



Telephone: 0300 303 8659

Email: [business.rates@bromley.gov.uk](mailto:business.rates@bromley.gov.uk)

### **Application for Charitable Relief from Business Rates**

Please complete and return the **mandatory relief** application with proof of **charity registration and date of registration**.

You will receive 80% relief if you are one of the following:

- ◆ a registered charity
- ◆ exempt from charity registration with the charity commissioners but recognised as a charity for relief by HMRC for income tax purposes (for example, a housing association)
- ◆ a sports club that has registered with HMRC as a Community Amateur Sports Club
- ◆ Academy school

**Please note: you can only be awarded empty rate relief with charity relief if, when next in use, the property is occupied for charitable purposes.**

We also have the discretion to grant discretionary relief in respect of property occupied by certain bodies which are not established or conducted for profit. Please go to [www.bromley.gov.uk/BusinessRateRelief](http://www.bromley.gov.uk/BusinessRateRelief) for more information and download, complete and return the application form if you think you are eligible for this relief.

If the property you occupy is being used as a place of religious worship, relief is not possible. You may, however, apply to the Valuation Office to have the premises taken out of rating. Contact it on 0300 050 1501 or [www.vo.gov.uk](http://www.vo.gov.uk).

# Mandatory Charity Relief Application Form

Account no:

**Claim for mandatory relief from business rates under Section 43 (5 and 6) and Section 45 (5 and 6) of the Local Government Finance Act 1988**

Please complete all questions on each page. If they do not apply, please write N/A.

**Date of application:**

**Name and address of charity claiming relief under Section 43 (5 and 6) or Section 45 (5 and 6) of the Local Government Finance Act 1988**

## Further details of the Charity

Is your organisation registered with the Charity Commissioners as a charity under the Charities Act 1960, registered with HMRC as a Community Amateur Sports Club or an Academy School? (Please circle **Yes** or **No**. If Yes, please provide charity registration number and registered start date.)

**Yes    No    Charity number:                      Start date of Charity/Academy:**

If YES, please supply a certified extract from the Register.

What is the nature of the Charity or organisation?

Is your organisation registered under the Industrial and Provident Societies Act 1965?

**Yes    No**

Have you previously received rate relief? If so, when and how much?

If exempt or exempted from registration, please state the reasons:

Is your organisation recognised as a charity for income tax purposes under Section 505 of the Income and Corporation Taxes Act 1988? (Please circle.)

**Yes    No**

If yes, please supply a copy of the HMRC letter.

Names of trustees:

Aims and objectives of the group/club:

## Details of the property

Account Number: (you may find this on the rate demand)

Address of the rated property:

A Description of the property:

Is all the property occupied at present?

If you receive donated goods, what percentage is sold?

Lease details (please include a copy of the lease)

Purpose(s) for which the property is used (or, if empty, will be next used); for; and by whom:

If it is used or will be used for any purposes other than those of a charity, please give details.

**I declare that the property named and described above is occupied by a charity or the trustees for a charity or is wholly or mainly used for charitable purposes; or, if none of the property is occupied, when next in use the property will wholly or mainly be used for charitable purposes. The property is subject to Sub-section 43 or Sub-section 6 of Section 45 of the Local Government Finance Act 1988 and I request that the Council will deal with it accordingly.**

Name and address of secretary or correspondent:

Position held in the organisation:

### Declaration (to be completed, signed and dated)

**I/we understand the information contained on this form is true and complete and I/we agree to notify the Business Rates section immediately should there be a change in circumstances that may affect our/my relief application**

**I/we understand that anyone who provides false information for the purpose of obtaining a Council relief is committing an offence and may be liable for prosecution**

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Dated: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**When completed, this form should be returned to:  
Business Rates, LB Bromley, PO Box 126, Bromley, Kent BR1 3ZT**