Bill Ref:___

Prop Ref:_



Billing Address:

Property Address:

<u>NEW APPLICATION FOR CHARITABLE RELIEF UNDER SECTIONS 43 AND 47 OF</u> <u>THE LOCAL GOVERNMENT FINANCE ACT 1988</u>

YOUR ORGANISATION:

1. Name of organisation.

2. If you are part of a larger or umbrella organisation, please state which one.

3. Please give a contact name and daytime telephone number for the organisation.

4. Please give a correspondence address if this is different from the property address.

5. What type of group should your organisation be classified as: (*Please tick all that apply*)

	Not for profit	Charity Shop		Scouts and Guides
	Sports / recreation	Social Club Social Welfare		Religious *Other (<i>Give details below</i>)
	Charity registered with Cha	rity Commission	Registration No.	
	Exempt Charity		Registration No.	
	Community Amateur Sport	s Club (CASC)	Registration No.	
*Deta	ils			

6. Do you have a Constitution, a Set of Rules or Articles and Memorandum of Association?

Yes		No	
If YE	S, please attach a copy	. If NO, please	se explain why not.
What are	e the main objectives a	nd purposes of t	the organisation as per the Rules/Constitution?
What	Relief are you claimin	g?	

Mandatory Relief (Section 43)	:	Yes	No	
Discretionary Relief (Section 47):		Yes	No	

ACTIVITIES / FUNCTIONS OF THE ORGANISATION:

7.

8.

9. List all the activities/functions carried out at the premises. Include details of any other organisations which use the facilities. If the property is unoccupied, give details of its intended use.

10. If the property is used as a charity shop, state the type of goods sold. State if the goods are donated and, if not, how they are acquired.

11. If the property is used for social and recreational purposes, list any functions or activities that are held to raise money for specifically charitable purposes.

ACCESS:

12. Is access to the organisation open to <u>all</u> sections of the community regardless of race / colour / religion / gender / age / disability?

Yes			No	Γ
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If NO, please state why.

13. Please provide evidence of how your organisation actively encourages membership / usage from particular groups in the community. For example, young people, the elderly, the disabled and people from minority ethnic groups.

14. Are your facilities made available to people other than members / users? For example; schools / casual public sessions / local community.

Yes		No	
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If YES, please provide details and examples. If NO, please state why.

MEMBERSHIP/USERS:

15. Please identify the make-up of your membership / users as follows:

MALES	NO.	FEMALES	NO.	TOTALS
Active Adults		Active Adults		
Juniors (Under 18)		Juniors (Under 18)		
Social only		Social only		
Total		Total		

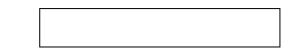
16.	Please pro	ovide details of	charges you	1 make to me	embers, non	-members,	users or hirers.
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17.	Does your organisation provide training or education for its members / users?
	Yes No
	If YES, please provide details.
8.	Is your organisation affiliated to any local or national organisations?
	Yes No
	If YES, please provide details.

FINANCES:

19. Please summarise the following information from your accounts.

Accounts for year ending:



Total gross income	£
	~
Minus total expenditure	£
Equals Loss/profit for the year	£
Savings (reserves, cash or investments)	£

20. What are the principle sources of your income? For example, self help / grant aid / donations / subscriptions / bar profits / hire charges / sales.

21. Is there a Licensed Bar?

Yes

No

If YES, please provide the following information from the Bar Account.

Sales	£
Profit	£
Profit %	£
Bar Surplus/Deficit	£

DECLARATION

I confirm that, to the best of my knowledge and belief, all replies given on this application are true and accurate. I understand that supporting information may be requested at any stage of the process.
I have enclosed copies of the following documents:
Copy of the organisation's latest audited accounts Yes No
Copy of the organisation's constitution Yes No
Signed Date
Name (BLOCK LETTERS) :
Daytime Telephone Number:
Email Address:
Please return to: Cannock Chase Council, PO Box 28, Beecroft Road, Cannock, Staffs, WS11 1BG

How we use your personal information

The information that you have provided will be used by Cannock Chase Council, as the data controller, to update your Non-Domestic Rate account. We will only share your information, when necessary, with agencies involved in the administration of your account, or where the law requires or allows us to. For further information, please see www.cannockchasedc.gov.uk/PrivacyNotice