



## DISCRETIONARY RATE RELIEF APPLICATION

<b>Name of Organisation:</b>	
<b>Property Relief being Claimed for:</b>	
<b>Business Rate Account Number:</b>	

**Please read the attached policy document before completing this application form to confirm that you are entitled to apply.**

### Sports Clubs

1) Have you applied for CASC status Y/N

If yes please provide your registration number

2) If you have been refused please provide a copy of the letter from HMRC refusing your request.

### Charity Shops

For applications determined on or after 1/4/2013, please note that no premises occupied by charity shops will be granted "discretionary" rate relief.

### Non-Sports Clubs & Sports Clubs refused CASC status

1) Please provide a copy of documents which confirm that it is a non-profit making organisation, a copy of the most recent accounts and a statement to support the application for DRR.

2) Is membership open to all sections of the community Y/N

If no, please explain any restrictions below:-

3) Please provide details of what your organisation does to actively encourage membership from those who have protected characteristics and how your organisation fosters good relationships between those who share a relevant protected characteristic and those who do not. (Please continue on a separate document if necessary)

4) Please provide details of how the facilities your organisation provide are shared with non-members in the community. If this is not possible please explain briefly why.

5) Please advise what percentage of the membership live within the borough.

6) Please explain what facilities your organisation provide which are for any users who fall into the protected characteristic groups (please continue on a separate document if necessary).

7) Please provide a statement on how you believe your organisation meets the requirements under provision of facilities as stated in the guidance notes.

8) Please provide a statement on how you believe your organisation provides facilities which support the aims of the Council's Community Strategy as stated in the guidance notes.

**Declaration**

**I certify that the information given in this application is true and correct to the best of my knowledge and belief. I understand that it is a criminal offence for a ratepayer to give false information when making an application for Discretionary Rate Relief and understand that giving false information may lead to prosecution. I agree to notify the Council promptly of any changes that may affect my entitlement to any reduction given under this application.**

Signature of the Ratepayer

Capacity of Person Signing  
(E.g. Director)

Date of signature

Contact Telephone Number	
Email	

**If the supporting evidence is not provided with your completed form, your request will not be processed until this is received.**

To submit your application you will need to:

1. Scan the completed form and relevant documents using either a scanner or taking a picture of it using your mobile phone.
2. Send the scanned/pictured image to your computer eg by email or text
3. Answer all the questions and then attach the image at [www.harrow.gov.uk/bratesevidence](http://www.harrow.gov.uk/bratesevidence)

## **IMPORTANT NOTES**

The period of relief if granted will be for one financial year only except where it is considered between 1<sup>st</sup> April and 30<sup>th</sup> September where consideration may be given to awarding relief for the previous financial year. Applications received after 30<sup>th</sup> September will only be considered from 1<sup>st</sup> April of that year or the occupation date if later.

Priority will be given to applications for current year support over backdating requests. The Council reserves the right to reject an application for previous years if insufficient budget exists without right to the Appeal process.

Relief will be cancelled if:

1. The applicant ceases to be the ratepayer
2. The property becomes empty or becomes occupied
3. The use of the property changes
4. The aims or objectives of the ratepayer change
5. The authority reviews the policy or the DRR budget is spent or cut
6. There is an increase in the amount of rates payable

Where relief is cancelled for any of the reasons from (2) to (4) above, a new application may be made straight away.

Where relief is cancelled for the reason (5), an applicant may make an application as soon as they may meet any new criteria adopted or in the following new financial year.

Where relief is cancelled for reason (6) above the decision will immediately be reconsidered and a new decision made, based on the new amount of rates payable.

Receipt of an application for relief will not negate in any way the ratepayer's right to pay the business rates as demanded.

## **RIGHT OF APPEAL**

There is no statutory right of appeal against a decision regarding discretionary rate relief made by the Council. However, the Council recognises that ratepayers should be entitled to have a decision reviewed objectively if they are dissatisfied with the outcome.

The Council agrees to abide by the following appeals process and aggrieved ratepayers should make an appeal in accordance with the process.

Ratepayers will be notified of the appeals process in writing at the time that they are notified of the outcome of their request for rates relief.

This appeals process does not affect a ratepayer's legal rights.