

Guidelines for completing the Discretionary Rate Relief Review Form 2012

Discretionary relief is given to non-profit making organisations. It is given at the discretion of the Council and can be given in addition to Mandatory Charity Rate Relief.

Please note that any relief awarded is at the discretion of the Council, therefore it is important that you complete the application form in full, as the Council will base its decision, as to whether the relief is applicable, strictly on the information that is contained in the form.

To qualify for Discretionary Rate Relief, an organisation must be:

- a non profit making club, society or other organisation established and conducted wholly or mainly for recreational or sporting purposes;
- OR**
- a registered charity or non profit making organisation whose main objects are charitable, philanthropic, religious or concerned with education, social welfare, science, literature or the fine arts.

Guidelines for filling in the form

Part 1: Type of organisation

Please make sure that you include as much information as possible about the objectives of your organisation and how the property is used to fulfil these objectives.

Part 2: Financial questions about your organisation

Please make sure that you include as much information as possible about the finances of your organisation. We need to know how the payment of rates would affect provision of the organisations objectives. We need to know how the organisation is funded. Is it part funded by Bradford Council?

Part 3: About helping Bradford Council

We need to know if your organisation provides facilities that Bradford Council would otherwise have to provide. Please give as much details as possible. We also need to know about how closely your organisations objectives match our corporate aims and priorities. Please make sure refer to the information provided at the back of the form about The Big Plan when answering this question.

Part 4: About access to your organisation

We need to know who has access to your organisation and how they access you organisation.

- Is there membership?
- Is it open to all sections of the community, (or fulfilling a special need with the community)?
- Are particular groups (for example people with disabilities, old age groups, under 16s, women, minority groups) within the community actively encouraged to join, benefit from or participate?
- Do membership fees preclude open access? Are there discounted rates for particular groups in the community?
- Are facilities made available to people other than members, such as schools or community groups?
- Are members mainly residents of the Bradford District? How many Bradford district residents directly benefit from the services provided or the main objectives of the organisation?

Part 5: What facilities do you provide?

Is there a measurable contribution to the amenities in the area (loss would affect the area's residents). Is education or training provided to members and non-members? Are facilities provided that supplement or replace the council's services?

If there is a licensed bar, is it incidental to the main purpose of the group?

Part 6: Not a registered charity or Community Amateur Sports Club (CASC)

If your organisation is either a registered charity or a CASC you could qualify for Mandatory Rate Relief of 80%. To claim this you will need to fill in a Mandatory Rate Relief Form.

We need to know why you have not considered registering as a charity or a CASC.

Part 7: Evidence you need to provide

We need to see copies of the following documents:

- Your last two years of audited accounts
- Your organisations constitution or Articles/memorandum of association

Please send them with the application form.

Part 8: Declaration & Signature

You must read the declaration and sign to say that the information you have provided is correct.

Other criteria considered

The cost to the Council

What financial cost the Council will incur by awarding relief.

Discretionary Relief Review Form 2012

Name of organisation:

Property address:

Reference (found on the letter sent to you):

E-mail:

Telephone number:

Part 1: Type of organisation

Not established for profit

Philanthropic

Educational

Social welfare

Science

Literature

Fine Arts

Club

Society

Sports/Recreational

Religious

What are the main objectives of the organisation?

How is the property used for the purposes of your organisation?

Part 2: Financial questions about your organisation

Looking at your income and Expenditure Account: if the organisation has operated at a loss, please advise if there are any special reasons for this:

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If the organisation made a profit, or accumulated a large working balance, please advise why and to what purpose this is to be put:

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What are the main sources of funding?

Source	Amount	If restricted, provide details

Does the organisation receive any funds / grants from Bradford Council?

Source	Amount	If restricted, provide details

Are payments made to any members or officers of the organisation? If so how much and why?

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Part 3: About helping Bradford Council

Does your organisation provide facilities that Bradford Council would otherwise have to provide?

Yes

No

Not known

If yes, please tell us what facilities:

Please provide details (on a separate sheet if necessary) as to what extent your organisation's activities contribute to the corporate and district priorities.

