

NON-DOMESTIC RATES

APPLICATION FOR DISCRETIONARY RATE RELIEF

Please answer the questions below as fully as possible and return the form to the above address.
If you require additional space for your answers, please continue on a separate sheet – making it clear to which question your answers refer. If you require any advice or help to complete the form please call the above number.

Section A: To be completed by ALL Applicants

1. **Name or title of the organisation**

2. **Main address of the organisation**

3. **The Organisation**

Is it a registered charity? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' please state the reference number
Is your organisation registered as a Community Amateur Sports Club (CASC)? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' please state the reference number

4. **Please give the following details about the premises for which relief is sought**

Address	Description (e.g. office, shop, community centre)	Purpose(s) for which they are used	Owner

(Please continue on a separate sheet if necessary)

Are any of the above premises used for any other purposes, or by any other organisation?

Yes No

If yes, please give details here (e.g. frequency, space occupied, rent charged):

5. Particulars of the constitution and activities of the organisation occupying the premises

What are the stated objectives of the organisation?

Main Activities of the Organisation

To what extent are the benefits available to the general public? – Please give details

6. If you are a club, or sports organisation, please provide membership details

Is the membership open to all sections of the community? Yes No
 If 'No' please give details of the restrictions.

Please give details of the membership: *Amend ages if appropriate	Males	Females	Annual membership fee
Aged 0-15 *			
Aged 16-25 *			
Aged 26-45 *			
Aged 46-65 *			
Aged 66-75 *			
Aged 76+ *			
What is your total membership?			
How many of your members live within Hastings and St Leonards?			

7. Facilities

Does your organisation have a bar? Yes No

If 'Yes', please give details of general opening hours each week:

If 'Yes' please state :

(i) Total annual income from bar £

(ii) Annual Bar Income as a % of Total Annual Income : %

Does your organisation have any paid staff? Yes No

If 'Yes', please give details:

8. Financial information

Please enclose copies of your audited accounts for the last **2 years**.

Section B: To be completed for Charity Shops ONLY

9. Charity Shops

Discretionary Relief for charity shops will only be granted where it can be clearly demonstrated that profits are used mainly for the benefit of the residents of Hastings (Note: Mandatory relief remains payable).

Are goods wholly or mainly donated?

Yes No

Are the profits used for charitable purposes?

Yes No

Please provide details of how the profits are used mainly for the benefit of the residents of Hastings:

Section C: To be completed by ALL applicants

10. Other information

Please provide details of how the organisation's activities meet the corporate objectives of Hastings Borough Council.

The relevant areas are:-

1. **Employment, Economic Growth, Economic Inclusion** – services that seek to overcome the barriers that prevent people from participating fully in the workplace. Providing services to people in most need of support to access work and training.
2. **Equality and an Inclusive Supportive Community** – Organisations, clubs and societies which provide services and facilities, those which target low income families; work in areas of disadvantage; and demonstrate inclusive practice.

General Criteria

In respect of clubs and societies organisations must encourage membership from the sections of the community where participation is disproportionately low.

In respect of clubs and accessibility, membership must generally be open to all Hastings and St Leonard's residents.

Priority for relief will to be given to those organisations where the granting of relief directly saves the Council money, thus freeing up resources to spend elsewhere.

Priority for relief will to be given to those organisations or services which provide or enable care and assistance to those in priority need.

The Council will generally only consider providing discretionary rate relief to sports clubs that do not have paid staff (other than coaching staff), and which would not be viable without the relief being granted by the Council. The Council will generally not award relief where there is a bar and staff are paid either in money or kind.

The Council will generally not award relief to types of organisations/premises listed below:-

- Charity shops and shops operated by trading arms of charities - except where the profits generated can be shown to be used mainly for the benefit of the residents of Hastings (in which case discretionary relief will be awarded at 50%)
- Premises mainly used for storage
- Premises used mainly for religious worship
- Overseas Aid organisations
- Administration offices for national charities
- Social Clubs
- Private nurseries, schools, academies, colleges and other educational establishments

Please use this space for details in respect of Section C

11. Please give the name, address, telephone number and official capacity of the person to whom queries in respect of this application can be made

Name:

Address:

Telephone no:

Official capacity:

12. Declaration

I certify that the foregoing particulars are correct to the best of my knowledge and belief.

Signature:

Date:

Capacity in which signed:

13. And finally.....

Thank you for completing this form. Please return it as soon as possible to the address shown on the front page.