

Charity Shop

Application for Mandatory and / or Discretionary Rate Relief

Name of Ratepayer:	
Property address:	
Account number:	

Part 1 : Please answer the following questions in full.			
Is the organisation a registered charity?			Yes / No
If so, please quote the charity registration number.			
What are the main objects of the organisation? Please tick relevant boxes			
• charitable?	<input type="checkbox"/>	• philanthropic?	<input type="checkbox"/>
• religious?	<input type="checkbox"/>	• concerned with education?	<input type="checkbox"/>
• concerned with social welfare?	<input type="checkbox"/>	• concerned with science?	<input type="checkbox"/>
• concerned with literature?	<input type="checkbox"/>	• concerned with the fine arts?	<input type="checkbox"/>
• concerned with recreation?	<input type="checkbox"/>		
Which of the following categories of 'service' does the organisation provide? Please tick relevant boxes			
• support for disadvantaged groups e.g. disabled, unemployed, the elderly, health problems, drug & alcohol misuse, young people			<input type="checkbox"/>
• support with housing needs			<input type="checkbox"/>
• provision of education & training opportunities			<input type="checkbox"/>
• support with debt & financial management			<input type="checkbox"/>
• facilities for scouts, guides, youth clubs / groups			<input type="checkbox"/>
• village halls and community centres			<input type="checkbox"/>

• sports clubs and other organisations providing recreational facilities	<input type="checkbox"/>
• theatres, dramatic societies	<input type="checkbox"/>
• other – please provide details	<input type="checkbox"/>
Please give further details of the main objects of your organisation and the services that you provide.	

Please provide a brief description of the goods sold on the premises.	
Please complete the percentage of total sales for the following:-	
A) Goods donated represents:	% of total sales
B) Goods purchased represents:	% of total sales
C) Goods manufactured represents:	% of total sales
What proportion of sale proceeds are used for charitable purposes?	% of total sales
Is the property used for any purpose other than the sale of goods? If yes, please give details.	Yes / No

How does the organisation meet local needs in the district and benefit local people?

How many of the organisations customers / clients / beneficiaries / members –

• reside within the area covered by Test Valley Borough Council?

• reside outside the area covered by Test Valley Borough Council?

How does the organisation provide a valuable service to the community - services provided should be complementary to those provided or supported by the Council or relieve the Council of the need to provide such services?

Please provide details of the sections of the community that have access to the services provided by the organisation.

How can the organisation demonstrate that the way it operates does not discriminate against any section of the community?

<p>Does the work of the organisation involve dealing with children, young people or vulnerable adults?</p> <p>If yes, please provide a copy of the organisation's child protection policy and the procedures followed to ensure that appropriate checks are carried out on staff and volunteers.</p>	<p>Yes / No</p>
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Part 2 - to be completed by all organisations where a membership exists or an entry fee is charged.
Please give full details where applicable.

<ul style="list-style-type: none"> total number of members 		<ul style="list-style-type: none"> number of female members 	
<ul style="list-style-type: none"> number of male members 		<ul style="list-style-type: none"> number of members under 18 	
<ul style="list-style-type: none"> number of members aged 18 to 60 		<ul style="list-style-type: none"> number of members over 60 	
<ul style="list-style-type: none"> number of social members (i.e. not sporting members), if relevant 			

Please give details of the subscription rates of the organisation.

<p>Does the organisation actively encourage membership from particular groups e.g. young people, older age groups, persons with disability, ethnic minority?</p> <p>If 'yes' please give details.</p>	<p>Yes / No</p>
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<p>Are facilities made available to people other than members e.g. schools, public sessions?</p> <p>If 'yes' please give details.</p>	<p>Yes / No</p>
<p>Does the organisation provide facilities which would otherwise not be available within the parish / local area that are available to the community?</p> <p>If 'yes' please give details.</p>	<p>Yes / No</p>
<p>Does the organisation provide facilities complementary or of a higher standard to those supported or provided by the Council?</p> <p>If 'yes' please give details.</p>	<p>Yes / No</p>
<p>Is the organisation run on a voluntary basis?</p>	<p>Yes / No</p>
<p>Part 3 – to completed by sports and recreational clubs</p>	
<p>If your organisation is a sports club, is it registered as a Community Amateur Sports Club (CASC) with Her Majesty's Revenue & Customs (HMRC)?</p> <p>If 'yes' please provide a copy of the confirmation letter from HMRC confirming approved CASC status.</p>	<p>Yes / No</p>
<p>Does the organisation have a licensed bar?</p> <p>If 'Yes' please provide accounts detailing the relevant activities of the bar.</p>	<p>Yes / No</p>

In order to complete your application, please sign the declaration on the next page

Declaration

I confirm that the information I have provided above is correct.

- I have enclosed the following documents
 - a copy of the organisation's Memorandum and Articles of Association or constitution
 - a copy of the letter from HMRC confirming that the organisation is registered as a CASC if relevant
 - a copy of the organisation's last two years audited accounts (including separate bar accounts if relevant). Please note that if the organisation has more than 12 months spending available as free reserves (i.e. not legally 'restricted') relief will not normally be awarded unless a business plan is provided, which details how these are to be used to the benefit of the local community.

Signature

Name

Position in organisation

Date

Telephone number

Email

We are now able to send your rates bill to you by email. If you would like to sign up for paperless billing, please confirm the email address you would like to use:

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Please return this form to:

Revenues Service, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire
SP10 3AJ

If you have any questions regarding this form please contact this office by emailing

businessrates@testvalley.gov.uk