



**APPLICATION FOR A NON-PROFIT MAKING ORGANISATION
FOR 80% MANDATORY RELIEF
Guidance Notes**

Torbay Council allows that premises occupied by a non-profit making organisation can qualify for 80% rate relief, provided that they are a registered Charity, Community Amateur Sports Club or any non-profit making organisation that falls within the categories below. These categories on non-profit making organisations eligible to apply for this relief are prescribed by law as an:-

- (a) Institution or other organisation whose main objectives are philanthropic or religious or concerned with social welfare, science, literature or the fine arts, or,
- (b) Club, society or other organisation occupying premises for the purpose of recreation, and
- (c) Organisation not set up or run to make a profit
- (d) Registered with the Charities Commission or the Inland Revenue as a Community Amateur Sports Club

If you qualify for the 80% mandatory relief we will consider a claim for the remaining 20% of your bill by way of a discretionary relief. This will require you to complete another application form as well as providing supporting evidence requested on the form, such as:

- (a) The last 3 years audited accounts.
- (b) A statement or document containing the organisations constitution and main purpose and objectives.

Any queries or you would like to discuss applying for mandatory or discretionary relief please contact: Business Rates, Revenue Office, Town Hall, Castle Circus, Torquay, TQ1 3DS, or email: business.rates@torbay.gov.uk. Alternatively you can telephone the council on 01803 207207

Mandatory Charity Relief Application Form

Please provide your:

- Business rates account number

- Property reference number

This information can be found on your business rates bill

Section 1

Name and address of your organisation:

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Daytime telephone Number:

Email address

Contact name:

Please provide your Charity Reg. Number:

(if you are registered charity then you will automatically receive 80% mandatory relief)

If your organisation is a CASC, your Inland Revenue Reg. Number

and please send in a copy of your registration letter.

(if you are registered CASC then you will automatically receive 80% mandatory relief)

Name and address of where you are claiming the relief for (if different from above):

Name of occupier:

Property address:

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Do you occupy the property at the moment?.....

If not then when do you intend to occupy?.....

Do you own or lease the property?.....

If leased, who are your landlords?

Name:

Address:

Section 2

If you are NOT either a registered charity or a CASC you may still qualify for either Mandatory and/or Discretionary Relief. (You will need to complete a separate application form for discretionary relief). To aid the Council in making a decision can you please answer the following:

What are the main objectives and aims of your organisation and please provide a copy of your organisations written constitution:

How long has your organisation been in existence? yearsmonths

Have you another business rate account either in Torbay or in another area, and if so can you please provide the address:

I declare the information I have given on this form is correct and complete.

Signature: _____

Capacity: _____

Date: _____

For Office Use
Decision:
Signature:
Signature:
Authorised:.....