

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:

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\_\_\_\_\_

\_\_\_\_\_

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 RELIEF  
 FOR COMMUNITY AMATEUR SPORTS CLUBS**

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

**Before** ticking the box below, please see the **Guidance Notes** at the end of this form

This is a claim for 80% mandatory rate relief under Sections 43 or 45 of the Local Government Finance Act 1988

<b>1 (a)</b>	Name or Title of Organisation:	..... .....
<b>1 (b)</b>	Name and address of secretary or person responsible to whom future correspondence should be addressed:  Telephone no. (in case of query):	..... ..... ..... Post Code ..... .....
<b>2</b>	Full address of premises in respect of which relief is sought:	..... ..... .....
<b>3 (a)</b>	Is the organisation registered as a community amateur sports club with HM Revenue & Customs for the purposes of Schedule 18 of the Finance Act 2002?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>3 (b)</b>	If YES, please give details opposite:	Registration No. .... Date of Registration .....
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If NO, please note you must register as a community amateur sports club with HM Revenue & Customs for the purposes of Schedule 18 of the Finance Act 2002 in order to qualify for Community Amateur Sports Club rate relief. If you cannot register to qualify for Community Amateur Sports Club rate relief, you may wish to apply for Discretionary Charitable rate relief – please contact the Control/NNDR Team on 01443 863006 for details and the appropriate application form.

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.

Name (BLOCK CAPITALS) ..... Signature .....

Capacity in which signed ..... Date .....

### 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>

### GUIDANCE NOTES

#### Sections 43 and 45 Local Government Finance Act 1988 - Mandatory Relief

Occupiers who are Community Amateur Sports Clubs and have been registered with HM Revenue & Customs for the purposes of Schedule 18 to the Finance Act 2002, and who use the hereditament **wholly** or **mainly** for the purposes of the club may qualify for 80% mandatory relief. (A hereditament is a building or other premises which is liable to a non-domestic rate and therefore shown in the rating list).

#### Documentary Evidence Required In Support Of Your Claim

1. a copy of the Community Amateur Sports Club's Registration Certificate;
2. any other information or document the Council may require to form an opinion on the application.

### FOR OFFICE USE ONLY

Date application received ..... Submitted to P & R Committee on .....

Granted/Refused (*Delete as appropriate*) ..... Percentage Granted .....

Effective Date ..... Date Applicant Notified .....

Authorised by ..... Date .....

Processed by ..... Date .....

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