



Revenues & Benefits
Arun District Council
Civic Centre
Maltravers Road
LITTLEHAMPTON
West Sussex BN17 5LF

Website: www.arun.gov.uk/business rates
Tel: 01903 737752
Dx: 57406 Littlehampton

Email: revenues.benefits@arun.gov.uk

Account number

Address of rated
property

Business Rates Mandatory and Discretionary Rate Relief Application

Please read the attached guidance notes before completing this application. They give further information about these reliefs, the application process and also outline Arun's criteria for making such awards.

PART ONE – ABOUT YOUR ORGANISATION

1. Which relief are you claiming? **Mandatory Rate Relief/Discretionary Rate Relief/Both**
(please circle your answer)

2. What purpose is the facility you are claiming relief used for?

3. What are the main objects and purposes of the charity or organisation?

4. Is the organisation registered with the Charity Commissioners, Her Majesty's Revenue & Customs, Department for Education and Skills or Industrial/Provident Society? YES NO

If YES, what is the Registration Number?

IF YOU ARE CLAIMING MANDATORY RELIEF ONLY PLEASE GO STRAIGHT TO PART FOUR

5. When determining the level of relief, if any, that is awarded, the Council will consider each application under one of the following four categories:

Category 1 – Charitable organisations currently receiving core grant funding from Arun

Will be awarded the following:

- a) 80% Mandatory Relief
- b) 100% of the remaining 20% Discretionary Relief

Category 2 – Community organisations that provide open access to their premises and do not charge or charge a minimal membership fee

Will be awarded the following:

- a) 80% Mandatory Relief
- b) A maximum of 75% of the remaining 20% Discretionary Relief

Category 3 – Organisations that provide restricted access to their premises and/or charge a membership fee

Will be awarded the following:

- a) 80% Mandatory Relief
- b) A maximum of 25% of the remaining 20% Discretionary Rate Relief

Category 4 – Non-Profit Organisations, Community Interest Companies, Clubs and Societies (with no charitable status)

Will be awarded the following;

- a) Not eligible for Mandatory Relief
- b) A maximum of 75% of the total rate bill (Discretionary Rate Relief)

Please indicate below which Category best identifies your organisation.

Category 1 Category 2 Category 3 Category 4 (please circle)

PART THREE – ACCOMPANIED DOCUMENTATION

Applications for Discretionary Relief must be accompanied by the following documentation.

1. Child Protection Policy (if relevant)
2. Copy of the Memorandum and Articles of Association or the Rules of Association
3. Copies of independently examined accounts (profit and loss) and balance sheets for the last two years

Please note recent accounts will be required to support an application and these must be at the most local level of operation. National account or accounts for a parent organisation will not normally be considered unless they are most local.

GUIDANCE NOTES

Mandatory Rate Relief for Charities

Allows 80% charitable rate relief to be awarded, providing the ratepayer is a charity (or trustees for a charity) and the property is used wholly or mainly for charitable purposes. 'Charity' means an institution or other organisation established for charitable purposes only. The charity does not need to be registered.

Discretionary Rate Relief

Although charitable organisations are eligible for 80% mandatory relief, this relief can be topped up by up to **20% Discretionary relief** thereby awarding 100% relief.

Where the organisation does not qualify for Mandatory Relief, the Council is still able to consider awarding discretionary relief. The Council has the discretion to award relief of up to **100%** to certain non-profit making organisations.

Applications may be by organisations occupying a rated property, which is not established or conducted for profit and whose main object is:-

- (a) Charitable, philanthropic, religious or concerned with education, social welfare, science
- (b) A club, society or other organisation established and conducted wholly or mainly for recreation purposes.

Entitlement to Discretionary Rate Relief is reviewed annually. The Local Authority is required to give a full financial year's notice before any award of Discretionary Rate Relief is cancelled.

N.B. Groups/organisation who deal with young people (aged 17 or under) must have a child protection policy in place to qualify for Discretionary Rate Relief.

General Guidelines for obtaining Discretionary Relief

- Organisations must provide a clear and precise statement on how they contribute towards Arun's priorities in order to be considered.
- Organisations must be able to demonstrate that they encourage access by particular groups in the local community e.g. young people, vulnerable, disabled.
- It is unlikely that an application for Discretionary Rate Relief will be successful where the accounts of that organisation reveal surpluses of income over expenditure or substantial general reserves in excess of one year's operating costs that are not set against a specific project to be spent over the next few years.
- It will be expected that all sports and leisure clubs will be registered with the Her Majesty's Revenue & Customs as a Community Amateur Sports Club (which entitles them to the 80% Mandatory Rate Relief). Therefore sports and leisure clubs will only receive a proportion of the 20% Discretionary Rate Relief.
- National or Regional Organisations who run commercial enterprises such as shops will have to demonstrate how its charity benefits the residents of Arun. A statement may have to be provided as to how proceeds go to support named local charities.
- Applications for Discretionary Relief must also be accompanied by the following documentation.
 1. Child Protection Policy (if relevant)
 2. Copy of the Memorandum and Articles of Association or the Rules of Association
 3. Copies of independently examined accounts (profit and loss) and balance sheets for the last two years

Determining the level of relief

When determining the level of relief, if any, that is awarded, the Council will consider each application under one of the following four categories:

Category 1 – Charitable organisations currently receiving core grant funding from Arun

Will be awarded the following:

- a) 80% Mandatory Relief
- b) 100% of the remaining 20% Discretionary Relief

Category 2 – Community organisations that provide open access to their premises and do not charge or charge a minimal membership fee

Will be awarded the following:

- a) 80% Mandatory Relief
- b) A maximum of 75% of the remaining 20% Discretionary Relief

Category 3 – Organisations that provide restricted access to their premises and/or charge a membership fee

Will be awarded the following:

- a) 80% Mandatory Relief
- b) A maximum of 25% of the remaining 20% Discretionary Rate Relief

Category 4 – Non-Profit Organisations, Community Interest Companies, Clubs and Societies (with no charitable status)

Will be awarded the following;

- a) Not eligible for Mandatory Relief
- b) A maximum of 75% of the total rate bill (Discretionary Rate Relief)

Applications from categories 2,3,and 4 will be scored as follows:

Criteria	Percentage %
Open access to premises – free or minimal entrance fee for all	50%
Meeting Arun District Council's priorities	Up to 15%
Actively encourages particular groups in the community e.g. young people, vulnerable, disabled	Up to 10%

What happens next?

The form should be completed and returned to: Arun District Council, Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF. If you have any queries regarding the application form please telephone the Revenues Section on 01903 737752 or email revenues.benefits@arun.gov.uk