



Kim Webber B.Sc., M.Sc.
Assistant Chief Executive

West Lancashire Borough Council
52 Derby Street
Ormskirk L39 2DF

William J. Taylor MBE
Chief Executive

Telephone: (01695) 585036/577177
Fax: (01695) 585389
Email: business.rates@westlancs.gov.uk

Dear Sir/Madam,

LOCAL GOVERNMENT FINANCE ACT 1988 – NATIONAL NON-DOMESTIC RATE RELIEF

The following levels of Rate relief can be granted:

- (a) Mandatory Relief – 80% of rates payable

The property must be wholly or mainly used for charitable purposes and occupied by a Registered, Excepted or Exempt Charity.

- (b) Discretionary Relief – up to 100% of rates payable

The property must be occupied for the purposes of a non-profit making:

- (i) Institution or other organisation whose main objectives are philanthropic or religious or concerned with social welfare, science, literature or the fine arts;
or
(ii) Club, society, or other organisation and is used for the purposes of recreation.

The Authority will consider each case on its merits but the Council's general policy for granting Discretionary Relief is reproduced for your information.

- (1) All organisations should bear at least a part of the rate burden.
(2) As a general principle Discretionary Relief will not be granted where the organisation qualifies for Mandatory relief.
(3) Discretionary Relief to be granted to sports clubs and other non-profit making organisations that do not qualify for Mandatory Relief providing an application is submitted which satisfies the Department of the Environment criteria. The levels of Relief to be as follows:

Rateable Value	£7500 or less	80%
	£7501 - £ 15000	50%
	£15001 - £20000	20%
	Over £20000	nil

I enclose the necessary application form, which should be completed and returned to above address as soon as possible. If you require any further information or assistance then please contact the Non-Domestic Rates section on 01695 585036.

Yours faithfully,

Peter Blakey
Exchequer Services Manager



William J. Taylor MBE
Chief Executive

Kim Webber B.Sc., M.Sc.
Assistant Chief Executive

West Lancashire Borough Council
52 Derby Street
Ormskirk L39 2DF

Telephone: (01695) 585036/577177
Fax: (01695) 585389
Email: business.rates@westlancs.gov.uk

**NATIONAL NON-DOMESTIC RATES
APPLICATION FOR MANDATORY/DISCRETIONARY RATE RELIEF**
Local Government Finance Act 1988 (Section 43, 45 and 47)

(Please use **BLOCK CAPITALS**)

Address of Premises	Description	RV

Account Reference		Property Reference	
-------------------	--	--------------------	--

To apply for Rate Relief, please complete this form and return it to the Business Rate section at the above address within 14 days. Any delay in applying may affect the amount of relief you are granted.

Particulars of the Charity/Organisation

Is the Organisation		
(i) A Registered Charity	Yes/No	
(ii) An Industrial and Provident Society	Yes/No	
(iii) A Community Amateur Sports Club registered with the Inland Revenue	Yes/No	
If exempt or excepted from registration please tell us why:		

What are the main objectives and the purpose of the Organisation

Details of Premises for which Rate Relief is claimed:

Date of Purchase		Date of Occupation	
a)	Purpose(s) for which used		
b)	If used for any purpose other than those of the claimant, please give details		
c)	Does your Premises have a licensed bar?	Yes/No	

Type of Relief being claimed

PLEASE READ THE EXPLANATORY COVERING LETTER

a)	Mandatory 80%	Yes/No	b)	Discretionary Up to 100%	Yes/No
----	------------------	--------	----	-----------------------------	--------

If you are applying for Discretionary Rate Relief please send the following documents:

- Copy of Articles of Association or constitution of the organisation **and**
- Copies of the audited accounts and balance sheets for the last two years

Additional information, which will be used to assess the merits of your claim.

Please answer the following questions:

(i)	Is membership open to all sections of the community	Yes/No
	Which particular groups are encouraged to join in e.g. young people (under 18), disabled people, senior citizens (of pensionable age under Social Security Regulations) or the under privileged? (Please give details)	
(ii)	Which service area is provided by the Organisation (e.g. social, recreational and/or cultural or educational) (Please give details)	
(iii)	Is the Organisation locally based or active within the area of the Council?	
(iv)	Are facilities available to people other than members? (Please give details)	

I declare that the information given on this application are correct to the best of my knowledge

Name

Signature

Position

Date

Full Name of Charity / Organisation	
Correspondence Address (inc post code)	
Telephone Number	
E-mail address	