

Contact: Business Revenues Team
Phone: 0300 300 0202 (Mon to Thurs 8.45am – 4.45pm, Fri 8.45am -3.55pm)
Email: ndr.finit@renfrewshire.gov.uk



	Subject address:
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Business Rates – Mandatory Relief – Charity or Amateur Sports Club

In terms of **section 4 (2) of the Local Government (Financial Provisions etc) (Scotland) Act 1962**, Local authorities are required by law to give 80% relief from the full rate charge where the ratepayer is a charity or trustees of a charity, and the property is used wholly or mainly for charitable purposes. This relief was extended from April 2004 to Community Amateur sports clubs registered as such with the Inland Revenue as a club for the purposes of **Schedule 18 to the Finance Act 2002**, where the property is used wholly or mainly for the purposes of that club or other such registered clubs.

Rates reference no.	
Name of organisation claiming relief	
Phone number	
Email address	
Website	

Please note that this application should be completed only if the organisation occupying the premises is a charity, trustees of a charity or amateur sports club and the property does NOT hold a liquor or gaming licence, and if so a separate application should be submitted for discretionary relief (licensed premises). Please contact us should you require this application form.

Details about your organisation:

1. Is your organisation a charity? YES/NO
If yes please supply the registered charity number _____
2. If not a charity, does your organisation have a HM Revenues & Customs Tax Exemption certificate?
YES/NO
If yes please enclose a copy Certificate.
3. Is income generated on the premises, for example sales, payments for services/lets? YES/NO
If yes, please give a brief description

On completion please return to the Director of Finance & Resources, Revenues Business Team, Renfrewshire House, Cotton Street, Paisley, PA1 1AD or email to ndr.finit@renfrewshire.gov.uk

4. Is your organisation a Sports Club? YES/NO
If yes, are you registered as a Community Amateur Sports Club with HM Revenue & Customs?
YES/NO
5. Please supply the CASC registration no _____
6. Describe the use made of the property by all organisations and individuals making use of it.
(Please continue on a separate sheet if necessary)
- _____
- _____
- _____
7. Is a liquor or gaming licence held for the premises? YES/NO
8. Is the relief is being claimed on the grounds that the subject address is used wholly or mainly by the charity or trustee for charitable purposes? YES/NO
9. Is the relief is being claimed on the grounds that the subject address is used wholly or mainly by the amateur sports club and is registered as such with the Inland Revenue? YES/NO

DECLARATION:

I/ We certify that the information supplied on this application is to the best of my knowledge accurate, I/we understand that to deliberately provide false information for monetary gain in relation to this application is a criminal offence.

I/We agree to notify Renfrewshire Council immediately of any changes that may affect the entitlement to this reduction.

Data protection

The information provided by you on this form will be used to update Business Rates. The Council may check the information provided by you with other information held. The information may need to be shared with other Council departments to check the accuracy of the information to prevent or detect fraud or crime or to protect public funds. No other disclosures will be made unless the law permits this disclosure.

Name	
Date	
Designation	
Signature	