

Business Rates

Rate Relief claim form

Information and guidance notes

Information on the different ways you may be able to reduce your Business Rates bill is shown below.

How to fill in this form

Please return the claim form in full.

You will need to save the form to your computer before completing it.

After completing Part 1 you must complete other parts of the form to claim the relief you need. You can apply for more than one type of one relief.

Everyone must complete Part 1 of this form.

You will need to complete:

- **Part 2** - for Sports Club Rate Relief (CASC)
- **Part 3** - for Charity Rate Relief
- **Part 4** - for Not-for-Profit Making Organisations Rate Relief

If we need supporting documents, we will tell you in each section. If there is not enough space to tell us about your circumstances, send the details on a separate document and email it with the form and any other supporting information to revenues@norwich.gov.uk

Sports Clubs and Registered Community Amateur Sports Clubs (CASCs)

We will award 80% Mandatory Relief from Business Rates to Community Amateur Sports Clubs (CASCs) eligible to be a registered club for the purposes of Schedule 18 to the Finance Act 2002.

Where 80% Mandatory Relief has been granted, we may grant a Discretionary "top-up" Relief of 20% to wholly or mainly Norwich based sports clubs that are registered as a CASC and where they are wholly or mainly providing benefits for the Norwich area.

If a CASC fails to meet the additional criteria for Discretionary "top-up" Relief, we will only award Mandatory Relief.

Charities

Registered charities can claim 80% Mandatory Relief from Business Rates if they meet the following conditions:

- A registered charity or trustees for a registered charity must occupy the business property
- The business property must be wholly or mainly used for charitable purposes.

Where 80% Mandatory Relief has been granted, we may grant a Discretionary 20% "top up" Relief. Charities must be wholly or mainly 'Norwich-based' and must wholly or mainly be providing services for the Norwich area in order to be considered for this Discretionary Relief.

If a charity fails to meet the additional criteria for Discretionary "top-up" Relief, we will only award Mandatory Relief.

Not-for-Profit Organisations and Social Enterprises

We can award up to 100% Discretionary Rate Relief to an organisation or institution that is not established or conducted for personal or private profit. Applications will be considered from Not-for-Profit organisations that can demonstrate the following:

- That they are Not-for-Profit associations, groups, clubs which are accessible to all potential users, possess a representative management group and are clearly accountable to users, beneficiaries, and members (e.g. evidence of constitution, membership and/or participation are required); and
- Have membership comprised wholly or mainly of Norwich residents and providing activities wholly or mainly for the benefit of the Norwich council area.

All amateur sports clubs are encouraged to formally register for CASC status, as this may then enable you to claim 80% Mandatory Relief and a 20% Discretionary “top-up”.

Part 1. About your business and your declaration

Name of ratepayer

Name of organisation

Name of ratepayer

Name of organisation

Address of business to which this claim relates

Daytime telephone number

E-mail address

State the purpose or objective of the organisation

Business Rates account number (if known)

List any other business premises you are responsible for

Address	Rateable Value	Date liability started

Read this declaration carefully before you sign and date it. It is an offence to give false information.

- **I declare** the information I have given on this form is correct and complete.
- **I understand** if I give information that is wrong or incomplete, you may take action against me.
- **I agree** to tell the council within 21 days of any change in my circumstances that may affect my entitlement to rate relief.

The ratepayer or a person authorised to sign for the ratepayer must sign this form.

Signature of ratepayer **Date**
Full name of ratepayer

Your position

Part 2. Sports Club Rate Relief (CASCs)

Registered Community Amateur Sports Clubs (CASC) can receive 80% mandatory relief from Business Rates. To qualify for relief as a CASC, a sports club must:

- be run as an amateur club;
- be open to the whole community;
- be a non-profit making organisation;
- aim to provide facilities and encourage people to take part in sport;
- be registered with the Her Majesty's Revenues & Customs (HMRC) as a CASC.

If you are not registered as a CASC and would like further information, please contact the Sports Club Unit at HM Revenues & Customs.

Do you want to claim Sports Club Rate Relief? **No** **Yes**

If **Yes**, is the organisation registered with the Inland Revenue as a Community Amateur Sports Club (CASC)? **Yes** **No**

We can grant an extra "top up" relief from business rates at our discretion.

