



Castle House
Great North Road
Newark on Trent
NG24 1BY
Please contact: 01636 650000
e-mail: business.rates@nsdc.info

Our Ref:

Date: 11 September 2017

Insert Name & Address

Dear Sir / Madam

**RE APPLICATION FOR NON DOMESTIC RATE RELIEF FOR CHARITABLE AND
NON PROFIT MAKING ORGANISATIONS**

Please complete all sections and return to the address shown above:

Name of the organisation	
Address of the property concerned	
Is the organisation established / conducted for profit?	Yes / No
Is the organisation a charity	Yes / No
If Yes, please state the registration number	
If the charity is exempt from registration, please state why	
What percentage of the membership live in the District?	
What membership concessions are offered?	
What, if any, are the restrictions on membership?	
Do you provide any training courses	Yes / No
If yes, are they available to members only, affiliated members or to anyone?	

What benefits do the organisations objectives offer to the citizens of the District?	
Are there any bar facilities on the premises?	Yes / No
For what purpose is the property used?	
If the property is a charity shop, what percentage of the goods for sale have been donated to the organisation?	
If the property is used for any other purposes other than those of the organisation, please give details.	

Signed

Telephone Number

Capacity in which signed

Email Address
(where applicable)

Date

Important

If mandatory relief is applicable your bill will be reduced by 80%.

If discretionary relief is awarded, it can be up to 100% dependant upon certain criteria being met.

All applications for discretionary relief MUST be accompanied by the following documents,

1. A copy of the latest audited accounts.
2. A copy of the organisations memorandum and articles of association or its constitution and rules.

Any applications for discretionary relief cannot be considered until all the required documentation is received.

Yours faithfully



Mr P Ward
Business Manager – Revenues & Benefits