

National Non-Domestic Rates

Discretionary Rate Relief Top Up for Charities & Non-Profit making organisations.

ALL SECTIONS TO BE COMPLETED BY ALL APPLICANTS

1. Address and account number of property for which relief is being claimed

2. Name of ratepayer

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

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

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

6. Current use of property



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

- a) Copies of the Organisation's audited accounts for the latest financial year at the application date.
- b) Copies of the following documents: (**NB:** If you have provided these with a previous application you only need to provide documents that have changed)
- The organisation's memorandum and articles of association, or otherwise any other documents which give details of the rules and constitution
 - Any leaflets produced and distributed by the organisation about its activities.
 - 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.
- c) Any further information which you consider to be helpful for North Norfolk District Council to determine discretionary relief, including how the organisation benefits the residents of North Norfolk.

The Council's current policy for granting this type of relief can be viewed at:

<https://www.north-norfolk.gov.uk/tasks/business-rates/apply-for-discretionary-charity-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.



8. Subsidy Control

Discretionary Charity Rate Relief is likely to amount to a subsidy subject to the Minimal Financial Assistance limits under the Subsidy Control Act. This means no recipient can receive over £315,000 over a 3-year period (consisting of the current financial year and the 2 previous financial years).

Extended Retail Discounts granted in 2021/22 do not count towards the limit. Covid business grants received from local government and any other subsidy claimed under the Minimal Financial Assistance or Small Amounts of Financial Assistance limit over the 3-year period should be counted.

- I confirm that applying for Discretionary Rate Relief will not cause the business to exceed the Subsidy limit of £315,000 at a Group company level.

Further detail of Subsidy Control can be found at <https://www.gov.uk/government/collections/subsidy-control-regime>

Data Protection and Fraud Prevention

For information on how the Council holds and processes your data, and to view our Data Protection Policy, please visit www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/ Contact details for our Data Protection Officer can be found at the end of the Policy. Alternatively you can contact us on 01263 513811 to request to view a copy of the policy by other means.



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.....

Capacity in which signed.....

Please print name.....

Telephone Number.....

Email Address.....

