



## **LOCAL GOVERNMENT FINANCE ACT 1988 APPLICATION FOR RATE RELIEF**

This form must be completed if a charity (or any other organisation not established and conducted for profit) wishes to apply for mandatory and/or discretionary rate relief on a property within Stockton on Tees. Information about the different types of relief available is given on the attached sheet. A separate application form is required for each property within the Council's area.

Please provide the following information:

1. The name, contact address and telephone number of the applicant

2. The address of the property in Stockton on Tees for which you are claiming relief (if different from 1 above)

3. Is the organisation registered with the Charity Commission

Yes

No

- a. If 'yes' please provide the Charity Commission registration number

- b. If 'no' have you, are you in the process of or are you considering applying for charitable status?

4. What are the organisation's main objectives and purposes?

5. a. What activities take place on the premises?

- b. How do these activities promote the objectives of the charity?

6. a. Are any goods or services manufactured or sold on the premises?  Yes  No

b. If yes please supply details of the activities which take place.

7. How many people are employed by your organisation and how many unpaid volunteers assist the organisation?

8. What are your main sources of funding for your organisation? Please give as much information as possible including grants from local authorities and other public bodies.

9. Is the property occupied by a separate 'trading arm' of the Charity?  Yes  No

10. If yes, please provide the company registration number for the 'trading arm'.

11. Is the property used for the sale of donated goods?  Yes  No

12. If 'yes' what percentage of goods sold from the premises are donated?

**If the property is used for recreation purposes or as a meeting place for a club, society or association, please answer questions 13 to 15.**

13. Is membership open to all sections of the community?  Yes  No

14. What proportion of members live within Stockton on Tees?

15. Are any membership fees charged?  
(If 'yes' please provide details below)  Yes  No

16. Is the organisation affiliated to any local, regional or national bodies?  
(If 'yes' please provide details below)  Yes  No

17. a. Does the organisation benefit people from the Stockton area only?  Yes  No

b. Please detail areas covered by the service.

18. Does the organisation provide facilities already supplied by the Council?  Yes  No  
(If 'yes' please specify below)

19. Is there a licensed bar and/or gaming machine?  Yes  No

**Please note that, whilst your application for relief is pending, you must pay the instalments shown on the most recent bill sent to you. The Council will pursue recovery action if payments are not made on, or before, the correct date.**

I declare that the information given on this form is, to the best of my knowledge, accurate and complete.

Signature: \_\_\_\_\_ Capacity in which signed: \_\_\_\_\_

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

Please indicate which type of relief you are applying for (the explanatory sheet enclosed with this form provides information on the different types of relief).

Mandatory relief	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Discretionary relief	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Both Mandatory and Discretionary relief	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PLEASE SEND US THE FOLLOWING INFORMATION ABOUT YOUR ORGANISATION WHEN YOU RETURN THIS FORM. YOUR APPLICATION CANNOT BE CONSIDERED WITHOUT THESE DOCUMENTS:**

- i. Memorandum or Articles of Association
- ii. The latest Annual Report
- iii. The last two years professionally prepared accounts specifying the following information on what pages this data can be found:-

Total incoming resources	page no.	<input type="text"/>
Total outgoing resources	page no.	<input type="text"/>
Total surplus of funds	page no.	<input type="text"/>

- iv. A copy of your tenancy/leasehold agreement.

**Please return your completed form to: Revenues & Benefits Service, PO Box 410, Stockton on Tees**  
**If you have any queries relating to completion of the form please contact us on (01642) 397108, or email:**  
**business.rates@stockton.gov.uk**