

## Revenues and Benefits Service

Date:

Account number:

### Application for Discretionary/Mandatory Rate Relief

If there is insufficient space on this form, please use additional sheets to support your application.

Address of property for  
which relief is applied

Name of charity or organisation

Is the organisation:

(a) Registered Charity

Yes  No

(b) Designated an Industrial and Provident Society

Yes  No

(c) Registered as a Community Amateur  
Sports Club with the H.M. Revenue and Customs

Yes  No

If yes to either a, b or c please list registration or charity number below and send a copy of the notification.

Registration/Charity number:

If the charity is exempt from registration please tell us why,

What are the main objectives and purposes of the organisation?

**Document Control: Official Sensitive (when completed)**

Kate Allsop – Executive Mayor

Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire NG19 7BH  
t: 01623 463463 w: [www.mansfield.gov.uk](http://www.mansfield.gov.uk)



Is membership open to all sections of the community?

Yes

No

If No please give details,

If Yes please state which particular groups are encouraged to join. Examples might be young people, disabled people, senior citizens, minority ethnic residents.

Has the organisation made any specific adaptations for disabled or special needs groups?

Yes

No

If Yes please give details,

Are facilities available to people other than members?

Yes

No

Give the number of members of the organisation

What approximate percentage of members or users live in the area covered by Mansfield District Council?

%

Additional information (if necessary)

Are there any qualifications/requirements for membership?

Is entry to membership dependant on the votes of existing members?

Yes

No

What, if any, are the membership fees/subscriptions per year?

No fee

Fee

£

What facilities are provided?

Does the organisation run a bar on the premises?

Yes

No

Does the organisation provide training or education to members?

Yes

No

If Yes please give further details,

What are the annual operating costs of the organisation?

£

How are they funded? (Please list sources of income and specific grants/awards the organisation receives)

What are the organisations latest reserves/cash balances?

£

What benefits do the organisations objectives and activities offer to the citizens of the Mansfield District?

Additional details (if any) in support of your application.

## Certification

I hereby certify that the particulars given above are correct to the best of my knowledge and belief.

SIGNATURE ..... DATE .....

Please print name of signatory above .....

Address .....

Capacity of signatory (e.g. Secretary, Treasurer) .....

Telephone number .....

Fax number .....

Email address .....

## WHAT YOU NEED TO SEND IN SUPPORT OF YOUR APPLICATION

- ✓ Copy of registration with Charity Commissions, Industrial and Provident Society or notification of registration
- ✓ Copy of your latest accounts
- ✓ Copy of articles of association or constitution of the organisation
- ✓ Copy of latest Business Plan

## WHAT HAPPENS NEXT?

We will endeavour to determine your application within 28 days and any documents will be returned to you along with the notification of the decision.

If we require additional information we will write to you as soon as possible after receiving your application.

If you have any enquiries please contact the Business Rates Section

Telephone: (01623) 463162

Fax: (01623) 463384

Email: [businessrates@mansfield.gov.uk](mailto:businessrates@mansfield.gov.uk)

Return the form and documentation to,

Mansfield District Council,  
Revenues and Benefits Service  
Civic Centre,  
Chesterfield Road South,  
Mansfield,  
Nottinghamshire,  
NG19 7BH