Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG
Tel: 01443 863006
Fax 01443 864004
E-mail: nndr@caerphilly.gov.uk
Head of Corporate Finance
Nicole Scammell BA(Hons) ACMA

Tŷ Penallta
Parc Tredomen
Ystrad Mynach
Hengoed CF82 7PG
Ffón: 01443 863006
Ffacs 01443 864004
E-bost: nndr@caerphilly.gov.uk
Pennaeth Cyllid Corfforaethol
Nicole Scammell BA(Hons) ACMA

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

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 to be entitled to an 80% mandatory reduction of rates under Section 43(6) of the Local Government Finance Act 1988 ☐ **AND/OR**

(b) A request for discretionary relief of rates under Section 47 of the Local Government Finance Act 1988 ☐

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 charity?	YES ☐ NO ☐

3 (b)	If YES, please give details of registration (i.e. registration number and date of registration):	……. …….
3 (c)	If NO, has an application been made for registration under the provisions of the Charities Act 1960?	YES ☐ NO ☐
3 (d)	If it is claimed that the organisation is a charity but that registration is not necessary, please state why the charity is exempted or excepted from registration:	…….. …….. ……..
3 (e)	Is it recognised as a charity for Income Tax purposes?	YES ☐ NO ☐
4	Main objectives of your organisation (Please continue on separate sheets, if necessary):	…….. …….. …….. ……..
5 (a)	Is membership open to all sections of the community?	YES ☐ NO ☐
5 (b)	Does your organisation actively encourage membership from particular groups, e.g. young people, disabled, senior citizens? If so, please give details:	…….. …….. ……..
5 (c)	Does the organisation provide training or education for its members? If so, please give details:	…….. …….. ……..
5 (d)	Scale of membership fees or subscription fees:	…….. ……..
5 (e)	Scale of admission charges:	…….. ……..
5 (f)	Composition of membership:	No. of Adults …….. No. of Juniors (under 16 years) ……..
5 (g)	In the case of sports clubs:	No. of Playing members …….. No. of Social members ……

5 (h)	From what geographical area(s) is membership mainly drawn?	…….. …….
6	Please explain how the activities of your organisation particularly benefit residents of the county borough:	…….. …….. ……..
7	Is your organisation affiliated to any national or local organisation? If so, please give details:	…….. …….. ……..
8 (a)	Are you occupying the premises or is it empty?	OCCUPIED ☐ EMPTY ☐
8 (b)	If you are occupying the premises, please tick the nature of your legal interest in the property:	☐ OWNER ☐ LEASEHOLDER
9 (a)	Is the premises licensed under the Licensing Act 1964?	YES ☐ NO ☐
9 (b)	Is the premises made available to people who are **not** members, e.g. schools etc ? If YES, please give details:	YES ☐ NO ☐ …….. …….. …….. …….. ……..
10	Please give details on how the present facilities have been funded? For example, self-help, grant aid, any other means:	…….. …….. …….. …….. …….. ……..

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. I consent to the information being processed for the purposes of the assessment and collection of National Non-Domestic Rate by Caerphilly County Borough Council.

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 a 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

1. Section 43(6) Mandatory Relief applies:

   where the ratepayer is a charity or trustees for a charity and the hereditament is **wholly** or **mainly** used for charitable purposes (whether of that charity or of that and other charities). (A hereditament is a building or other premises which is liable to a non-domestic rate and therefore shown in the rating list).

2. Section 47 Discretionary Relief may apply to:

   (a) any hereditament falling within 43(6) quoted above;
   (b) any other hereditament which is occupied for the purposes of one or more institutions or other organisations, which are 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, literature or the fine arts;
   (c) any other hereditament which is occupied for the purposes of a club, society or other organisation, not established or conducted for profit, and is wholly or mainly used for the purposes of recreation.

3. In addition to the application, applicants for relief under Section 43(6) and/or Section 47 **must supply**:

   (a) a copy of the Trust Deed or other relevant documentation (i.e. a printed copy of the written constitution and rule book);
   (b) a statement giving full details of the activities and work carried out at the premises;
   (c) a certified copy of the latest accounts, including the balance sheet;
   (d) any other information or document the Council may require to form an opinion on the application.

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

FOR OFFICE USE ONLY

Date application received …….

Submitted to Policy & Resources Committee on …….

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

Effective Date …….. Date Applicant Notified ……...

Authorised by …….. Date ……

Processed by …….. Date ……