



Application for mandatory rate relief – guidance and form

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Please read the guidance notes below, complete the relevant sections and return the signed form to:

Director of Finance
PO Box 4010
London
SW1E 6QY

MANDATORY RATE RELIEF – GENERAL (ALL APPLICATIONS):

Please complete sections A & B and sign Section D of the application form overleaf.

If your application includes an earlier period when the premises remained unoccupied, please ensure that you confirm the date of occupation and both account numbers.

If your organisation is registered with the Charity Commissioners then please submit, in support of your claim, a copy of the Index Slip which states the object of the charity. Please note that registration with the Inland Revenue, for the purposes of tax relief, does not necessarily satisfy the requirements for rating relief.

If your organisation is **not** registered with the Charity Commissioners, would you please provide me with a copy of your aims and objects together with your latest set of accounts.

Please ensure that columns 1-7 are completed on Section B of the application form, including details of all premises for which mandatory rate relief is being claimed.

MANDATORY RATE RELIEF – (FOR SHOPS)

If any of the premises in section B are shops please also complete Section C of the application form confirming:

- 1) What percentage of the goods sold are donated?
- 2) To what use are the proceeds of the sale of the goods applied?

Section A: Organisation details

Name of organisation claiming relief	
Registered charity? Yes <input type="checkbox"/> No <input type="checkbox"/> Please tick as appropriate	If yes , please supply Registration Number; If no , please state on what authority the organisation is exempt from registration with the Charity Commissioners.
Name, address and contact details for future correspondence	

SECTION B: Premises for which rate relief is being claimed

1	2	3	4	5	6	7
REFERENCE NUMBER	OCCUPIED/ UNOCCUPIED (INCLUDE RELEVANT DATES)	ADDRESS	DESCRIPTION	RATEABLE VALUE	USE OF PREMISES	IF USED BY ANY OTHER ORGANISATION PLEASE GIVE DETAILS

If you are completing this form in respect of a claim for mandatory rate relief for a shop, please complete Section C, otherwise go straight to section D

Section C: Mandatory rate relief for shops

What percentage of goods are donated?	To what use are the proceeds of the sale of goods applied?
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Section D: Certification

I certify that to the best of my knowledge and belief the details provided above are correct.

Signature: Date:

Capacity in which signed: