

APPLICATION FOR MANDATORY AND DISCRETIONARY RATE RELIEF



Please tick the relevant boxes and complete the form using **BLACK INK**.

Name and address of organisation claiming relief:	Property the relief is being claimed for:
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Account Reference: _____

Property Reference: _____

- Charitable organisations and Community Amateur Sports Clubs are eligible for 80% Mandatory Relief and can apply for a further 20% Discretionary Relief
- Charity shops are eligible for 80% Mandatory Relief
- Other sports clubs, societies and non-profit making organisations can apply for Discretionary Rate relief of up to 50%.

Section 1: Which relief(s) are you claiming?

Please tick

80% Mandatory Relief as a charitable organisation or Community Amateur Sports Club (CASC) _____ and/or

Discretionary Relief as a charitable organisation, CASC or other non-profit making organisation _____

Section 2: Your Organisation

a) Name of organisation: _____

b) What is the purpose of your organisation?

c) Is the organisation registered as a charity or CASC? (*Please tick one box only*)

Yes _____ Registration No. _____

No _____

Exempt _____

If exempt from registration, please give reason why:

Excepted Title of Excepting Order (if known) _____

d) Is the organisation established or conducted for profit?

Yes

No

If NO please provide documentary proof of this, e.g. annual accounts

Is the organisation established to operate a village hall or a recognised youth association? E.g. uniformed organisation such as the Scouts or Guides

Yes

No

If YES, go straight to Section 6

If NO, please continue completing this form

Section 3: Charity shops only

a) What percentage of sales are attributable to donated goods? _____

b) What percentage of sales is used to support the objectives of the charity? _____

Section 4: Alignment with the Councils Strategy (Measure 1 of the guidance)

How do the activities of your organisation support Malvern Hills District Councils Strategy and Corporate Priorities (available on the Council's website <https://www.malvern hills.gov.uk/policies-and-strategies> . Please state if your organisation has worked with the Council on any schemes and Initiatives, e.g. sports development initiatives.

Section 5: Membership details (Measure 2 of the guidance)

a) Are there any restrictions on membership or use of the services you offer, or is there open access to all members of the community?

Total restriction
Limited restriction
No restriction

Please explain any restrictions on membership or use:

b) Does the organisation actively encourage membership from particular groups; for example young people, older people, disabled people, ethnic minorities or unemployed people

No encouragement
Some encouragement
Major encouragement

Please explain what steps, if any, the organisation takes to encourage membership from the above mentioned groups and provide proof of this where possible.

c) Are any membership fees related to member's ability to pay?

Yes
No

If YES, please provide proof of any reduced membership fees.

d) Are the facilities available to non-members and other organisations at reasonable hire rates?

Members only
Other organisations
Anyone

If the facilities are available for use by non-members, please provide proof of this.

e) Do the organisations facilities indirectly relieve, enhance or supplement Malvern's need to provide similar facilities?

Yes
No

If YES, please state the reasons for this and **provide proof of this where possible.**

Section 6: Service provision and alternatives (measure 3 of the guidance)

Please briefly describe the main activity of the organisation and the services it offers.

a) Are there other organisations providing similar activities in the local area?

b) Does the organisation provide education, training or coaching facilities in order to develop the skills of the members, volunteers or staff members?

No training
Limited training
Substantial training
Major training policy

Please briefly describe the organisations education, training or coaching programme.

Section 7: Residents Participation (Measure 4 of the guidance)

a) What proportion of members, volunteers or staff members live in the Malvern area?

- Less than 1/3
- Between 1/3 to 2/3
- Over 2/3

b) What proportion of members, volunteers or staff members participate in the activities of the organisation?

- Less than 1/3
- Between 1/3 to 2/3
- Over 2/3

Section 8: Funding (Measure 5 of the guidance)

a) Does the organisation undertake any fund raising activities to finance its expenses?

- No fund raising
- Minor fund raising
- Major fund raising

Please provide details of any fund raising activities or any grant aid received and **provide proof of this where possible**

Section 9: Please provide the following documents to support your application:

1. A copy of the registration certificate providing charitable status (if applicable)
2. A copy of the constitution/rules for the organisation
3. A copy of the memorandum/articles of association
4. Copies of membership application forms, scale of fees and publicity material (as applicable)
5. Any other proof required as detailed in Section 2 through to Section 8

Section 10: Declaration

I declare that to the best of my knowledge and belief, all the information I have given on this application is true and complete in all respects. I am willing for the council to make any enquiries they wish to make sure the information is true. I undertake to notify the council as soon as these circumstances change. I acknowledge that failure to do so could result in a penalty being imposed. I understand that the information given on the form may be used in connection with the administration of benefits. It may also be matched against data held by this and other local authorities and any other benefits, grants and awards you may have applied for.

Signature: _____ **Date:** _____

Full Name: _____

Address: _____

_____ **Post Code:** _____

Capacity in which signed: _____

Daytime telephone number: _____

E-mail address: _____