

NVERCLYDE COUNCIL

Application for Mandatory and/or Discretionary Relief

INTRODUCTION

Mandatory Relief and/or Discretionary Relief may be awarded if a property is occupied by an organisation which is not established or conducted for profit, and whose main objects are charitable or are otherwise philanthropic or religious, or concerned with education, social welfare, science, or literature or the fine arts.

Discretionary relief can also be considered for those organisations that are already eligible for Mandatory Relief. An award of discretionary rates relief of up to 20% of the rates charge may be made therefore allowing up to 100% relief.

Discretionary relief of up to 100% is also considered for non-profit making organisations.

Any decisions made regarding your application will be in accordance with the Non Domestic Rates Local Government (Financial Provisions etc) (Scotland) Act 1962.

HOW TO APPLY

This application form should be completed by the ratepayer claiming rates relief. The form should be completed in **BLOCK CAPITALS and BLACK INK**. All sections of the form should be completed. Inverclyde Council may request additional information to substantiate information provided and to validate any claim for relief.

To qualify, the following conditions must be met:

- The organisation must use the property in the fulfilment of its aims and objectives;
- If the applicant is a charitable organisation, it must be registered with the Office of the Scottish Charity Regulator (OSCR);
- All requests for relief from Inverclyde Council must be made on this application form and;
- A separate application must be made for each property.

SECTION 1 – YOUR ORGANISATION

Name of Organisation.....

Correspondence Address

.....

.....

SECTION 2 – PREMISES FOR WHICH RELIEF IS SOUGHT

Premises Address

.....

.....

Non Domestic Rates Account Number

SECTION 3 – WHAT IS THE PROPERTY USED FOR

When did the organisation start using this property?

Please describe fully all the uses to which the property is put including use by people or organisations other than the applicant.....

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Is the property occupied by an organisation which is registered with the Office of the Scottish Charity Regulator (OSCR)?

YES NO

(If “YES” please enclose a copy of the Registration Document showing the SC Registration Number along with a copy of the Constitution or Memorandum and Articles of Association and a copy of the latest set of audited or examined accounts)

Is the property occupied by a non-profit making Organisation, which is not a Registered Charity?

YES NO

(Please forward a copy of the Constitution or Memorandum and Articles of Association and a copy of the latest set of audited or examined accounts)

If used as a Charity Shop, are goods on sale mainly donated?

If used as a Charity Shop what percentage of your stock is purchased **new** each year for reselling? %

Please give details of the new stock you sell.....

.....

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Are all proceeds given to Charity? YES NO

Is your application for Mandatory Relief Discretionary Relief Both

SECTION 4 - DATA PROTECTION STATEMENT

The Council collects information for the purposes of administering rates relief. The information we collect will be held on computer and may be used for any purposes the Council has registered under the Data Protection Acts. We may check information provided by you, or information provided by a third party, with other information held by us.

We may also obtain information about you from certain third parties, or give information to them, to check the accuracy of the information; to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other local authorities or government bodies.

We will not disclose information about you to anyone outside the Council unless the law permits us to do so.

SECTION 5 – DECLARATION

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

I/we have read the Council’s Data Protection Statement given above and understand if I/we give information that is incorrect or incomplete, or fail to report any changes, which might affect my/our Rate Relief, I/we may be prosecuted.

Signature

<p>Company Stamp</p>

PRINT NAME

Date

Tel.Number

E-mail

If you have any questions about this for, or you wish to discuss its contents, please contact us.

**Inverclyde Council, Revenues & Benefits Services, Municipal Buildings, Clyde Square, Greenock PA15 1LX
Telephone: 01475 712270 Email: rates@inverclyde.gov.uk**

FOR OFFICIAL USE ONLY

All questions completed? **YES** **NO**

All documentation enclosed? **YES** **NO**

Does organisation qualify for mandatory relief? **YES** **NO**

Does organisation also qualify for discretionary relief? **YES** **NO**

Date relief awarded from/...../.....

Authorised by Date