

NATIONAL NON-DOMESTIC RATES



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

INFORMATION TO BE SUPPLIED BY CHARITABLE ORGANISATIONS SEEKING DISCRETIONARY RELIEF FROM THE NATIONAL NON-DOMESTIC RATE UNDER THE LOCAL GOVERNMENT FINANCE ACT 1988 SS47 & 48

Each application for discretionary rate relief is considered on its merits. Please answer the questions below as fully as possible using separate sheets of paper where necessary. Please note: The decision to award Discretionary Rate Relief is based on the information provided at the time of application and not backdated. Failure to complete all the form or supply all the necessary information may lead to an unsuccessful application.

1. Name of organisation	
2. Address and description of property for which relief is sought	
3. Charity number and date of registration	
4. If the organisation is not a registered charity, please enclose a copy if its constitution	
5. If the property is empty, please state: (a) whether the organisation was the last occupier of the property (b) whether the organisation intends to be the next occupier of the property, and if so, the purpose for which it is to be used (c) what legal interest the organisation has in the property (i.e. freehold/lease/licence etc.)	
6. Aims and objectives of the organisation	

<p>7. Details of the services provided from the property (please also enclose any leaflets etc. describing the services provided)</p>	
<p>8. How do the services provided benefit the residents of the Royal Borough?</p>	
<p>9. How many people have used the service during the last year?</p>	
<p>10. How many of these users are resident in the Royal Borough?</p>	
<p>11. Does the organisation charge for the services provided, and if so how much is charged?</p>	
<p>12. What are the opening days and times of the premises?</p>	
<p>13. Are the services available to anyone wishing to use them, and if not, what criteria are used to decide who should receive them?</p>	
<p>14. How does the organisation publicise its services?</p>	

15. Are the premises used for any other purpose other than those for the organisation? If so, please give details	
16. Details of organisation's income a. From investments b. From lettings or sublettings c. From trade or business d. From social or similar activities e. From admission charges f. From public funds g. From voluntary contributions h. From other sources	
17. Please enclose a copy of the organisation's latest annual report and accounts (please state whether the accounts have been audited)	
18. Name and address of contact person to whom future correspondence/ enquiries should be addressed	
19. Telephone Number	
20. Fax Number	
21. Email Address	

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE FOREGOING STATEMENTS ARE CORRECT, AND THAT THE ORGANISATION TO WHICH THEY REFER IS NOT ESTABLISHED OR CONDUCTED FOR PROFIT.

DATE: _____ **SIGNED:** _____

CAPACITY IN WHICH SIGNED: _____

Once completed, this form should be returned to:

**The Royal Borough of Kensington & Chelsea,
PO Box 2369, The Town Hall,
Hornton Street,
London W8 7ZX**