CASTLE POINT BOROUGH COUNCIL

Business Rates - Relief for non-profit making organisations and other bodies
Local Government Finance Act 1988

Explanatory Notes

Discretionary Relief
Discretionary relief may be granted by the Council if the qualifying conditions are satisfied.

Details of these Reliefs are as follows:

<table>
<thead>
<tr>
<th>Property Eligible for Rate Relief</th>
<th>Type of Relief</th>
<th>Amount of Relief</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 All or part of the property is occupied for the purposes of one or more bodies which are not established or conducted for profit but whose main objects are: charitable; or philanthropic; or religious; or concerned with education, social welfare, science, literature or the fine arts. <strong>Complete sections 1 to 4 only and questionnaire</strong></td>
<td>Discretionary</td>
<td>Up to 100%</td>
</tr>
<tr>
<td>2 The property is wholly or mainly used for purposes of recreation and all or part of it is occupied for the purposes of a club, society or other organisation not established or conducted for profit <strong>Complete sections 1 to 4 only and questionnaire</strong></td>
<td>Discretionary</td>
<td>Up to 100%</td>
</tr>
<tr>
<td>3 The property is occupied and provides significant benefit to the residents of the borough <strong>Complete sections 1 &amp; 5 only</strong></td>
<td>Discretionary</td>
<td>Up to 50%</td>
</tr>
</tbody>
</table>
Section 1
Application form to claim relief under Sections 47 of the Local Government Finance Act 1988.

Name of Organisation or Business:

Correspondence Address:

Details of property for which relief is claimed
(Please complete a separate form for each property)

<table>
<thead>
<tr>
<th>Address</th>
<th>Description</th>
<th>Date of Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ref No:
**Section 2**

**Details of Organisation:**

<table>
<thead>
<tr>
<th>a) What are its main objects and purposes?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>d) Please name any charity or other organisation to which it is affiliated or has links.</td>
<td></td>
</tr>
<tr>
<td>e) Is it established or conducted for profit?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>f) Please describe the catchment area from which your membership is drawn</td>
<td></td>
</tr>
<tr>
<td>g) Please state the numbers of members:</td>
<td></td>
</tr>
<tr>
<td>i) Resident in Castle Point</td>
<td></td>
</tr>
<tr>
<td>ii) Resident outside Castle Point</td>
<td></td>
</tr>
</tbody>
</table>

**Section 3**

**Details of Property:**

<table>
<thead>
<tr>
<th>a) Is the property occupied?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) How is the property used (or intended to be used)?</td>
<td></td>
</tr>
<tr>
<td>c) If used for any purpose(s) other than those of the applicant please give details</td>
<td></td>
</tr>
<tr>
<td>d) Are the premises licensed for the sale of alcoholic beverages?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>e) Are the premises available for hire?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>f) Are admission charges made?</td>
<td>Yes/No (If yes please give details)</td>
</tr>
</tbody>
</table>
Section 4

Supporting Information

Please enclose the following (if applicable):

1) A copy of the constitution or rules of the organisation.
2) A copy of the audited accounts and balance sheet for the last two years.
3) Any other information which you wish to submit in support of your application

I certify that the details given in this form are correct

Signed: 

Date: 

Name: 

Address (if different to correspondence address above):

Position within organisation:

Daytime telephone number:
Section 5
Notes

Applications for discretionary rate relief which fall outside of the criteria for charities or non profit making organisations will be determined as below:

- The ratepayer **must not** be entitled to mandatory rate relief;
- The ratepayer **must not** be an organisation that could receive relief as a non profit making organisation or as a sports club or similar;
- The ratepayer **must** occupy the premises (no discretionary rate relief will be granted for unoccupied premises);
- The premises and organisation **must** be of _significant_ benefit to residents of the borough;
- The premises and organisation **must** relieve the Borough of providing similar facilities;
- The ratepayer **must**;
  i. Provide facilities to certain priority groups such as elderly, disabled, minority groups, disadvantaged groups; or
  ii. Provide _significant_ employment or employment opportunities to residents of the borough; or
  iii. Provide the residents of the borough with such services, opportunities or facilities that cannot be obtained locally or are not provided locally by another organisation;
- The ratepayer **must** demonstrate that assistance (provided by the discretionary rate relief) will be for a _short time_ only and that any business/operation is financially viable in the medium and long term; and
- The ratepayer **must** show that the organisation will comply with all legislative requirements and operate in an ethical, sustainable and environmentally friendly manner at all times.

Where a ratepayer can demonstrate that all of the above criteria are met, relief can be granted at a level of up to 50% for a period of one year. The relief can be extended to additional years in exceptional circumstances.

_Please supply a written submission supporting your application, along with any supporting documentation._

Completed Applications

Return completed applications to:

Head of Housing and Communities (Dept CT)
Castle Point Borough Council
PO Box 15
**Benfleet**
Essex SS7 1AY
Questionnaire: Assessment of Discretionary Relief from Business Rates

Please write clearly in capital letters

Club or Organisation:
Address of Property:

Membership

1 Total membership: 
5 No. of junior members: 

2 No. of participating members: 
6 No. of disabled members: 

3 No. of social members: 
7 No. of retired members: 

4 No. resident in Castle Point: 
8 Membership fee

Facilities

1 Were your premises funded without grant or Council assistance? Yes No 
3 Do you receive a grant for your premises? 

2 Did you partly fund your premises without grant or Council assistance? Yes No 
4 Do you provide coaching for new members? 

If 'Yes', what percentage? %

5 Do you provide coaching for existing members?

General

1 Can anyone join your club? Yes No 

2 If 'No', what are the restrictions? 

3 Are you a member of the Sports Advisory Council? Yes No
4  Do you:
  a. run a bar? Yes ☐ No ☐ If 'Yes', give the net trading profits: £
  b. have gaming machines? Yes ☐ No ☐ If 'Yes', give the net trading profits: £
  c. let out the premises? Yes ☐ No ☐ If 'Yes', give the net trading profits: £

5  How are these profits utilised?

6  Do you make payments to members or players (eg 'appearance money')? Yes ☐ No ☐

Signed: __________________________  Date: __________________________
Name: __________________________  Position: __________________________