City of Westminster

**National Non Domestic Rate**

# Discretionary Relief for Non Profit Organisations

**APPLICATION PACK**

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Application Form

Checklist

# Notes

* **Please enter all financial sums in round pounds.**
* **If your financial year does not run from 1 April to 31 March please indicate and enter details on the form.**
* **Please send all the items listed in the checklist when returning your form.**
* **If you need to use additional sheets please ensure they are clearly marked and securely linked to the appropriate section where possible.**
* **Please use black ink as your application form may need to be photocopied.**

**City of Westminster**

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| **APPLICATION FOR DISCRETIONARY RATE RELIEF**  **FROM NON PROFIT ORGANISATIONS** |

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Section One - Organisation Information

Section Two - Service Information

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| Please send a copy of your completed form, together with a copy of your annual report and accounts for the last complete financial year to:  [westminster.nndr@secure.capita.co.uk](mailto:westminster.nndr@secure.capita.co.uk)  or by post to Westminster NNDR, PO Box 187, Erith, DA8 9EY  Please also enclose a copy of your Constitution, Memorandum and Articles of Association or Trust Deed (as appropriate). Please use black ink to complete the form |

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If you have any questions about the form, or discretionary relief in general, please contact Karen Way in the Revenues & Benefits Team on (020) 7641 3464 or at [kway@westminster.gov.uk](mailto:kway@westmionster)

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| **S1. Section One - Organisation Information** |

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| --- | --- | --- | --- |
| 1. Name of organisation: | | | |
| 2. Name of correspondent:  Position in organisation: | | | |
| 3. Property address(es) to which application for relief relates:  (Please include rate account reference number if known) | | | |
| Telephone: |  | Email: |  |
| 4. Address for correspondence (if different from 3): | | | |
| Telephone: |  | Email: |  |
|  | | | |
| 5. Is your organisation a limited company? YES / NO    Company registration number if applicable: | | | |
| 6. Is your organisation a registered charity? YES / NO    Charity registration number if applicable: | | | |
| 1. Does your organisation receive mandatory relief YES/NO   on the property(ies) listed in 3 above? | | | |

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| **S2. Section Two – Service Information** |

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| 1. Aims of the organisation: | |
| 2. Geographical area(s) served: | |
| 1. a) Do you provide a direct service to clients from the premises   for which you are applying for relief? YES/NO  If not, for what purpose(s) are the premises used?  b) Are the premises used as a charity shop?  c) Are the premises the administrative offices of a national organisation? | |
| 4. What proportion and how many of your clients live in Westminster? | |
| 5. Details of opening hours when service is available to users. Please use a separate sheet if necessary | |
|  | |
| 6. a)Use of Services, (e.g. number of visits, enquiries, members etc. Please state how many of these are for Westminster residents) | |
| b) What benefit does the service bring to Westminster residents, the local area and /or the local community? | |
| 7. What objectives have you met or do you expect to achieve for this year and in relation to the year to which the application for relief relates, if different.  8. Do the premises have a commercially operated bar serving alcohol? | |
| **S3. Section Three – Subsection of S47 of Local Government Finance Act 1988 under which you are applying** |

You may need to provide some of the information requested in this section on separate sheets of paper. Please ensure that all loose sheets are clearly numbered and securely attached to this section of the application form.

Under S47 of the Local Government Finance Act 1988 the City Council may consider applications for discretionary relief if:

1. all or part of the hereditament is occupied for the purposes of one or more institutions or other organisations:
2. none of which is established or conducted for profit and
3. each of whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or
4. the hereditament :

(i) is wholly or mainly used for purposes of recreation, and

(ii) all or part of it is occupied for the purpose of a club, society or other organisation not established or conducted for profit.

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| 1. Under which subsection, a), or b), above are you applying?   2. Please state how the services you provide meet the criteria of the relevant subsection above.   1. 3. Please give details of the grounds for your request for relief: 2. Please state the amount (%) of relief you are applying for: (ie up to 20% additional relief if you already receive mandatory relief of 80%, or up to 100% in other cases) |

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| 5. Please give details of any grant(s) you already receive or have applied for from Westminster City Council.  5a. Please provide details of any other grants or funding: |
| 6.Please provide details and contact names within the City Council if your organisation provides services or works in conjunction with any of the Council’s Services: |
| 7. Please give details of any additional services or benefits that your organisation provides to Westminster and the local community that have not so far been described, but that you would like to be considered as part of this application:  8. Does the organisation provide any facilities that may relieve the Council from doing so, or enhance and supplement services provided by the Council?  9. What is the organisation’s annual audited income? |

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| **S4. Section Four - Staff Information** | | | | | | |
|  | | | | | | |
|  | | Number of Staff | | Current year staff costs | Estimates for next year staff costs |
| Full time | |  | |  |  | |
| Part time | |  | |  |  | |
|  | |  | |  |  | |
| Volunteers | |  | |  |  | |
| Total | |  | |  |  | |
|  | | | | | | |
|  | |

**CHECKLIST:**

I enclose as part of our discretionary relief application:

TICK BOX

Completed application form [All four sections]

Copy of our annual report

Copy of our last full set of accounts

Copy of our Constitution, Memorandum and

Articles of Association or Trust Deed as appropriate