

APPLICATION FOR DISCRETIONARY RATE RELIEF



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 (DRR) will be considered for eligibility against the criteria outlined in the Discretionary Rate Relief Policy 2012.

Find out more: www.rbkc.gov.uk/discretionary-rate-policy.

Please check that your organisation is eligible for DRR before you apply.

Please provide answers to the questions below and email the form back together with the supporting documentation requested. Please use a separate page if you need further space to answer the questions.

1. Name of the organisation	
2. Business rates account number (the nine digit number beginning with 6 on your rates bill)	
3. Address and description of the property (e.g.: office, shop etc.)	
4: Is this a new application or a renewal?	
5. Please provide the organisation's charity registration number and date of registration. Please note: if the organisation is not a registered charity, please enclose a copy of its constitution.	
6. What are the main aims and objectives of the organisation?	
7. a) What service(s) are provided at the property?	

7. b) how do the service(s) provided benefit the residents of the Royal Borough of Kensington and Chelsea (RBKC)?	
8. a) how many people have used the service(s) during the last year?	
8. b) how many of those users are resident in RBKC? Please note: to be eligible for DRR 66% or more of the organisation's service users must be resident in RBKC.	
8. c) In order to evidence the number of users that are resident in RBKC please fill in the table opposite with the total number that have RBKC addresses by part post-code	
PART POST-CODE	NUMBER OF USERS IN THE 12 MONTHS
W2	
W8	
W10	
W11	
W14	
SW3	
SW5	
SW7	
SW10	
SW1W	
SW1X	
TOTAL	
9. Contact details of the person to whom any future correspondence/enquiries should be addressed Name: Address: Email address: Telephone number:	

I DECLARE 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

Please ensure that you have you enclosed the following supporting documentation:

- a copy of the organisation's latest annual report
- a copy of the organisation's latest accounts (preferably audited)
- a copy of the organisation's constitution (if it is not a registered charity)

Signed: Date:

Capacity in which signed:

Please send the completed form and supporting documentation to: LTClient@rbkc.gov.uk