NORTH NORFOLK DISTRICT COUNCIL
HOLT ROAD CROMER NORFOLK NR27 9EN

Telephone 01263 516071

www.northnorfolk.org

National Non-Domestic Rates
Discretionary Rate Relief for Charities & Non-Profit making organisations not entitled to Mandatory Relief.

Please complete in black ink and return to address above

Account Ref:

ALL SECTIONS TO BE COMPLETED BY ALL APPLICANTS

1. Address of property for which relief is being claimed

2. Name of ratepayer

3. Name and address of the owner of the property for which relief is being claimed

4. Telephone number and email address to enable us to contact you if further information to assist your claim is required

5. Name and address to be used for correspondence regarding this application. (Please notify us of changes e.g. after an AGM)

6. Is the organisation registered with the charity commission

✓ the appropriate box Yes ☐ No ☐

If Yes, Please provide your charity registration number

7. Is the organisation a registered CASC (Community Amateur Sports Club)

✓ the appropriate box Yes ☐ No ☐

If Yes, Please provide your CASC registration number

8. Is the organisation exempt from registration

✓ the appropriate box Yes ☐ No ☐

If Yes, Please state the grounds for exemption

Applications from “friendly societies” <u>will need to incluwde a copy of their exemption from paying tax notification from HM Revenue and Customs, under Section 505 of the Income and Corporation Taxes Act 1988 (CHY 123 letter).</u>

9. What are the main aims and objectives of the organisation/charity

10. Are the main objectives charitable or otherwise religious or concerned with education, social welfare or fine arts

✓ the appropriate box Yes ☐ No ☐

11. Please state what the premises are used for (for example Office, Museum, Drop in Centre, etc.)

12. Is the organisation a charity shop

✓ the appropriate box Yes ☐ No ☐

If Yes, what proportion of the goods for sale are donated?

13. Is the organisation established or conducted for profit

✓ the appropriate box Yes ☐ No ☐

If Yes, please give details

14. How is the organisation funded? E.g. membership fees, grant, fundraising etc.

15. Does the organisation charge an admission or membership fee

✓ the appropriate box Yes ☐ No ☐

If Yes, please give details

16. Is the property used as a members club

✓ the appropriate box Yes ☐ No ☐

If Yes, what proportion of the membership is from the North Norfolk area?

17. Does the organisation run a licenced bar

✓ the appropriate box Yes ☐ No ☐

If Yes, please supply income details

Is the bar restricted to members of the organisation only?

✓ the appropriate box Yes ☐ No ☐

Does the bar have gaming machines?

✓ the appropriate box Yes ☐ No ☐

If yes, please supply income details

Please state what all profits from the above are used for

18. Has the organisation obtained grants or funds from other sources including North Norfolk District Council

✓ the appropriate box Yes ☐ No ☐

If Yes, please give details

19. Does the organisation have any formal links with the Authority or any other local organisation/agencies

✓ the appropriate box Yes ☐ No ☐

If Yes, please give details

20. We are unable to process an application for Discretionary Relief without this Supporting documentation.

- Copy of the organisation's memorandum and articles of association (If it doesn't have these, please provide any other documents which give details of the rules and constitution)
- Copies of the Organisation's audited accounts for the latest financial year at the application date.
- Copies of any leaflets produced and distributed by the organisation about its activities.
- A copy of any membership application form in use together with membership fees charged over the last 3 year period and any conditions which are issued to applicants before joining.
- Any further information which may be considered helpful for North Norfolk District Council to determine discretionary relief. Including how the organisation benefits the residents of North Norfolk.

View the Council's current discretionary rate relief policy for granting this type of relief.

Notes :-

Bodies entitled to Discretionary Relief of Rates

Under the provision of the Local Government Finance Act 1988, discretionary relief can be granted in the following case:

a) Where the ratepayer is a charity and the hereditament is wholly or mainly used for charitable purposes;
b) Where the property is wholly or partly occupied for the purpose of one or more institutions or other organisations none of which is established or conducted for the profit and each of whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts;
c) Where the property is wholly or mainly used for the purposes of recreation, and all or part of it is occupied for the purposes of a club, society or other organisations not established or conducted for profit.

21. State Aid: Explanatory Notes

State Aid refers to financial support from a public or publicly-funded body given to organisations, which has the potential to distort competition and affect trade between member states of the European Union. Providing discretionary relief such as Retail Relief to ratepayers might, depending on the circumstances, amount to State Aid.

State Aid is generally prohibited by European Community rules. However, there are exceptions to this. Some financial aid is allowed under the ‘de minimis’ rules, if the total amount of funding received by an organisation does not exceed a prescribed limit. Currently, funding over a three year period must not cumulatively exceed €200,000 (including the current and two previous financial years).

Government will not fund any relief that would lead to the de minimis limit being exceeded with respect to any ratepayer. In cases where the limit would be exceeded, reliefs will not be granted or only granted up to the de minimis limit.

22. Have you received any other De Minimis State Aid (including Retail Relief) on the property other than the one stated above			
✓ the appropriate box	Yes	☐	(please complete the De Minimis declaration below and sign this form)
	No	☐	(you do not need to complete the De Minimis declaration but must sign this Form)

‘DE MINIMIS’ DECLARATION

This award shall comply with the EU law on State Aid on the basis that, including this award, **(organisation name)**
shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years.

The De Minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be downloaded at:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF.

Please list all previously received De Minimis aid below, including the total amount of this and any other Retail Relief you are being granted (please use additional paper if required).

Amount of De Minimis aid	Date of aid	Organisation providing aid	Nature of aid

Signed ……………………………… Name (in capitals)…………………..

Capacity in which signed……………………………………………………………..

Telephone Number………………………………………………………………….

Email Address……………………………………………………………………….

Fax Number………………………………………………………………………….

Data Protection and Fraud Prevention

The information given on this form may be held on computer to enable the Council to meet its statutory duties. We may use the information you have provided to prevent and detect fraud. We may also share this information with other Councils or agencies that handle public funds.

Declaration

I believe that the information given on this form is correct.

I understand that the Non Domestic Rates department in order to protect the public funds that they handle may use the information provided on this form to prevent and detect fraud.

The Revenues Division may also share this information for the same purpose with other organisations which handle public funds.

Signed……………………………………………Date………………………..

Please print name…………………………………………………………...

Telephone Number………………………………………………….

Email Address……………………………………………………….