

# CHARITABLE / NOT FOR PROFIT RATE RELIEF (National Non-Domestic Rates)

## SECTION 1

<b>Name of ratepayer making application:</b>	
<b>Property you wish to claim relief for:</b>	
<b>Business Rates account number if known</b>	
<b>Name of organisation</b>	
<b>Contact E-mail address</b>	
<b>Contact Phone number</b>	
<b>Contact address (if different from above)</b>	

## SECTION 2 – About Your organisation

<b>Are you a registered charity or a registered Community Amateur Sports Club?</b>	<b>Yes</b> enter registration number here: <b>No</b>
<b>If the charity is exempt from registration, please explain why</b>	
<b>Are you a non profit-making organisation (other than a charity or Community Amateur Sports Club)?</b>	<b>Yes / No</b>
<b>Does your organisation occupy the property at the moment?</b>	<b>Yes / No</b>
<b>If no, when does the organisation intend to occupy the property?</b>	
<b>How does the organisation use the property, or intend to use the property?</b>	
<b>Does the organisation share the use of the property with any other organisation? Yes/No</b> <b>If yes, what else is the property used for?</b>	

**SECTION 2 - continued**

**Is the property used for anything other than charitable or non-profit making purposes? Yes/No  
If yes, please give details**

**What are the aims and outcomes of your organisation?**

**What are your plans for the next 3 years?**

**SECTION 3 – Membership and governing structure**

**Is your organisation governed by a democratically elected body Yes / No – please provide a copy of your constitution**

**Is membership open to all sections of the community? Yes / No / No members  
If no members, go to section 4**

**What are the requirements for membership?**

**Do you encourage membership from certain groups, eg, concessions for senior citizens, or people with disabilities, or takeup campaigns for minority groups? Please give details**

**SECTION 4 – People who use your services or facilities**

Do you provide services or facilities to non-members? Yes / No  
If yes, please give details

Do you make any specific adaptations for certain groups or individuals, eg disabled adaptations, dietary considerations etc

Approximately what percentage of your membership or users live within the Brighton and Hove City Council area?

**SECTION 5 – Finances**

What fund-raising and income generation strategies do you have? Please provide a copy of your latest accounts.

Are you experiencing any unusual financial pressures or other hardship at the moment? If so, please provide details.

Are you receiving financial help from any other source (eg. bank loan, council funding, government funding etc)? If so, please provide details of how much help and where from.

How long do you anticipate these circumstances continuing?

6 months       12 months       More than 12 months

**DECLARATION**

I declare that the information contained in this form is true and accurate.  
I understand that if I give false information I may be prosecuted.  
I will tell Brighton and Hove City Council immediately about any changes to the information I have given.

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

Capacity in which form is signed:

