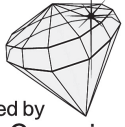


Crystal
Mark
14724

Clarity approved by
Plain English Campaign



ABERDEEN CITY COUNCIL

www.aberdeencity.gov.uk

Business Rates

Aberdeen City Council

Business Hub 16

Marischal College

Broad Street

Aberdeen AB10 1AB

Phone: 01224 346146

E-mail: businessrates@aberdeencity.gov.uk

Application for charitable rates relief

You should fill in this form if you are a charitable or non-profit-making organisation or sports club wanting to claim rates relief to reduce the amount you have to pay. There are two types of relief - mandatory and discretionary.

Mandatory relief - this can be considered for any property which is used by a charitable organisation.

Discretionary relief - extra relief can be considered for those organisations that are already eligible for mandatory relief. This extra relief is normally 20% of the rates charge and when combined with mandatory relief (80%) will cancel any charge.

Discretionary sports club relief - up to 100% relief can be considered for sports clubs or organisations which are involved in sporting activities.

If you think you are entitled to charitable or sports club relief, please answer the questions on this form. Once you have done so, return the form to the address shown above.

We may not be able to grant mandatory or discretionary rates relief in all cases. If you want to discuss this or need any other help in filling in this form, please contact us at the address shown above.

For help with language or interpreting and other kinds of communication support, please contact 01224 346 146.

ভাষা/ইন্টারপ্রেটিং এবং অন্যান্য ফরমেটের যোগাযোগ সাহায্যের জন্য দয়া করে :01224 346 146 নম্বরে যোগাযোগ করবেন।	للحصول على مساعدة بخصوص اللغة/ الترجمة و وسائل الاتصال الأخرى، الرجاء الاتصال بالرقم التالي: 01224 346 146
如果需要語言/傳譯及其他形式的傳訊支援服務，請聯絡:01224 346 146。	زبان / ترجمانی (انٹرنیٹنگ) میں مدد اور اپنی بات دوسروں تک پہنچانے میں مدد کی دوسری طرزوں کیلئے، براہ کرم اس نمبر پر رابطہ کریں : 01224 346 146
Если требуется помощь при выборе языка / переводчика или других способов общения, звоните по телефону: 01224 346 146	Jeśli potrzebujesz pomocy językowej / tłumacza lub innej pomocy w porozumiewaniu się, proszę zadzwonić pod numer: 01224 346 146
Jei jus turite sunkumu su kalba/ vertimu ar kitomis bendravimo formomis, skambinkite 01224 346 146.	Lai saņemtu palīdzību sakarā ar valodu/tulkošanu un citiem iespējamiem komunikāciju atbalsta formātiem, lūdzu zvanīt 01224 346 146.

Account reference

Application for charitable rates relief

You should fill in all the parts of this form which are relevant to you. We may ask for more details to check any information you give.

Section A - Your organisation

1 The name of your organisation

Are you applying for:

charitable relief?

sports club relief?

2 Please give a brief description of the aims of your organisation.

3 Is your organisation a registered charity?

Yes

No

If 'Yes', what is its charity number? _____

If 'No', is it a non-profit-making organisation?

Yes

No

4 Please give details about yourself.

Your name _____

Your position in the organisation or club _____

Phone number _____ E-mail address _____

Section B - Your property

1 What is the address of the property you are claiming relief for?

2 When did you start using the property? _____

3 What is the property used for?

4 If you are claiming charitable relief, is any part of the property used for meeting with or dealing with your clients?

Yes

No

If 'Yes', please give details. _____

5 If you are claiming charitable relief, do you use the property for:

education?

training?

research?

none of these?

6 If you have moved to this property from another, please give the address of your old property.

7 Are you still using your old property?

Yes

No

Section C - Sports activities only (if you are not applying for rates relief for sports activities, please go to Section D over the page)

1 Please give a breakdown of the number and types of members of your club (ordinary, honorary and so on).

2 Is membership of the club open to everyone? Yes No

If 'No', please say why not. _____

3 Are there any restrictions for a particular type of member? Yes No

If 'Yes', please give details. _____

4 Is there a waiting list to join the club? Yes No

If 'Yes', how many people are on the list? _____

Please also tell us if there is a waiting-list fee and what this costs. _____

5 Are the assets of the club owned by all the ordinary members? Yes No

6 Does the club have a licence to sell alcohol? Yes No

If 'Yes', please tell us how much the bar makes each year after deductions. _____

Is selling alcohol the main reason for why the club exists? Yes No

7 When is the bar open? Club events only All the time

8 Is the property available at any time for public sessions (for example, visits by schools, community groups and so on)? Yes No

9 Is training or coaching given to young people in the club? Yes No

If 'Yes', please give details. _____

10 Is the club funded mainly through membership subscriptions? Yes No

If 'No', please tell us the main source of funding. _____

11 What are the current subscription rates? _____

12 By how much has your income been above or below your spending for the last three years?

Year _____	Year _____	Year _____
Above <input type="checkbox"/> by £ _____	Above <input type="checkbox"/> by £ _____	Above <input type="checkbox"/> by £ _____
Below <input type="checkbox"/>	Below <input type="checkbox"/>	Below <input type="checkbox"/>

13 If your club is a member of or officially connected to a national governing body, please give details.

14 We actively encourage the public to take part in all forms of sport. Our policy is to promote equal opportunities for all individuals no matter what their race or sex. Does your club currently have an equal-opportunities policy?

Yes No

Section D - Supporting documents

To allow us to deal with your application for rates relief, we need to see copies of at least three of the following documents.

If you have already sent us an application for charitable or sports club relief for another property in Aberdeen within the last year, you do not need to send any documents. Please tick the relevant box below.

Yes, I **have** claimed relief in the last year so will not need to send documents.

No, I **have not** claimed relief in the last year so I will need to send in the following documents.

	Sent	Will send
A memorandum of association of the organisation or club	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's (or club's) constitution (set of rules)	<input type="checkbox"/>	<input type="checkbox"/>
A charity recognition letter (send us a photocopy, not the original)	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's latest accounts	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's latest annual report	<input type="checkbox"/>	<input type="checkbox"/>
Promotional materials	<input type="checkbox"/>	<input type="checkbox"/>

Without these documents, we cannot deal with your application. If you cannot send those now, please tell us when you are likely to send them. _____

Section E - Changes to the amount of rates you will pay

Once we have received your application (and other documents we need), we aim to deal with it within 14 working days. If you have already received a full rates bill, you **should not make any payments** until we let you know how much relief you are entitled to.

- If you are entitled to full relief, we will send you a letter confirming this.
- If you are **not** entitled to full relief, we will send out a revised bill. You should then arrange to pay the amounts given on the revised bill.

The amount of relief you get is reviewed every year. We will send out a letter before April of each year asking you to confirm that you are still using the property and that other details have not changed.

If we do not get a reply to our letter, we will cancel your relief from the start of the new financial year. We will then send you a full rates bill. You can then ask for us to start paying relief again but you must do so within three months of the bill being sent out.

Please tick that you have read and understood the above.

Section F - Declaration

Before signing and returning this form, please read the following.

The information I have given is true and accurate.

I give you permission to make any necessary enquiries to check the information I have given.

I understand that if I give false information, you may immediately stop paying my relief.

I have sent you the forms asked for in section D.

Signature _____ Date _____