

Discretionary Relief 'Top Up' Application Form

Please complete all information on this form and send it to the Business Rates Team,
Council Offices, PO Box 304, Ashton-under-Lyne, Tameside, OL6 0GA
Contact telephone number: 0161 342 2045

Name of organisation			
Contact Details	Telephone Number:		
	E-mail Address:		
Address of property for which relief is claimed			
Business Rates Reference			
What is the type of Organisation? (Registered Charity or Registered Community Amateur Sports Club)	Registered Charity <input type="checkbox"/>	Charity Number: _____	
	Registered CASC <input type="checkbox"/>		
When did this organisation first occupy this property? (DD/MM/YYYY)			
If the organisation is exempt from registration, please state grounds			
What is the property used for?			
Which of the following Categories best describes your organisation? (Please tick)	<ul style="list-style-type: none"> • Scouts, Guides, Cadets or Youth Club <input type="checkbox"/> • Community scheme (community transport, residents associations, volunteer organisations) <input type="checkbox"/> • Support Scheme (advisory, supporting training, counselling) <input type="checkbox"/> • Charity sports clubs <input type="checkbox"/> • Local based charities with charity shops <input type="checkbox"/> 		
Does the property have a Rateable Value of £18,000 or less?	Yes	State RV (if known)	No
			State RV (if known)
	If above £18,000 the property will not qualify for relief		
Please state what right you have to occupy the property (Please tick)	<ul style="list-style-type: none"> • The organisation owns the freehold of the premises <input type="checkbox"/> • The organisation owns a long leasehold of the premises (21 years or more) <input type="checkbox"/> • The organisation rents the premises from a landlord <input type="checkbox"/> • The organisation has no formal right to occupy the premises <input type="checkbox"/> • Other (please state): 		
If the organisation rents this property, please give the landlords name, address and telephone number			

Is the property occupied (or partly occupied) by any other person or organisation? If yes, please give full details	
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Evidence Check List (If the below information is not provided your application will be invalid)		Please Tick
1.	Evidence that the organisation provides significant benefit to Tameside residents	
2.	Copy of Memorandum and Articles of Association	
3.	Copies of Audited Accounts and Balance Sheets for the last 2 years	

Declaration

I confirm that the information provided to the Council is accurate and complete. I understand that false information may invalidate any relief awarded and may lead to further action against the organisation and the person signing the form.

Signature		Print name:
Position in Organisation		
Date		
Correspondence address for Organisation		

I UNDERSTAND THAT THE AUTHORITY UNDERTAKES REGULAR INSPECTIONS OF PREMISES WHICH HAVE BEEN AWARDED RATE RELIEF