Details of these priorities are in the council's "Big Plan" - a summary is attached at the end of this form and further information can be found at www.bradford.gov.uk/businessrates and click on the "Business rates—the Big Plan" link at the bottom of the page.

Part 4: About access to your organisation

Is access available to all sections of the community?

Yes

No

What are the qualifying criteria for access to your organisation (e.g. membership or users etc)

What percentage of your members / users / clients come from the Bradford District?

%

Please give details of fees / subscriptions for membership or any one off joining fees. Include how many members and amounts charged:

Do you actively encourage membership / clients from any disadvantaged groups?

Yes No

If yes, please tell us which groups:

Are facilities open to non-members?

Yes No

If yes, please give details including any charges associated with this:

Part 5: What facilities do you provide?

Does the organisation provide training/education or schemes to develop skills (especially in young people under 16, disabled or elderly):

Yes No

If yes, please give details:

Is the organisation affiliated to any local or national organisations?

Yes No

If yes, please give details:

Does the organisation run a licensed bar at the property concerned?

Yes No

If yes, what is the licensing number?

Are any profits re-invested back into the organisation's activities?

Yes No

When is the bar normally open?

Is the bar open to members of the public?

Yes No

If yes, please tell us under what circumstances this happens:

Part 6: Registration as a charity or CASC will allow you 80% Mandatory Relief

Have you considered becoming a registered charity or CASC?

Yes No

Why have you not considered becoming a Registered Charity or registering as a Community Amateur Sports Club (CASC)?

Part 7: Evidence you need to provide

Please provide

- A copy of your last two years' audited accounts
- A copy of your organisation's constitution or Articles/memorandum of association.

Part 8: Declaration and signature

As far as I know all of the above information is correct.

Signature of applicant:

Date:

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Telephone number:

Email address:

Position in organisation and capacity in which signed

The Big Plan – at a glance

Our main challenge is to achieve sustainable prosperity for all communities. Three “Transformational Priorities” will help us to do this:

- Regenerating the city and major towns,
- Improved education outcomes,
- Improved skills at all levels.

Six important areas of action

1) Prosperity and regeneration

- Regenerate the city and major towns,
- Improve skills, aspiration and enterprise,
- Secure employment,
- Promote business growth,
- Sustainable and affordable housing,
- Enhance transport and connectivity,
- Improve perceptions of the district, its neighbourhoods and cultural life.

3) Safer communities

- Reduce overall levels of crime in the district,
- Improve the public perception of their communities and reduce fear of crime,
- Reduce anti-social behaviour and drug and alcohol misuse,
- Improve reporting levels for domestic abuse and hate crime,
- Reduce levels of re-offending,
- Make our roads safer for adults and children.

5) Improving the environment

- Priorities 2008-2011,
- A cleaner district and cleaner neighbourhoods,
- A greener environment which makes best use of natural resources,
- A more sustainable environment which has a positive effect on climate change.

2) Children and young people

- Improve education outcomes so every learner enjoys school life and achieves full potential,
- Help every child be happy and resilient, feel good about themselves, and have someone to trust,
- Ensure all children and young people feel safe at home and in their community,
- Ensure the contribution of children and young people is recognised,
- Create a highly motivated and well-educated young workforce.

4) Health and wellbeing for all

- Reduce obesity and improve healthy eating, activity levels and lifestyles for children and older people,
- Reduce teenage pregnancy and the number of sexually transmitted disease cases,
- Reduce the damage to health caused by alcohol, tobacco and illegal drugs
- Improve people’s mental health and wellbeing,
- Reduce infant mortality,
- Help people maintain their independence and wellbeing at difficult times,
- Provide people with greatest need easy-to-use health and social care services.

6) Strong and cohesive communities

- Give people access to information, advice and services: everyone has an equal opportunity to succeed,
- Create opportunities for everyone to get involved and contribute to the life of the District,
- Support people from different backgrounds to get on well together,
- Help everyone to feel secure and at ease.