

Enquiries to: Local Taxation Team
Email: localtax@wycombe.gov.uk
Direct Line: (01494) 421324 (Help Key 3)

Our Ref.: *Downloaded Form*
Your Ref.:
Fax.: (01494) 421308

Date:

Batch Ref.:



Non Domestic Rates
Charitable Relief Application

Please complete all sections of this form. We also require a copy of your most recent set of accounts and articles of association.

Please return the completed form and other documentation to Wycombe District Council, Local Taxation Team.

If applying for Discretionary relief, please be aware that in general;-

- Any relief granted will only be for the balance of the financial year it is awarded in, a new/revised application will be required each year,
- If granted, it may only be from the date the application form is received, and
- You will be expected to have applied for any other relief you may be eligible for, i.e. Small Business Rate Relief, Community Amateur Sports Club status with HMRC, Charitable Status etc., before applying for Discretionary Rate Relief

Please see our website www.wycombe.gov.uk/businessrates for more details about Business Rate relief.

Account No.:		Property Ref:	
Ratepayer:			
Address:			
Rateable Value:	£		

Relief applying for: Mandatory **YES / NO** Discretionary **YES / NO** Both **YES / NO**

<u>Information About Your Organisation/Business</u>	
Are you a Registered Charity or registered as a Community Amateur Sports Club; NO / CHARITY / CASC	
Registration Number:	Date of Registration:
Give details of your organisation/business and the nature of services performed/provided;	
Are you a Local, Regional, National or International Organisation;	
How does your organisation benefit the Local Community/Residents of WDC;	

<u>Information About The Property</u>
What is the property used for;
What facilities does the property contain;
How frequently is the property used;
Who uses the property;

<u>Finances</u>
Current Funds (including all bank/building society accounts/investments etc. and any cash/amount held)
Are any of these funds restricted/ring-fenced, please indicate the reason/use and current amount;
Please give details of any investments/property etc. held;
Please give details of any grants or financial support you have received in the last year and the source of the funding, Please also indicate whether these were one off or are recurrent, and whether they were for specific functions or to meet general costs;
Annual Turnover; Total Income: Total Expenditure:
Annual amount paid in wages, drawings, honorariums etc. and number of recipients;

Membership

Does your organisation operate a membership scheme?

What proportion of your members are residents of the WDC area?

What is your income from membership/subscription fees?

Please provide details of your membership including fee structure, numbers at each level and any limit /restriction on numbers and the reason for the limit. Also please state if you have a waiting list and the number on it;

Information to Support Your Application

Any other information you wish to supply in support of your application

Contact Details

Please provide the contact details for your organisation

Name:

Position:

Address:

Telephone No.:

Email:

Declaration

I confirm that the information given above is true and complete to the best of my knowledge.

Signed:

Dated:

Name (Block Capitals):

Position in Organisation: