



**APPLICATION FOR A NON-PROFIT MAKING ORGANISATION
FOR UP TO 100% DISCRETIONARY RELIEF
Guidance Notes**

Premises occupied by a non-profit making organisation can qualify for up to 100% rate relief, at the discretion of Torbay Council. Each organisation will need to show why they deserve financial assistance from the Council. Each application will be judged on its own merits, but will need to show and provide in detail their contribution to the inhabitants of Torbay exclusively.

The categories on non-profit making organisations eligible to apply for discretionary 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) Not set up or run to make a profit

There are different levels of discretionary relief that can be awarded; these are 25%, 50%, 75% and 100%. If you are already in receipt of the 80% mandatory relief we will consider your claim for the remaining 20% of your bill. It is therefore important that all questions are answered on the attached application form, as well as the supporting evidence is provided, such as:

- (a) Your latest audited accounts.
- (b) A statement or document containing the organisations constitution and main purpose and objectives.

If you have any queries or if you would like to discuss applying for 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

Discretionary Charity Relief Application Form

Business rates account number

Property reference number

Address of relevant property

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Section 1

Name and address of your organisation:

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Daytime telephone Number:

Email address

Contact name:

Section 2

To aid the Council in determining what level of discretionary relief you may be awarded please answer the following:

Are you applying for the 20% top-up relief Yes No

Do you occupy the property at the moment? Yes No

If not then when do you intend to occupy?

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

If leased, who are your landlords?

Name:

Address:

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

If the property is a retail outlet, what percentage of the stock has been donated?%

Are the proceeds from sales, after deduction of expenses,
used for the purpose of the charity? Yes No

Please state what percentage of funds collected locally are spent in Torbay %

If the property is not a retail outlet then please provide details of where your funds are derived from:

Are there any parts of the property that are NOT used by the organisation can you please provide details:

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

Signature: _____

Capacity: _____

Date: _____

For Office Use
Decision:.....
Level of Relief:
Signature:
Signature:
Authorised:

Please return this application form with your most recent audited accounts for your organisation, or, if you do not have these, then please provide your latest draft accounts. Please note that any award of this relief will be for a maximum of 3 years at which time you will be asked to re-apply.