

Tŷ Penallta,
 Parc Tredomen,
 Ystrad Mynach,
 Hengoed CF82 7PG

Penallta House,
 Tredomen Park,
 Ystrad Mynach,
 Hengoed CF82 7PG



Cyfarwyddwr Corfforaethol – Addysg a Gwasanaethau Corfforaethol
 Corporate Director – Education and Corporate Services

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Business Property Address:

Date issued:
 Property Ref. No:
 Property Description:
Account No:

Please write in BLOCK CAPITALS.
 Any question that cannot be answered in the space provided should be answered on a separate sheet, which should be signed and dated by the applicant. If you would like more information or help with the form please contact the Control/NNDR Team at the above address.

**NON-DOMESTIC RATE
 APPLICATION FOR MANDATORY AND/OR DISCRETIONARY RELIEF**

When completed, please return the application to the Control/NNDR Team at the above address.

Does this application relate to:

*(Please tick one or both boxes as appropriate – please see the **Guidance Notes** at the end of this form)*

- (a) A claim to be entitled to an 80% mandatory reduction of rates under Section 43(6) of the Local Government Finance Act 1988 **AND/OR**
- (b) A request for discretionary relief of rates under Section 47 of the Local Government Finance Act 1988

1 (a)	Name or Title of Organisation:
1 (b)	Name and address of secretary or person responsible to whom future correspondence should be addressed: Telephone no. (in case of query): Post Code
2	Full address of premises in respect of which relief is sought:
3 (a)	Is the organisation registered as a charity?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3 (b)	If YES, please give details of registration (i.e. registration number and date of registration):
3 (c)	If NO, has an application been made for registration under the provisions of the Charities Act 2011?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3 (d)	If it is claimed that the organisation is a charity but that registration is not necessary, please state why the charity is exempted or excepted from registration:
3 (e)	Is it recognised as a charity for Income Tax purposes?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	List the main objectives of your organisation and explain in detail how it uses the property, e.g. what activities take place there? (You may prefer to provide a separate document giving a detailed answer to this question)
5 (a)	Is membership open to all sections of the community?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5 (b)	Does your organisation actively encourage membership from particular groups, e.g. young people, disabled, senior citizens? If so, please give details:
5 (c)	Does the organisation provide training or education for its members? If so, please give details:
5 (d)	Scale of membership fees or subscription fees:
5 (e)	Scale of admission charges:
5 (f)	Composition of membership:	No. of Adults No. of Juniors (under 16 years)
5 (g)	In the case of sports clubs:	No. of Playing members No. of Social members

5 (h)	From what geographical area(s) is membership mainly drawn?
6	Please explain how the activities of your organisation particularly benefit residents of the county borough:
7	Is your organisation affiliated to any national or local organisation? If so, please give details:
8 (a)	Are you occupying the premises or is it empty?	OCCUPIED <input type="checkbox"/> EMPTY <input type="checkbox"/>
8 (b)	If you are occupying the premises, please tick the nature of your legal interest in the property:	<input type="checkbox"/> OWNER <input type="checkbox"/> LEASEHOLDER
9 (a)	Is the premises licensed under The Licensing Act 2003?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9 (b)	Is the premises made available to people who are not members, e.g. schools etc ? If YES, please give details:	YES <input type="checkbox"/> NO <input type="checkbox"/>
10	Please give details on how the present facilities have been funded? For example, self-help, grant aid, any other means:

I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes stated in the data protection statement on the next page.

Name (BLOCK CAPITALS) Signature

Capacity in which signed Date

The completed application form must be returned by post, however, you may email us the additional documentation listed below, email: nndr@caerphilly.gov.uk:

1. A copy of the Trust Deed or other relevant documentation setting out the organisation’s governance procedures (i.e. a printed copy of the written constitution and rule book).

Please Note: if the organisation is a limited company with articles of association published on the Companies House website, you do **not** need to send us this document;

2. (See Question 4) a statement giving full details of the activities and work carried out at the premises;
3. Any other information or document the Council may require to form an opinion on the application, e.g. a certified copy of the latest accounts, including the balance sheet.

GUIDANCE NOTES

1. 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 of that charity or of that and other charities). (A hereditament is a building or other premises which is liable to a non-domestic rate and therefore shown in the rating list).

2. Section 47 Discretionary Relief may apply to:

- (a) any hereditament falling within 43(6) quoted above;
- (b) any other hereditament which is occupied for the purposes of one or more institutions or other organisations, which are not established or conducted for profit, and whose main objects are charitable, or are otherwise philanthropic, or religious, or concerned with education, social welfare, science, literature or the fine arts;
- (c) any other hereditament which is occupied for the purposes of a club, society or other organisation, not established or conducted for profit, and is wholly or mainly used for the purposes of recreation.

Summary Privacy Notice - How we will use your information

The information provided will be treated in accordance with the General Data Protection Regulation. It will be used by authorised employees and external bodies for the following purposes:

The management, administration and collection of a National Non-Domestic Rate (NNDR),to establish eligibility for other forms of statutory relief & allowances; to prevent and detect fraud, in order to collect revenues and protect the public funds; for Electoral purposes; to locate individuals for safeguarding of children or vulnerable adult cases and to assist the Council in delivering public services. If you are in receipt of rate relief(s) in respect of your rate liability, some of this information will be shared with the Welsh Government (WG) so that WG can complete its public duty.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please use the following link:
<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/NNDR.aspx>

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Decision by Head of Finance Services (under delegated powers): **Granted / Refused** (*Delete as appropriate*)

Percentage Granted Effective Date

Processed by Date
 (must be at least 3 working days after Cttee date)

Date Applicant Notified

Forms are available in Welsh, other languages or formats on request.