

**APPLICATION FOR NON DOMESTIC RATE  
RELIEF FOR CHARITABLE AND NON  
PROFITMAKING ORGANISATIONS**

PLEASE COMPLETE ALL SECTIONS  
AND RETURN TO THE COUNCIL OFFICES  
AT THE ADDRESS OPPOSITE



**Melton  
Borough  
Council**

Parkside  
Station Approach  
Burton Street  
Melton Mowbray LE13 0UL

Tel: (01664) 502502

Fax: (01664) 502482

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|                 |  |
|-----------------|--|
| Property Number |  |
| Account Number  |  |
| Date of Issue   |  |

|     |   |          |
|-----|---|----------|
| 1.  | Name of the organisation  |          |
| 2.  | Address of the property concerned   |          |
| 3.  | Is the organisation established or conducted for profit?  | YES / NO |
| 4.  | Is the organisation a registered charity?   | YES / NO |
| 5.  | If yes, please state the registration number  |          |
| 6.  | If the organisation is exempt from registration, please state the reason(s)                       |          |
| 7.  | If the organisation is a community amateur sports club, is it registered with the Inland Revenue? | YES / NO |
| 8.  | If yes, please state the CASC registration number, and the date of registration                   |          |
| 9.  | What percentage of the membership live in the Borough?  |          |
| 10. | What membership concessions are offered?  |          |
| 11. | What, if any, are the restrictions on membership?   |          |
| 12. | Do you provide any training courses?  | YES / NO |
| 13. | If yes, are they available to members only, affiliated members or to anyone?                      |          |
| 14. | What benefits do the organisations objectives offer to the residents of the Borough?              |          |

|     |   |          |
|-----|---|----------|
| 15. | Are there any bar facilities on the premises?   | YES / NO |
| 16. | For what purpose is the property used?  |          |
| 17. | If the property is a charity shop, what percentage of the goods for sale have been donated to the organisation? |          |
| 18. | If the property is used for any purpose other than those of the organisation, please give details?              |          |

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

Telephone No: \_\_\_\_\_

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

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

### **IMPORTANT**

If mandatory relief is applicable, your bill will be reduced by 80%

If discretionary relief is awarded, it can be up to 100% dependent upon certain criteria being met.

#### **All applications for discretionary relief must be accompanied by the following documents:**

1. A copy of the latest audited accounts
2. A copy of the organisations memorandum and articles of association or its constitution and rules.

Relief will only be granted to the end of the financial year, 31 March, but you will be sent a form to re-apply prior to this date.

For office use only:

Type of relief \_\_\_\_\_ Period of relief \_\_\_\_\_

Percentage relief granted \_\_\_\_\_ Authorisation \_\_\_\_\_