



Revenues Department

Phoenix House
Phoenix Lane
TIVERTON
EX16 6PP

Tel: 01884 255255
Fax: 01884 234318

Email: revenues@middevon.gov.uk
Web: www.middevon.gov.uk

Address that relief is being applied for:

Dear Sir / Madam,

Application For Mandatory (Part A) and / or Discretionary Rate Relief (Part B)

If your organisation is registered with the Charity Commissioners and you have been issued with a registration number then please enter the registration number in Part A below as you are automatically entitled to 80% Mandatory Rate Relief. If you are not a registered charity then please go to Part B below after reading the instructions overleaf.

Part A.

Charity Registration Number _____

IF YOU ARE MAKING APPLICATION FOR MANDATORY RELIEF ONLY, PLEASE RETURN THIS DECLARATION SIGNED BY AN AUTHORISED MEMBER OF YOUR ORGANISATION.

I hereby certify that the above details are correct to the best of my Knowledge.

Signature _____ **Date** _____

Capacity in which you signed _____

Instructions for Completing Part B

You can also make application for the additional 20% Top-Up Relief if you complete Part B.

Organisations, which are not registered charities, Can also apply for up to 100% Discretionary Rate Relief by completing PART B.

For the Council to consider awarding Discretionary Rate Relief, the organisation must show that it is not established for profit and the main objects are either: -Charitable, Philanthropic or Religious, concerned with Education, Science, Literature, Fine Arts or Social Welfare or the premises are used for purposes of recreation.

In order to process your application quickly you need to supply A **COPY OF YOUR LATEST AUDITED TRADING ACCOUNTS.**

IF THIS IS YOUR FIRST APPLICATION

Please enclose a copy of your articles of association, together with a statement of aims and objects or trust document.

Now please complete Part B below and ensure that an authorised member of your organisation signs the declaration thank You.

If you are currently in receipt of Discretionary Rate Relief, then in order to review your entitlement you will also have to complete Part B and return the completed application form to:

Mid Devon District Council, Revenues Team, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16 6PP

Yours faithfully,

Revenues Team

PART B

Business Rates - Application for Discretionary Rate Relief

Name of Applicant:

MDDC Reference No:

Property Ref:

Address of Property:

Contact Number:

Please state the purpose for which the above premises used?

Please answer the all questions below by deleting the answer not applicable in each case.

1. Is the Organisation open to all members of the community? Yes / No

2. Has your Organisation receive Financial help in the last 12 months? Yes / No

a) Statutory Bodies b) Charities c) Other Bodies

3. Is the Organisation a Charity Shop? Yes / No

4. Does the Organisation provide training or education to the Community? Yes / No

5. What benefits are provided to the local community? (Please provide at least 3)

6. If premises are used for purposes other than charity please provide details of at least 3

7. Does the Organisation run a bar? (If yes please enclose audited accounts) Yes / No

Turnover for the current year.....

8. Please provide details of annual subscription / membership fees and any other charges

DECLARATION

I hereby certify that the above details are correct to the best of my knowledge.

Signature _____ **Date** _____

Capacity in which you signed _____