or membership of, a relevant Council, governing or representative body or similar organisation.	
16. If the organisation were disbanded, how would any surplus funds be dealt with?	

PLEASE ENSURE THAT YOU SIGN THE DECLARATION ON THE FOLLOWING PAGE

DECLARATION
[PLEASE TICK ONLY ONE OF THESE BOXES.]

Please find enclosed copies of the last 2 years' audited accounts and the club rules and constitution

OR

Please find enclosed copies of the last 2 years' audited accounts and I can confirm that the club rules and constitution have not been altered or amended since last submitted.

I confirm that the information I have given in this application is correct and that on behalf of the organisation, I am applying for discretionary rate relief.

Signed: _____ Date: _____

Name and title: _____

Capacity in which signed: _____ Contact telephone No. _____

Address for correspondence: _____

E-mail address _____

Please return the completed application, together with the documents requested in our covering letter, to Revenues Section, South Holland District Council, PO Box 8, Priory Road, Spalding, Lincs, PE11 2XQ.

Remember to tell us if there is a change of Treasurer/Secretary
you.

Thank

FOR OFFICE USE ONLY	PRN	DESC
	ACC:	RV
APPROVAL/REFUSAL RECOMMENDED BY:		%
AUTHORISED		ACTIONED BY: DATE: