

**Local Taxation
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Mandatory & Discretionary Rate Relief Application Form

Part A – General Information

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|--|-------------------------|
| Name of Organisation | |
| Address of the property for which relief is sought. | |
| Name and Address of the individual authorised to make this application. | |
| Telephone Number | |
| Non-Domestic Rate account number | |
| Is this the only Non-Domestic property you occupy in the SBC area? - if not please supply details of the other properties. | |

Part B – For completion by Registered Charities

If the property is wholly or mainly used for charitable purposes, 80% Mandatory Rate Relief may be granted under Section 43 of the Local Government Finance Act 1988

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| 1 Please give details of how the premises are used wholly or mainly for charitable purposes. | answer/evidence |
| 2 Please state your registration number under the Charities Act 1960, or any reason why an exemption or exception has been allowed. | answer/evidence |
| 3 Is the organisation recognised as a charity for income tax purposes? | answer/evidence |

Part C – For completion by Charity Shops

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| 4 Are manufactured goods sold in addition to donated goods? | answer/evidence |
| 5 What percentage of floor space is occupied by manufactured goods? | answer/evidence |
| 6 What is the percentage of turnover generated by donated goods? Please estimate if accounts are prepared nationally. | answer/evidence |
| 7 Which goods take preference in window displays - manufactured or donated? | answer/evidence |
| 8 How far is it to the nearest shop selling similar manufactured or donated goods? | answer/evidence |

Part D – For completion by Community Amateur Sports Clubs (CASCs)

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|---|-----------------------------------|
| 9 Please provide your CASC registration number. | answer/evidence |
| 10 Please state the date on which you were awarded CASC status. | answer/evidence |

Part E – For completion by organisations applying for Discretionary Rate Relief

Applicants claiming Mandatory Rate Relief may also apply for up to an additional 20% to be remitted by Discretionary Rate Relief. Applicants who do not qualify for Mandatory Rate Relief may apply for up to 100% Discretionary Rate Relief.

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| 11 Please give details of the main purpose for which the premises are used. Please provide as much information as possible. | answer/evidence |
| 12 Is the organisation a charitable, voluntary or not-for-profit body with a written constitution and democratically elected governing body? | answer/evidence |

You *must* supply a copy of your constitution and 2 years audited accounts to support this.

