



SWINDON
BOROUGH COUNCIL

APPLICATION FOR MANDATORY / DISCRETIONARY RATE RELIEF BY CHARITIES & NON-PROFIT MAKING ORGANISATIONS

Please complete sections 1 to 9 of this application. If there is not enough space in any of the sections to give full details, please continue on a separate sheet of paper, marking clearly which(s) your comments refer to.

When completed, this form should be returned to:

The Business Rates Section
Resources
Revenues and Benefits
Civic Offices
Euclid Street
Swindon
SN1 2JH

1 What is the name or title of your organisation?	

2 About the property:	
What is the address?	
What is the description?	
Who is the owner of the property?	
What is the property used for?	
Is the property used by other organisations for any other purposes? If YES, Please give details	YES / NO

3 About your organisation:	
What are its main objects & purposes?	
Is the organisation a registered charity? If YES, please give the charity number and enclose a copy of the registration document	YES / NO
If the organisation is not a registered charity but has charitable status, please give the grounds on which it applies or the reasons that it is exempt from registration	
Is the organisation affiliated to any other organisations?	YES / NO
<p>To support this application, please provide a copy of whichever of these documents are appropriate to your organisation:</p> <p>Memorandum and Articles of Association Constitution Rules</p>	

Check list of documents enclosed with this application:

It is very important that you provide all the documents needed to support this application. Please ensure that the documents referred to in sections 3 & 5 are included (as appropriate), then tick the check list below to tell us which ones you have sent with this application.

- A copy of your charity registration document
- A copy of your Memorandum and Articles of Association
- A copy of your Constitution
- A copy of your Rules
- A copy of your last audited accounts
- Other (please specify)

**Thank you for completing this application.
Please return it to the address shown on the front page.**

FOR SWINDON BOROUGH COUNCIL USE ONLY:

<i>Rateable Value</i>	

Date application received	
Date acknowledged	

Account number	
PRN	

RELIEF AWARDED:	
Relief commencement date	
Mandatory 80%	
Top-up 20%	
Discretionary 100%	
Authorisation	
Date	

RELIEF REFUSED:	
Reason:	
Date	