Birmingham City Council

APPLICATION FOR DISCRETIONARY RATE RELIEF

(where applicable please complete all white boxes, continue on a separate sheet where necessary and tick all grey boxes)

1. Year for which Discretionary Rate Relief is sought:

   1st April [ ] 31st March [ ]

2. Is your organisation a registered charity? YES NO

3. If yes please give registered charity number: [ ]

4. Name and address of your organisation *(please confirm that this is the address for all correspondence)*

5. Contact name:

   Daytime telephone number:

6. Address of rated property for which claim is being made:

7. I apply for relief on behalf of the above organisation for the property named in 4. above on the grounds that the property is used:
   (Please tick which box is appropriate)

Wholly or mainly for charitable purposes	

For the purposes of a club, society or other organisation not established or conducted for profit and is wholly or mainly used for purposes of recreation	

For the purposes of an institution or organisation not established or conducted for profit and whose main objects are charitable or are otherwise :-			
Philanthropic	Religious	Concerned with education	Social welfare
Science	Literature	Fine Arts	

8. Briefly, what are the main objects of the organisation?

9. What use is made of the property?

10. Equal Opportunities

- Please submit your organisation's Equal Opportunities Policy.

- If you do not have a formal policy please submit evidence that you act in a non-discriminatory way *(e.g. analysis of membership or users of service; action taken to address needs of ethnic minorities, women, people with disabilities, if appropriate)*

11. Open access

- Please submit your constitution, Memorandum of Association or Rules and any other evidence you wish to help meet this criterion.
- Please give details of your membership fees in the box below:

12. Beneficiaries of services and facilities

- In what way does your organisation benefit Birmingham residents:

- How many people benefit from the work of your organisation?
  1. In total
  2. In Birmingham

13. Is the organisation assisted directly or indirectly, financially or in any other way by the City Council? *(including any mandatory or discretionary relief)*	YES	NO

14. If YES please give details for the last 12 months *(including amounts and dates)*

15. Please supply your latest Annual Audited Accounts, or a statement of your financial position for the last 2 financial years.

16. Does the organisation receive any external funding from any other external source?	YES	NO

- If YES please give details

16. Is the organisation locally or nationally affiliated?	YES	NO

- If YES please give brief details

17. If your organisation is a sports club are any members paid to participate?

YES	NO

- If YES please give details below:

18. To what extent do the activities of your organisation contribute to a local or regional community strategy, including any Birmingham City Council plans?

19. Has your organisation applied for or been refused discretionary rate relief from Birmingham City Council previously?

YES	NO

- If YES please state reasons given and date of refusal:

The information given above is correct to the best of my knowledge at the time of submitting this application.

Signature:	
Position in organisation:	
Date:	

When completed this form should be sent to:

Birmingham City Council
Resources Directorate
Revenues and Payments
Business Rates Section
PO Box No. 6637
Birmingham
B4 7AE

Please check that: -

- ***You have answered all of the questions appropriate to your application***
- ***You have enclosed copies of all documents requested***
- ***You have enclosed copies of any other documents to support the statements made in the application***
- ***You have signed and dated the application form***