



APPLICATION FOR MANDATORY / DISCRETIONARY RATE RELIEF BY CHARITIES & NON-PROFIT MAKING ORGANISATIONS

Please complete sections 1 to 9 of this application. If there is not enough space in any of the sections to give full details, please continue on a separate sheet of paper marking clearly which section(s) your comments refer to.

When completed, this form should be returned to:

The Business Rates Section
Revenues and Benefits
Civic Offices
Euclid Street
Swindon
SN1 2JH

1. What is the name or title of your organisation?

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2. About the property:

What is the address?	
Who is the owner of the property?	
What is the property used for?	
Is the property used by other organisations for any other purposes? <i>If YES, please give details.</i>	YES / NO

3. About your organisation:

What are its main objects & purposes?	
Is the organisation a registered charity or Community Amateur Sports Club (CASC)? <i>If YES, please give the Charity or CASC number and enclose a copy of the registration document.</i>	YES / NO
If the organisation is not a registered charity but has charitable status, please give the grounds on which it applies or the reasons that it is exempt from registration.	
Is the organisation affiliated to any other organisations? If YES, please give details.	YES / NO

4. About your services:

Does your organisation provide services outside the Swindon Borough Council area? <i>If YES, please give details.</i>	YES / NO
Please provide details of the services your organisation provides solely to Swindon residents.	
How does your organisation support the Vision and Priorities of the Council, for the Swindon area? See: www.swindon.gov.uk/info/20028/open_data_and_transparency/952/our_vision_priorities_and_pl_edges	

5. If your organisation is a Club or Society with a membership, please complete this section:

Is membership open to all sections of the community? <i>If NO, please give details of the restrictions.</i>	YES / NO
Do you actively encourage membership from particular sections of the community? <i>If YES, please give details.</i>	YES / NO
What percentage of your members live within the Swindon Borough Council area?	
If your organisation is a Sports Club (or similar), how many members are playing / non-playing?	

6. If there is any other information you want to mention to support this application which has not been covered in the other sections, please give details here:

7. Check list of documents enclosed with this application:

Please ensure you provide the following documents to support your application (or whichever apply to your organisation) and tick the check list below to tell us which ones you have enclosed.

- A copy of your Charity or CASC registration document
- A copy of your Memorandum and Articles of Association
- A copy of your Constitution
- A copy of your Rules
- A copy of your last audited accounts
- Other (please specify).....

Please turn over

8. Please give the name, address and telephone number of your secretary (or other Officer) for correspondence or queries regarding this application:

Telephone number:	

9. Declaration:

I hereby declare that the details provided in this application are correct to the best of my knowledge and belief.

Signature:	
Capacity in which signed:	
Date:	

**Thank you for completing this application.
Please return it to the address shown on the front page.**

FOR SWINDON BOROUGH COUNCIL USE ONLY:

Rateable Value	

Date application received	
Date acknowledged	

Account number	
PRN	

RELIEF AWARDED:	
Relief commencement date	
Mandatory 80%	
Top-up 20%	
Discretionary 100%	
Authorisation	
Date	

RELIEF REFUSED:	
Reason	
Date	