



NNDR

Application for Discretionary Rate Relief Section 47, Local Government Finance Act 1988



Promoting City, Coast & Countryside

Revenue Services

This form should be used if you wish to apply for Discretionary Rate Relief.

**Please return the completed form to:
Revenue Services, PO Box 4, Town Hall, Lancaster, LA1 1QR**

Full Name and Address to which rate bills and all correspondence should be sent. Please include telephone number.

Address of property for which relief is claimed:

A. Nature of Organisation

Is the organisation a registered Charity? YES / NO	Registration No:
	Date Registered:

If exempt from registration, please state reason:

Is the Organisation non-profit making? YES / NO	What are the premises used for?
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(For SPORTS CLUBS ONLY)

Is the organisation a registered Community Amateur Sports Club? YES / NO	If NO, please state why registration has not been applied for, or if it has been refused.
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B. Access

Is membership open to all sections of the community? YES / NO	Please give details of any restrictions placed on membership?
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Do you charge a membership fee? YES / NO	If yes, how much?
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Is membership actively encouraged from particular groups in the area, i.e. - people with disabilities, ethnic minorities, disadvantaged? YES / NO	If yes, please give details.
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Are the facilities made available to people other than the members, e.g. schools, casual public use, etc? YES / NO	If yes, please provide details and state whether there is a charge.
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What percentage of your membership is drawn from the local authority area?



INVESTORS IN PEOPLE



C. Facilities	
Does the organisation provide training or education by qualified persons? YES / NO	If yes, please state if there is an additional cost to the member, and how much.
Are any members paid to participate in the clubs activities? YES / NO	If yes, please provide details.
Do the facilities include a licensed bar? YES / NO	If yes, please state how many days of the week the bar is open.
Does the organisation receive any grant aid? YES / NO	
Does any grant received include an allocation for rates? YES / NO	If yes, how much?
Is the organisation affiliated to a local or national organisation? YES / NO	If yes, please give details.
Does the organisation provide facilities which indirectly relieve the local authority of the need to do so, or enhance or supplement those which it does provide? YES / NO	If yes, please give details.
Please give any further information which you think will further your application.	

N.B. A copy of the constitution, latest accounts and (where applicable) details of membership and subscriptions must accompany this application.

Declaration.

I accept responsibility for making this return and I declare that the information given is true and accurate to the best of my knowledge and belief.

Name:	Signature:	Capacity in which signed:
Date:	Contact telephone number: (in the event of a query)	e-mail:
Enquiries about this application should be addressed to:	<i>Business Rate Manager Town Hall Dalton Square Lancaster LA1 1QR</i>	Telephone: (01524) 582920

State Aid De Minimis Declaration

As this relief is subject to State Aid De Minimis regulations which allow an organisation to receive up to €200,000 De Minimis Aid over any period of three fiscal years (as set out in EC regulation 1998/2006 as published in the Official Journal of the European Union on 28 December 2006).

To establish whether you are eligible to receive De Minimis Aid you must declare the full amount of De Minimis Aid which you (include parent company if present) have already been granted during the previous two fiscal years and the current fiscal year. Any assistance that may have been received from a public body might count as State Aid. This could be from central, regional, devolved governments (or agencies) or a local authority. For further guidance on State Aid please visit www.gov.uk/state-aid.

Please complete the Statement of Previous Aid received under the De Minimis exemption (attached) and arrange for a director of your business to sign the declaration and return it to the address at the top of this application form along with the completed form so we may assess your eligibility to receive assistance.

STATEMENT AND DECLARATION OF PREVIOUS AID RECEIVED UNDER THE DE MIMINIS EXEMPTION

I confirm that has been in receipt of the following De Minimis Aid during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance

PLEASE ENSURE RETAIL RELIEF YOU RECEIVE FOR ANY ADDRESSES IS INCLUDED IN THIS TABLE.

It should be noted that Lancaster City Council **must be notified** immediately of any assistance or aid subsequently received by the applicant under the De Minimis Exemption

Declaration:

I hereby certify that full details of any assistance received under the De Minimis exemption (including any received by our parent company) have been declared on this form and, if none have been entered, it is confirmed that no such awards have been made to the applicant. I also certify that the particulars given are correct and I am aware that if incorrect information is supplied, it will invalidate an award and may constitute a criminal offence and I understand that any De Minimis aid granted over the €200,000 limit may be subject to repayment with interest.

Name:		Signature:		Capacity in which signed:	
Date:		Contact telephone number: (in the event of a query)		Email:	



If you are in any doubt as to whether the assistance you have received is subject to State Aid De Minimis Regulations please contact the body which granted the assistance for clarification. Please find below a sample list of common forms of aid which you may have received over the past three years (please note this list is not exhaustive)

Forms of possible aid:

- State Grants;
- Interest rate relief;
- Tax relief;
- Tax credits;
- State guarantees or holdings;
- State provision of goods or services on preferential terms;
- Direct subsidies;
- Tax exemptions;
- Preferential interest rates;
- Guarantees of loans on especially favourable terms;
- Acquisitions of land or buildings either gratuitously or on favourable terms;
- Provision of goods and services on preferential terms;
- Indemnities against operating losses;
- Reimbursement of costs in the event of success
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
- Dividend guarantees;
- Preferential public ordering;
- Reduction of, or exemption from, charges or taxes, including accelerated depreciation and the reduction of social contributions;
- Deferred collection of fiscal or social contributions;
- Assistance financed by special levies;
- Capital transfers;
- Certain State holdings in the capital of undertakings.
- Retail Relief
- Reoccupation Relief