

**Application for Charitable Discretionary Rate Relief under Sections 43(6)
and 47 of the Local Government Finance Act 1988.**

**FINANCIAL YEAR
1 April 2016 to 31 March 2017**

Please read the guidance notes before completing this form.

Section 1 Details of Organisation

1.1 Name:
Address:

Please provide the name, address and daytime contact telephone number of the secretary or correspondent.

Name
Address

Telephone Number:

1.2 What are the main objects and purposes of the organisation?

1.3 Area/Locality covered by organisation:

1.4 Name of any Organisation affiliated to:

If affiliated to another organisation, do you receive funding from this organisation?

Yes/No

Section 2 Charitable Status

2.1 Is the organisation a registered charity?

Yes/No

If yes, please state the charity registration number.

If not, has an application been made for registration under the provisions of the Charities Act 1960?

Yes/No

If exempt from registration please state why.

If you are not a registered charity or an exempt charity, is the organisation recognised as a charity for tax purposes?

Yes/No

If yes, please provide a copy of a letter from the HM Revenue & Customs confirming this.

Section 3 Details of premises for which relief is sought:

3.1 Description:

Address:

Business Rates Account Reference (if known)

3.2 For what purposes are the premises used and how does this benefit the community?

3.3 If used for any other purpose other than those of the claimant please give details:

3.4 Are there any facilities in the property which are made available to people other than members, e.g. schools, casual public sessions?

Yes/No

If YES please provide details of the groups, frequency and cost:

3.5 Is there a bar on the premises?

Yes/No

If Yes and the organisation is not a Social Club, please state the number of:

- Playing Members

- Non-Playing Members

3.6 Are your premises and activities accessible for all groups of disabled people, including wheelchair users, deaf people and blind people? Are your materials accessible to everybody? (For example: print size, graphic design, plain English, meetings structure, speaker's presentations etc.)

Yes/No

If Yes please provide details:

Section 4 Membership Details

4.1 Number of Members/Users

4.2 Do members pay a Subscription?

Yes/No

If Yes, how much? £_____

Adults: £

Juniors: £

If Yes, when were subscriptions last increased?

4.3 From what other sources are funds raised?

4.4 To what extent have the facilities been provided by self-help e.g. fundraising?

4.5 Of the total membership/service users, how many live within the Reading area? %

4.6 Does your governing body mainly consist of people who live/work in Reading?

Yes/No

4.7 Is membership open to all members of the community?

Yes/No

4.8 Are profits made available to people other than members?

Yes/No

4.9 Is membership encouraged from minority groups?

Yes/No

If yes please detail what positive steps are taken to involve hard to reach groups such as black and ethnic minority people, young people, different religions, lesbians and gay men.

4.10 Does the organisation provide training or education for its members/users and are there schemes for particular groups to develop their skills, e.g. young people, the disabled, retired people?

Yes/No

If Yes please provide details:

4.11 Is your organisation reliant on volunteers to carry out activities?

Yes/No

If yes, how many volunteers and why do you consider them vital to your organisation?

Section 5 Service Provision

5.1 Do you currently have a service agreement or contract with Reading Borough Council for the provision of services?

Yes/No

If Yes, please state the nature of the agreement, agreed provision, annual value, period of the agreement and end date

5.2 Are you aware of any other similar service within the area covered by Reading Borough Council?

Yes/No

If Yes please provide details:

5.3 Do you consider the council is relieved of providing certain facilities or services because of your organisation and that the council is therefore relieved of a financial burden?

Yes/No

If Yes, please explain full reasons:

5.4 Do you consider that there is a demonstrable link between the services provided by your organisation and the Reading Borough Council priorities being:

- Safeguarding and protecting those that are most vulnerable
- Providing the best life through education, early help and healthy living
- Providing homes for those in most need
- Keeping the town clean, safe, green and active
- Providing infrastructure to support the economy
- Remaining financially sustainable to deliver these service priorities

Yes/No

If Yes, please explain full reasons:

Section 6 Governance and Finance

6.1 If you are applying for Discretionary Relief please supply:

- (a) a copy of the Memorandum and Articles of Association, or Rules of the Association.
- (b) Copies of your latest accounts and balance sheets for the last two years.
- (c) A copy of the organisation's Equal Opportunities Policy, if available.

6.2 Would your organisation suffer hardship if DRR was not provided in 2016/17

Yes/ No

If your organisation would suffer hardship, please explain the impact on your service provision

6.3 Would the provision of DRR in 2016/17 make your organisation more sustainable in the longer term?

Please explain the reasons for your answer.

7. I certify that the information provided above is correct to the best of my knowledge and belief:

Name:

Signature:

Date:

Capacity in which signed:

Contact Telephone number:

Contact e-mail address:

When completed this form should be returned to:

Business Rates
Reading Borough Council
Civic Offices,
Bridge Street,
Reading,
RG1 2LU