Do you want to claim "top up" relief as a Sports Club? **Yes** **No** **Go to Part 4**

If **Yes**, please give the following information about the users of your service.

	Members	Non members
Number of users of the service	<input type="text"/>	<input type="text"/>
One off joining fee	£ <input type="text"/>	£ <input type="text"/>
Annual subscription	£ <input type="text"/>	£ <input type="text"/>
The proportion of these members / users who live in Norwich	<input type="text"/> %	<input type="text"/> %

Are facilities advertised and made available to individuals or organisations other than club members? **Yes** **No**

Please tell us about the support and benefits the club provides. To qualify for relief, you need to demonstrate the club is wholly or mainly providing support and benefits for the Norwich area.

Use a separate sheet if required

Tell us if there is any qualifying criteria for membership

Use a separate sheet if required

Do you want to claim Charity Rate Relief? **Yes** **No**

Is the organisation a Registered Charity? **Yes** **No**

A charitable body is one set up in pursuit of a charitable purpose for public benefit.

If **Yes**, please tell us your registered charity number

Is the organisation exempted from registration as a charity? **Yes** **No**

Is the organisation recognised as a charity for Income Tax purposes? **Yes** **No**

A charitable body is one set up in pursuit of a charitable purpose for public benefit

Does the organisation own the property? **Yes** **No**

If **No**, please tell us who owns the property

Is the property currently occupied? **Yes** **No**

If **No**, when the property is next in use, will it be used wholly or mainly for charitable purposes? **Yes** **No**

For what purpose does your organisation use the premises (e.g. Offices, shop or community centre)?

If the property is a shop, are the goods sold wholly or mainly donated? **Yes** **No**

If the property is a shop, give a description and source of the goods sold in the shop

Goods donated represents % of total sales

Goods purchased represents % of total sales

Goods manufactured represents % of total sales

Proportion of sale proceeds used for charitable purposes

Proportion of sale proceeds used for charitable purposes %

Are the proceeds of the sale of goods used for the purposes of the charity? **Yes** **No**

Does the organisation work with, support or receive support from any other organisations or agencies (local or national)? **Yes** **No**

If **Yes**, please give details

Use a separate sheet if required

Does the organisation provide facilities that indirectly relieve Norwich council from doing so? **Yes** **No**

If **Yes**, please give details

Use a separate sheet if required

We can grant an additional 20% Discretionary “top up” relief from business rates at our discretion.

Do you want to claim Discretionary Charity Rate Relief? **Yes** **No**

Please tell us what services, support, benefits etc. your organisation provides. NB. To qualify for relief, you will need to demonstrate that your organisation is wholly or mainly providing services, support, benefits etc. for the Norwich area.

Use a separate sheet if required

Part 4. Not-for-profit Making Organisations Rate Relief

Do HM Revenue & Customs class your organisation as a ‘not- for-profit’ organisation? **Yes** **No**

Please complete this part if your organisation is a Not-for-Profit Organisation or a Social Enterprise including Recreational Groups and Clubs and Community Interest Companies (CIC) and you are not in receipt of Mandatory Relief.

Do you want to claim relief as a Not-for-Profit Making Organisation? **Yes** **No**

If **Yes**, please tell us what services, support, benefits etc. your organisation provides and explain how these are wholly or mainly for the benefit of the Norwich area.

Use a separate sheet if required

Part 4. Not-for-Profit Making Organisations Rate Relief (continued)

Are your facilities made available to schools or for casual public sessions? **Yes** **No**

Tell us how you actively encourage participation of your services from all sections of the community and ensure that they are accessible to potential users.

Use a separate sheet if required

Does your organisation possess a representative management group and is the organisation clearly accountable to users, beneficiaries and members? **Yes** **No**

If **Yes**, please give details below

Use a separate sheet if required

Tell us the proportion of the users of your services living in Norwich. %

Documents needed to support a claim for Not-for-Profit Making Organisations Rate Relief

To support your claim, you must send us:

1. A copy of the Governing Documents setting out the organisation's purposes and how the organisation is administered.
2. Copies of the organisation's Annual Reports (containing a brief summary of the main activities and achievements of the organisation) for the last 2 years.

Copies of the organisation's Annual Accounts including Balance Sheet for the last 2 years.



If you would like this information in another language or format such as large print, CD or Braille please visit www.norwich.gov.uk/Intran or call 0344 980 3333.