

Discretionary rate relief Application form

Revenues and Benefits Service

Royal Borough of Greenwich
3rd floor, Woolwich Centre
35 Wellington Street
London SE18 6HQ

www.royalgreenwich.gov.uk

Tel: 020 8921 5221

Dear Sir/Madam

Re: Application for discretionary rate relief

It is important that you complete this application form in full, as the Royal Borough of Greenwich will base its decision, as to whether the relief is applicable, strictly on the information that is contained in the form.

Please note that any relief awarded is at the discretion of the Royal Borough of Greenwich. Your Business Rates are still due and payable whilst your application is being assessed.

If you require any further information or assistance on how to complete the application form, please do not hesitate to contact the Business Rates Team.

Yours faithfully

Business Rates Team

Discretionary rate relief application form

How to fill in the form: To apply for discretionary rate relief, please read the guidelines and criteria notes, and then complete the form. The form is split into three sections.

Section A – Organisation and property details

Section B – Discretionary rate relief application form

Section C – Declaration

Please continue any answers on a separate sheet if there is not enough room on the form.

Once you have completed the form, please ensure that you have provided all the relevant documents required and send it to:-

<p>Business Rates Team Royal Borough of Greenwich 3rd Floor, Woolwich Centre 35 Wellington Street London SE18 6HQ</p>
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If you need any advice or assistance to complete this form then please

- Telephone us on 020 8921 5221
- Email us at business-rates@royalgreenwich.gov.uk

Guidelines

These notes explain what discretionary rate is, the criteria for assessment and frequently asked questions.

To qualify for discretionary rate relief, an organisation may be:-

- Non-profit making club, society or other organisation established and conducted wholly or mainly for recreational or sporting purposes.
- A registered charity or non-profit making organisation whose main objects are charitable, philanthropic, religious or concerned with education, social welfare, science, literature or the fine arts.
- In addition, the Royal Borough may award Discretionary Rate Relief to **any** Organisation if it is satisfied that it would be reasonable for it to do so, having regard to the interests of persons liable to pay council tax.

Criteria for discretionary rate relief

The following areas are considered when assessing application forms. These criteria are only for guidance. Every application will be considered on its own merits.

1. Access

- Is membership open to all sections of the community, or fulfilling a special need with the community?
- Are particular groups (e.g. people with disabilities, old age groups, young people under 16, women, minority groups) within the community actively encouraged to join or participate with the organisation?
- Do membership fees preclude open access (discounted rates for particular groups in the community)?
- Are facilities made available to people other than members, such as schools or community groups?

2. Provision of facilities

- Is there a measurable contribution to the amenities in the area (loss would affect the area's residents).
- Is education or training provided to members and non-members?
- Are facilities provided that supplement or replace our services?
- If there is a licensed bar, is it incidental to the main purpose of the group?
- Is it part funded by Royal Borough of Greenwich?

3. Are facilities provided by Other Service Providers?

- Are the services provided by the applicant also provided by other organisations?
- Would granting Relief advantage the Organisation to the disadvantage of other service providers?
- Does the Royal Borough of Greenwich provide the services offered by the applicant?

4. Local services

- Is membership represented mainly by residents within the Royal Borough of Greenwich?
- The number of residents, within the Royal Borough of Greenwich, directly benefiting from services provided or main objectives of the organisation.

5. Financial implications

- Finances of the organisation, payment of rates would affect provision of its objectives.

6. The cost to the council

- What financial cost the Royal Borough of Greenwich will incur by awarding relief.

Frequently asked questions

1. Who can apply for discretionary rate relief?

Charities and other non-profit making organisations can claim discretionary rate relief. For non-profit making organisations to qualify they must be organisations whose main objects are philanthropic or religious of concern with education, social welfare, science, literature or the fine arts or a club, society or other organisation whose property is used for the purpose of recreation.

In addition, any Organisation can claim discretionary rate relief and the Royal Borough may award it if it is satisfied that it would be reasonable for it to do so, having regard to the interests of persons liable to pay council tax.

As an amount of relief has to be met from Royal Borough of Greenwich funds, any successful applicant must be able to demonstrate a major beneficial contribution to the well-being of Greenwich residents.

2. How do I apply for relief?

The attached application must be completed and returned where the council will then assess it. A copy of audited accounts and constitution must also be submitted, **without these your application will not be considered**. All groups will be assessed according to the relevant conditions, but should you feel that there is any more information that the Royal Borough of Greenwich will find useful in making this judgment, please feel free to expand upon your application. The Royal Borough of Greenwich must be satisfied that a large number of conditions are met and the organisation is of significant beneficial value to the residents of Greenwich.

