



HYNDBURN

The place to be
an excellent council

BENEFITS, REVENUES AND CUSTOMER CONTACT

Accrington Town Hall
Broadway Offices
Accrington
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01254 388 111

enquiries@hyndburnbc.gov.uk

APPLICATION FOR RELIEF FROM RATES BY A CHARITY AND OTHER NOT FOR PROFIT ORGANISATIONS (INCLUDING COMMUNITY AMATEUR SPORTS CLUBS)

Local Government Finance Act 1988 (Sections 48, 45, 47 and 64)

DETAILS ABOUT THE ORGANISATION

Property ref:	Account ref:
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1. Name of organisation:	
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2. Address of property	
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3. Name of contact person	
Telephone no.	

4. Address to send correspondence to	
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5a. Is the organisation at (1) a registered charity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes – please provide the charity registration number	
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5b. Is the organisation at (1) registered as a community Amateur sports club?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES – please state the registration number and forward a copy of your registration letter from the inland revenue	
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If NO – has an application been made for registration?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If exempt from registration please state on what grounds	
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6. Is the organisation recognised as a charity for Income Tax?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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7. What are the main objects of the organisation?	
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DETAILS ABOUT THE PROPERTY

8. For what purpose(s) is the property at (2) used?	
9. Please state the occasions when the property is used for these purposes (e.g. 2 evenings per week etc)	
10. Is the property used wholly or partly as a shop?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. If so, are the goods sold mainly donated?	YES <input type="checkbox"/> NO <input type="checkbox"/>

SPORTS/SOCIAL CLUBS ONLY – PLEASE ANSWER QUESTIONS 12-21 OTHER ORGANISATIONS PLEASE PROCEED TO THE DECLARATION AT 22

12(a) how many members does your organisation have?	
12(b) if a sports club, how many are non-paying members?	
13. How many members live within hyndburn?	
14. What is your annual membership fee?	
15. Is any category of person excluded from membership?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16. If you have answered yes to question 15. Please give further details here	
Persons excluded	Reason
17. If a sports club, are admission charges made For spectators?	YES <input type="checkbox"/> NO <input type="checkbox"/>
18. Is there a bar on the premises licensed for the sale and consumption of alcohol?	YES <input type="checkbox"/> NO <input type="checkbox"/>

IF THE ANSWER TO QUESTION 18 WAS YES, THEN PLEASE ANSWER QUESTIONS 19 TO 21 OVER THE PAGE

IF THE ANSWER WAS NO, GO STRAIGHT TO THE DECLARATION AT 22

19. Please state the net profit from the bar (if any) given in the last set of audited accounts	£ _____
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20. Please state the gross income of your organisation as given in the last set of audited accounts, and the date	£ _____
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21. Do you employ bar staff or professional entertainers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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PLEASE FORWARD A COPY OF YOUR LATEST TRADING ACCOUNTS WITH YOUR APPLICATION

22. DECLARATION: As the authorised representative of the organisation named at (1) on this form, I declare that the foregoing statements are correct to the best of my knowledge and belief and I hereby undertake to inform the Local Taxation Manager immediately should there be any change in the occupation or use of the premises named at section (2).	
Name:	Position:
Signature:	Date:

Where to send this form

Please return this form to the address shown at the top of this letter.

Please call or e-mail our Customer Contact Centre, we are open:

Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 17.00	09.00 – 17.00	10.00 – 17.00	09.00 – 17.00	09.00- 17.00

If you have any further questions about your Non Domestic Rates please contact us

- By telephone – 01254 388 111
- By email – enquiries@hyndburnbc.gov.uk
- Online – www.hyndburnbc.gov.uk/counciltax