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Date issued:
Property Ref. No:
Property Description:
Account No:

Please write in BLOCK CAPITALS.

Any question that cannot be answered in the space provided should be answered on a separate sheet, which should be signed and dated by the applicant. If you would like more information or help with the form please contact the Control/NNDR Team at the above address.

**NON-DOMESTIC RATE
APPLICATION FOR MANDATORY AND/OR DISCRETIONARY RELIEF
FOR COMMUNITY AMATEUR SPORTS CLUBS**

When completed, please return the application to the Chief Council Tax and Benefits Officer at the above address.

Does this application relate to:

*(Please tick one or both boxes as appropriate – please see the **Guidance Notes** at the end of this form)*

(a) A claim for 80% mandatory rate relief under Sections 43 or 45 of the Local Government Finance Act 1988 **AND/OR**

(b) A request for the top up of 20% discretionary rate relief under Section 47 of the Local Government Finance Act 1988 (in addition to the mandatory relief)

1 (a)	Name or Title of Organisation:
1 (b)	Name and address of secretary or person responsible to whom future correspondence should be addressed: Telephone no. (in case of query): Post Code
2	Full address of premises in respect of which relief is sought:
3 (a)	Is the organisation registered as a community amateur sports club with HM Revenue & Customs for the purposes of Schedule 18 of the Finance Act 2002?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3 (b)	If YES, please give details opposite:	Registration No.
		Date of Registration

If NO, please note you must register as a community amateur sports club with HM Revenue & Customs for the purposes of Schedule 18 of the Finance Act 2002 in order to qualify for Community Amateur Sports Club rate relief. If you cannot register to qualify for Community Amateur Sports Club rate relief, you may wish to apply for Discretionary Charitable rate relief – please contact the Control/NNDR Team on 01443 863006 for details and the appropriate application form.

I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim.

Name (BLOCK CAPITALS) Signature

Capacity in which signed Date

Data Protection Act 1998

- The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:
- to establish liability to National Non-Domestic Rate (NNDR) and eligibility for other forms of statutory relief & allowances in relation to NNDR.
 - by authorised employees AND external bodies such as the Valuation Office Agency and tracing agencies for the purpose of management, administration and collection of NNDR.
 - data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 864322 or e-mail foi@caerphilly.gov.uk.

GUIDANCE NOTES

Sections 43 and 45 Local Government Finance Act 1988 - Mandatory Relief

Occupiers who are Community Amateur Sports Clubs and have been registered with HM Revenue & Customs for the purposes of Schedule 18 to the Finance Act 2002, and who use the hereditament **wholly** or **mainly** for the purposes of the club may qualify for 80% mandatory relief. (A hereditament is a building or other premises which is liable to a non-domestic rate and therefore shown in the rating list).

Sections 47 and 48 Local Government Finance Act 1988 -Discretionary Relief

Occupiers who are Community Amateur Sports Clubs and meet the above criteria for mandatory relief, may qualify for 20% Top Up rate relief.

Documentary Evidence Required In Support Of Your Claim

1. a copy of the Community Amateur Sports Club's Registration Certificate;
2. a copy of the written constitution/rules or memorandum and articles of association;
3. a statement giving full details of the activities and work carried out at the premises;
4. a certified copy of the latest accounts, including the balance sheet;
5. any other information or document the Council may require to form an opinion on the application.

FOR OFFICE USE ONLY

Date application received Submitted to P & R Committee on

Granted/Refused (*Delete as appropriate*) Percentage Granted

Effective Date Date Applicant Notified

Authorised by Date

Processed by Date

Forms are available in Welsh, other languages or formats on request.