3. How much relief can be awarded?

Charities are entitled to 80% mandatory charity relief, providing they are occupying premises for charitable purposes. Further discretionary relief for charities can be up to a further 20%; relief at this level will reduce the rated payable to nil.

Discretionary relief for other organisations (i.e. not registered charities) can be granted up to 100% if the relevant conditions are met.

4. How long will relief be granted for?

If relief is granted, it will be awarded until such time as you receive a revocation notice. All change of circumstances must be disclosed to the Royal Borough of Greenwich in order to review the level of relief awarded. If the relief is subsequently terminated at the end of the financial year - 31 March - at least one year's notice of the change will be given. All applicants will be given the right to reapply after the award expires by completing in a new application form and submitting their audited accounts and constitution.

5. Are there any organisations not entitled to relief?

All applications will be considered.

6. Do I have to pay rates while my application is being assessed?

Rates are still due and payable. If an organisation is successful in their application, any overpayment will be refunded.

Section A Organisation and property details

Please complete this section about the property that you want relief for and the organisation that occupies it.

Account reference

Organisation

Name or title of organisation applying for relief

Please tick which group your organisation should be classified as:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Not established for profit | <input type="checkbox"/> Philanthropic | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Social welfare | <input type="checkbox"/> Science | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Fine arts | <input type="checkbox"/> Club | <input type="checkbox"/> Society |
| <input type="checkbox"/> Sports/recreational | <input type="checkbox"/> Religious | <input type="checkbox"/> Other |

What are the main objectives of the organisation?

Premises

Address of property

Description of the property eg. office, shop

Usage

How is the property used?

Contact Details

Name of contact and daytime telephone number

Address for correspondence if different from the property address

Do you own the property? (Please tick)

Yes

No

If no, please give details:

Section B Discretionary relief

Please complete this section to apply for discretionary relief.

Please provide a copy of your most recent audited accounts specifying the following information and on what pages this data can be found

Total incoming resources (page no)

Total outgoing resources (page no)

Total surplus of funds (page no)

What are your main sources of funding?

Give as much information as possible including information about 'restricted' and 'unrestricted' funds.

Does the organisation run a bar at the property concerned?

Yes No

If yes, are the profits from the bar re-invested back into the organisation's activities?

Yes No

Does the organisation receive any funds/grants from the Royal Borough of Greenwich?

Yes No

If yes, please list the type of grant:

Name of Royal Borough of Greenwich grant commissioner

Please provide the name and contact telephone number of your commissioning officer within the Royal Borough of Greenwich

Does the organisation receive funds/grants/donations from other bodies?

Yes No

If yes, please give details

Activities

Activities carried out on the premises.

Give a brief description such as counselling, administration or drop-in centre

Please enclose a copy of any documents setting out the organisations constitution and objectives.

If no document, please give details below

Membership details How many members are there?

Is membership open to all sections of the community eg. men, women, old, young etc.

Is there any qualifying criteria for membership?

What are the membership rates?

Is there a one off joining fee?

If yes, please give details

Is membership actively encouraged from particular groups within Greenwich eg. young people under 16, women, the elderly, disabled, ethnic groups

Are the facilities made available to people other than members

Yes

No

If yes, please give details clarifying what facilities are made available

Does the organisation provide training or schemes to develop skills?
(especially in young people under 16, people, disabled, elderly etc)

Is membership drawn from people mainly resident in the Royal Borough of Greenwich area, please give % of members who live within the borough if known

Is the organisation affiliated to any local or national organisations?

Yes

No

If yes, please give details

Does the organisation provide facilities that indirectly relieve the authority of the need to do so?

Yes

No

If yes, please give details and supporting evidence

Check list and documents required

Please provide copies of the following items, without these your application will not be considered:-

- A copy of your organisation's latest audited accounts
- A copy of your organisation's constitution

Section C Declaration

Please read carefully before you sign

I/We understand the information contained on this form is correct and I/We agree to notify the Business Rates Section immediately should there be a change in circumstances that may affect the discretionary rate relief.

I/We understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining/retaining discretionary rate relief is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other Royal Borough of Greenwich and Government departments.

Name (In capitals)

Signature

Position held in organisation

Telephone number

Email address

Date

Please return the completed form with the relevant documentation to:-

Business Rates Team
Royal Borough of Greenwich
3rd floor, Woolwich Centre
35 Wellington Street
London SE18 6HQ

Please note that we will arrange a visit to the property to verify your application.