



ISLINGTON

Revenues and Benefits Service

PO Box 34750
 London, N7 9WF
T 020 7527 2633
F 020 7527 2168
E business.rates@islington.gov.uk
W www.islington.gov.uk
Automatic Telephone Payments:
020 7527 8000
 Minicom: 020 7527 1900
 Please reply to: Business Rates

Date:

Business Rates Mandatory (Charity 80%) relief application form

The Local Government Finance Act 1988 allows a Local Authority to grant rate relief in certain circumstances. Properties occupied by a charity and used wholly or mainly for charitable purposes may receive 80% mandatory relief.

Rate Account reference number.....

Property Address relief being claimed for:

.....

If parking spaces are being claimed for, please specify their use e.g. staff parking.

.....

Is the property occupied? YES/NO

If **No** please state when it will be next in use, and by whom.

.....

Do you have sole use of the property? YES/NO

If not, please supply details of all other users.

.....

.....

What is the property used for? (For example: museum, drop in centre, administrative purposes, etc)

.....

.....

.....

What are the main aims and objectives of your organisation/charity?

.....
.....
.....

How do you achieve them?

.....
.....
.....
.....
.....

Is your organisation an Academy School? YES/NO

If **YES**, from what date:

.....

Please supply evidence of Academy status

Academy schools need not complete the rest of this form, only complete the declaration at the end.

Is your organisation a registered Charity? YES/NO OR registered Friendly Society? YES/NO

Registration Number

If exempt from registration, please state on what grounds

.....
.....

Is your organisation recognised as a charity for HMRC Tax purposes? YES/NO

Friendly Societies should include a copy of their letter from Her Majesty's Revenues and Customs, which exempts them from taxes under the provisions of the Income & Corporation Taxes Act 1988 with their application. We will be unable to process your application without it.

CHARITY SHOPS ONLY

What percentage of the goods for sale is donated to the charity?

.....

What types of goods are new or bought in?

.....

Are the proceeds of sale (after the deduction of expenses) only used for the purposes of the charity?
YES/NO

Please ensure you have read the notes carefully and have answered all of the questions before signing the declaration. Please include all documentation with your application.

DECLARATION: I declare this form is completed correctly and to the best of my knowledge and belief.

SignedDate.....

Full Name:

Position in Organisation e.g. Secretary, Treasurer.
.....

Daytime Telephone Number:

Email Address:

Please note that annual checks may be made by the local authority to confirm charitable use of the property. Please answer all relevant questions and return the whole form to: **Business Rates, PO Box 34750, London N7 9WF together with a copy of the latest set of audited accounts, and a copy of the constitution**

Fair Processing Notice

Any information you give us is held securely and will only be used only for council purposes. Information that was collected for one purpose may be used for another council purpose, unless there are legal restrictions preventing this. Islington may share this information where necessary with other organisations, including (but not limited to) where it is appropriate to protect public funds and/or prevent fraud in line with the National Fraud Initiative guidelines. Please see [www.islington.gov.uk/data protection](http://www.islington.gov.uk/data-protection) for more information

