

Discretionary Rate Relief – Application (Non Sports Club)

Introduction

Local authorities have powers under Section 47 of the Local Government Finance Act 1988 to grant discretionary relief to charities and certain non-profit making organisations.

Mandatory relief of 80% is available to charities. Charities not in receipt of mandatory rate relief should contact the Business Rates Office for the appropriate application form.

Other than in exceptional circumstances, Leeds City Council will restrict discretionary relief to non-profit making organisations to a figure of not more than 50%.

Decisions in relation to discretionary relief will be taken by the Council's Chief Financial Officer.

Eligibility for Assistance

In order to be considered for discretionary rate relief, organisations must be able to demonstrate that:

1. The organisation was not established, and is not conducted for, profit;
2. The organisation is directly liable for the rates on the property;
3. The property on which rate relief is claimed is wholly or partly occupied by one or more organisations whose objectives are charitable or otherwise philanthropic or religious or concerned with recreation, education, social welfare, science, literature or the fine arts.

How to Apply

Organisations must complete this application form and return it to the address below along with copies of:

- a. the organisation's constitution, rulebook, or memorandum or articles of association**
- b. the organisation's latest accounts**

Whilst organisations will be judged against the criteria, each application will be considered on its own merits. Please provide as much information as possible as this may have a bearing on the level of any possible award.

**Please return to: Leeds City Council, Business Rates Section, P.O. Box 60,
Leeds, LS2 8JR
Tel. 0113 247 5115 or 0113 247 6983**

For Office Use Only

Acc No:

Prop No:

APPLICATION FOR DISCRETIONARY RATE RELIEF UNDER SECTION 47 OF THE LOCAL GOVERNMENT FINANCE ACT 1988

(If there is insufficient space on the form to answer any question please attach additional sheets)

1. Name of organisation:
2. Address of property on which rate relief sought:
3. Address for correspondence if different from above
4. Is the organisation a registered charity, community interest company? **Yes / No**
If yes, please provide registration number.
5. Is the organisation a not for profit group? **Yes / No**
6. Please state the object(s) of the organisation.....
7. Please state the purposes for which the property is used
8. Please provide details of any local or national organisation to which the group is affiliated
9. Is membership of your group open to all members of the community? **Yes / No**
If **no**, please give details of any restrictions
10. Does your organisation have different levels of membership?
Yes / No
(Junior Members, Female Members, Student Members etc) If yes please supply details and the numbers in **each** category including the cost of membership
11. Does your organisation provide training, coaching or out reach work at other sites
a) for members **Yes / No**
b) for the public? If yes to either question please provide details

12. Are your facilities open to all members of the public? **Yes / No**
If **yes** please provide details, If **no** please give details of any restrictions

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13. Please supply details of organisations or groups with whom you have links (e.g. Schools, Charities, Community Groups, Leeds City Council, Arts Unit etc.)

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14. Do you charge for the use of your premises? **Yes / No**
If **yes**, please state charging policy

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15. Does the club actively encourage membership by the young, the elderly, women, persons with a disability, persons of an ethnic origin? **Yes / No**

If yes, please provide details

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16. Are you or have you been in receipt of grant aid or other financial support from Leeds City Council or other organisations e.g. National Lottery, Arts Unit **Yes / No**

If yes please provide details

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17. If there is any other information that is relevant to your application which has not been covered please provide details

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Failure to provide full information or the omission of relevant information may affect the level of any possible award.

I declare that the above information is to the best of my belief true and accurate

Signed: Date:

Name: Position in Organisation:

Contact number: E mail: