

Business Rates Mandatory Relief Application

Date of application

Day

Month

Year

Account Number

A Applicant details

Name of organisation

T/AS Name

Property address for which
relief is being claimed
(inc postcode)

Correspondence address
(inc postcode)

Telephone Number

E-mail address

Do you own the freehold of the premises?

Yes

No

If no, please provide details
of the landlord

Day

Month

Year

Relief claimed from

Name and address of
representative
(if different from above)



Further information on State Aid law can be found at
<https://www.gov.uk/state-aid>



B Charity and Organisation details

Is the applicant

A registered charity Yes No

If yes, please give
registration/charity number

Excepted or exempt from registration? Yes No

Recognised as a charity for Income Tax purposes? Yes No

If yes please provide evidence

A registered Community Amateur Sports Club (CASC) Yes No

If yes to any of the above, please
provide date of registration

What are the main objectives
and purpose of the Charity?

If you are registered as a charity for Tax purpose, please provide a letter from HMRC confirming this

Is the occupier a Subsidiary which is not a registered charity? Yes No

If exempt from registration
please state grounds

C The premises

Property description

What are the premises
used for?

Are the premises used wholly or partly as a shop to sell goods? Yes No

If yes please provide the
percentage of sales that are
attributable to donated goods

Is the premises used by
anyone else and if so by
whom and for what purpose

How much time is it used by
others for?

C The premises continued

a. Is the property empty			Yes	No
b. Does your organisation intend to be the next occupier of the property			Yes	No
c. Date that the property became vacant	Day	Month	Year	
	Day	Month	Year	
d. Date you next intend to occupy if applicable				

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 by that charity or other charities).

Applicants must supply to support their application, the following information:

- a A statement giving full details of activities carried out in the premises
- b Where the organisation is not a registered charity, a copy of the trust deed or any other relevant information showing that the property is being used for charitable purposes.

Please note this application is for 80% Mandatory relief only. If you wish to apply for discretionary relief, you must complete a separate application.

I certify that to the best of my knowledge and belief, the foregoing statements are correct

Name:

Signature:

Day	Month	Year
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Capacity in which signed

In accordance with data protection laws the information you provide as part of your application will be used for the purposes of processing your application. We may share your information with other Council departments and where necessary our affiliated partners for the purposes of fraud protection and to comply with our statutory obligations. Further details about how we handle your information can be found in our privacy policy available here -

For East Herts the link is <https://www.eastherts.gov.uk/dataprotection>

For Stevenage the link is <http://www.stevenage.gov.uk/about-the-council/access-to-information/200156/>

Please complete, print and return this form as soon as possible to:
The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ

Alternatively click the send button above. This will open your email application and attach as a new message.

If you have a query about this form, please use the numbers below:
01279 655261 Ext 7223 or 01438 242876
email: business.rates@hertspartnership-ala.gov.uk