

## **CLAIMS FOR MANDATORY & DISCRETIONARY RATE RELIEF**

**Under Local Government Finance Act 1988 Sections 43, 45 & 47 and the Local Government Act 2003**

### **WELWYN HATFIELD REVENUE SERVICES**

The following criteria will be used to assist and determine your organisations application to relief:

1. That the Council awards Discretionary Rate Relief to voluntary bodies which further the Council's aims and objectives.
2. That the Council will treat all individual sections of a larger organisation, e.g. the Girl Guides or Scouts, in the same manner in awarding rate relief.
3. Membership of the organisation should be open to as wide a section of the community as is reasonable to expect, with all adult members having equal status.
4. The ability of the organisation to pay their business rates, through examination of the last audited accounts and written representations made with the applications. Specific consideration will be given to reserves and balances. New organisations will need to supply projected accounts and proof of financial viability with their first application.
5. The majority of the members or those in receipt of the organisations services should be living or working within the District.
6. The level and type of benefit received by the community through the activities of the organisation will be held to be those contained in the Articles of Association of official rulebook detailing the purpose of the body.
7. The level of standard of training facilities provided will be that advised by the organisation on application for rate relief and will be observed through inspection by Council Officers, as appropriate and will be considered at the three yearly review.
8. If the organisation runs a bar, offers catering and gaming machines the level of Discretionary Rate Relief may be reduced according to circumstances. (Please see enclosed)

**For further information please contact the Business Rates Section**

**Return completed forms to address below**

Welwyn Hatfield Borough Council, The Campus, Welwyn Garden City, Herts AL8 6AE  
DX 30075, Welwyn Garden City 1

Tel: 01707 357000  
[www.welhat.gov.uk](http://www.welhat.gov.uk)



**PLEASE USE BLOCK CAPITALS AND MARK RELEVANT BOXES**

**1. Name of Organisation**

Is it part of an organisation?	Yes / No
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**2. Correspondents**

Name:
Title:
Address:
Telephone

**3. Details of Premises for which relief is sought:**

Situation:
Description:
Purpose for which used:
Are the premises wholly or mainly used for this purpose? Yes / No
Date use from:
If premises occupied but not owned by organisation give terms of Tenancy:

**4. is the organisation a charity? Yes / No**

If YES please complete parts 4a to 4e. If NO please go to section 6.
a) Is the Charity registered under the Charities Act 1980? Yes / No
If YES give registration number:
b) If NO has an application been made for registration under the Charities Act 1980?
If YES give date of application:
c) If Charity is exempt from registration give details:
d) Is it recognised as a charity for Income Tax purpose? Yes / No
e) Does the Charity wish to apply for discretionary relief? Yes / No
If YES please complete sections 5 & 6

**5. If a Sports Club, is the club registered as a Community Amateur Sports Club?  
Yes / No**

If YES please supply a copy of the clubs registration.
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**6. Membership/Service Beneficiaries Details:**

Number of Members/Service user:
Fee Payable:
Admission Charges for non-members:
Is the membership drawn from local residents? Yes / No
If YES approximate percentage:
Does the organisation exist for profit? Yes / No
Does the organisation provide training for members? Yes / No
If YES give details:
Have any facilities been provided by self-help or grant aid? Yes / No
If YES please give details:

**7. How does the Organisation benefit the community?**

Give details of any group represented e.g young or persons with disability:

**8. Does the organisation run a bar/catering or gaming machines? Yes / No**

If YES provide accounts illustrating level of income attributers to this facility:

**9. Welwyn Hatfield Borough Council has adopted an Equalities Policy and is keen to ensure that unfair discrimination is not taking place and the policy is working effectively through the organisations that it supports.**

Please could you confirm if membership to your organisation is open to everyone irrespective of race, gender, disability, sexuality, age, creed, colour, nationality, religion, belief, political opinion or affiliation, gender reassignment, marital status, family connections, caring responsibilities or unrelated criminal conviction.

If NO, please confirm why this may be justifiable

**10. DECLARATION**

I certify that

- a) To the best of my knowledge that the information contained in this claim is correct.
- b) I will inform the Council of any change in use, occupation or other circumstances relating to this application.
- c) I enclose the accounts for the last financial year and trust deed of written constitution.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Your organisation may be eligible for a Community Grant, Please ring Community Care on 01707 357000 for a leaflet and application form.

**Re: Section 8**

Where the organisation runs a bar, offers catering and gaming machines, the level of discretionary rate relief may be reduced to the amounts shown below, depending on whether the organisation is a charity or not, as follows:

- (a) Organisation with no bar/catering or gaming machines – no reduction
- (b) Organisation where the profits from bar/catering or gaming machine are less than one-third of total income – 25% reduction
- (c) Organisation where a profit from bar/catering or gaming machine is one-third and half of total income – 50% reduction
- (d) Organisations where a profit from bar/catering or gaming machine is between half and two thirds of total income – 75% reduction
- (e) A profit from bar/catering or gaming machine is more than two-thirds of total income – no entitlement to Discretionary Relief.

“If the above reduction applies the Rate Relief previously paid will be reduced. If for example, the organisation used to receive 50% relief and 8(b) applied the relief will be reduced to 37.5%”

**The information on this form is necessary to administer your business rates and fulfil the council's statutory functions, and will not be used for any other purposes.**

**Privacy Notice – Welwyn Hatfield Borough Council is committed to protecting your privacy when you use our services. Our privacy notice explains how we use information about you and how we protect your privacy [www.welhat.gov.uk/privacy-notice](http://www.welhat.gov.uk/privacy-notice).**

**We can provide this information in different formats if needed. Please call 01707 357000 and ask for the Council Tax section or email [c.tax@welhat.gov.uk](mailto:c.tax@welhat.gov.uk)**