

Application for Discretionary and Mandatory Rate Relief



Name of organisation

Address

Postcode:

Correspondence Address (if different from above)

Postcode:

Name of person completing the form

In what capacity are you completing the form?

Organisation phone number:

Organisation email address:

Organisation website address:

Section A About the property

A1) Is the property occupied?

Yes

Go to question **A4**

No

A2) When the property is next in use will it be wholly or mainly used for purposes that are charitable, philanthropic, religious or concerned with education, social welfare, science, literature or the fine arts.?

Yes

No

A3) When do you expect the property to be brought back into use?

/	/
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A4) What is the property used for?

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A5) What kind of activities take place in the property on a daily basis?

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A6) What type of goods and / or equipment are in the property?

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A7) What right does the organisation have to occupy the property?

It owns the freehold of the premises

Go to **Section B**

It owns a long leasehold of the premises

It rents the premises from a landlord

It has no formal right to occupy the premises

Go to **Section B**

Other (please state below)

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If the property is rented or leased please provide the following information as well as providing your current, signed tenancy agreement or lease:

Landlords name and address:

	Postcode:

Landlord's phone number:

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What is the length of the lease?

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How much is the rent?

£	per
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How long is your notice to quit period?

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How long is the landlord's notice to quit period?

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Section B About the organisation

B1) What type of organisation is it? (Tick all relevant boxes)

- Registered Charity Go to Question **B2**
- Not for profit organisation Go to Question **B4**
- Voluntary, Community & Faith Sector Go to Question **B4**
- None of the above Go to Question **B4**

B2) What is your Registered Charity Number?

B3) If your organisation is exempt from registration, use the space opposite to explain on what grounds

B4) Which of the categories opposite best describes your organisation?

- Scouts, Guides, Cadets or Youth Club

- Community Scheme
(community transport, resident associations, volunteer organisations)

- Support Scheme
(advisory, supporting training, counselling)

- Sports club

- Local based charity

- National charity

- Religious organisation

- Science, literature and / or fine arts

- Social Welfare

- Education / work skills training

- Other (please state using the space below)

B5) Use the space opposite to tell us the main objectives and purposes of the organisation

B6) Use the space opposite to tell us what contribution your organisation makes or will make to the Borough of Wigan?

B7) Are you relocating your business?

No
Yes

Go to Question **B12**

B8) Where are you relocating from?

B9) What is the reason you have chosen to relocate to this area?

B10) Will the relocation benefit other businesses in the area?

No
Yes

Use the space below to explain how

B11) Is the relocation dependant on Rate Relief being awarded?

No
Yes

Use the space below to explain why

B12) Does your organisation trade elsewhere in the U.K.?

No
Yes

Section C About the organisation's users

C1) How many of your current employees live in the Wigan Borough?

C2) Would any recruitment of staff you undertook be mainly focussed on recruiting from the Borough of Wigan?
Yes
No

Use the space below to explain why not

C3) Does your organisation have services or facilities that are accessed by any of the following people?
Members
General Public
Both
None

Go to Question **C20**

Go to Question **C24**

C4) How much are membership fees / subscriptions? £ Per:

C5) Is there concessionary membership? Yes No

If yes, who are the concessions made to?

C6) How many members does your branch have?

C7) What is the procedure for new members?

C8) Can membership be obtained immediately?
Yes
No

Use the space below to explain why not

C8) Do you have a waiting list? No
Yes

Go to Question **C11**

C9) How many are on the list?

C10) What is the average waiting time?

C11) What is the period of notice for cancelling a membership?

C12) Are there penalties for cancelling a membership?

No

Yes

Use the space below to explain the penalties

C13) Is your membership predominantly from the local community?

Yes

No

Use the space below to explain why not

C14) Is membership open to all sections of the community?

Yes

No

Use the space below to explain who it is open to

C15) Is membership actively encouraged from particular groups in the community?

No

Yes

Use the space below to explain who

C16) What proportion of your membership is from the Wigan Borough?

C17) Do the general public pay to access these services / facilities?

Yes

No

Go to Question **C21**

C18) How much are these costs?

£	Per:
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C19) Are there payment concessions?

Yes No

If yes, who are the concessions made to?

C20) Can non members or non member groups use any of the facilities?

No Go to Question **C21**

Yes Please complete the table below

Who	Which facilities	How often	Cost
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£

C21) Does your organisation provide training, coaching or education by a qualified person?

No Go to Question **C29**
Yes

C22) Are there any additional costs to the person accessing the training / coaching / education?

No Go to Question **C25**
Yes

C23) How much are these costs?

£	Per:
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C24) Are these costs over and above membership fees?

Yes No

C25) Are all qualified persons volunteers?

Yes No

C26) Are there any costs to the organisation?

Yes No

C27) How much are these costs?

£	Per:
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C28) Is the training / coaching / education specifically targeted at young members?

Yes No

C29) Does the organisation have a licensed bar?

No Go to **Section D**
Yes

C30) What income is derived from the licensed trade?

£	Per:
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C31) What is the income from the licensed trade used for?

Section D Links to Wigan Council and other funding

D1) Have the organisation's facilities been provided or improved through any self help schemes?

No

Yes

Use the space below to provide details

D2) Is the organisation affiliated to a local or national organisation?

No

Yes

Use the space below to state which ones

D3) Does your organisation accept referrals, such as user or membership, from Wigan Council?

No

Yes

Use the space below to provide details

D4) Does your organisation participate in events held at local schools within the Wigan Borough?

No

Yes

Use the space below to provide details

D5) Does your organisation participate in roadshows, seminars or events organised by Wigan Council?

No

Yes

Use the space below to provide details

D6) Are you in receipt of, or have you ever applied for, any form of grant funding from Wigan Council?

No

Go to Question **D7**

Yes

Please complete the table below

Grant name	Purpose of grant	Date received	Grant amount
			£
			£
			£
			£
			£
			£
			£
			£

**Please provide documentation of any grant funding you have received or applied for.
We will need to see this before processing your application**

D7) Are you in receipt of, or have you ever applied for, any form of grant funding or additional aid from any other organisation, such as Lottery funding, Central Government funding or contribution from an affiliation?

No

Go to Question **D8**

Yes

Please complete the table below

Grant name	Purpose of grant	Date received	Grant amount
			£
			£
			£
			£
			£
			£
			£
			£

**Please provide documentation of any grant funding you have received or applied for.
We will need to see this before processing your application**

Failure to disclose details of all funding may lead to the withdrawal of any relief awarded from the date of award

D8) If the relief is refused, what implications would there be for your members, users and beneficiaries?

D9) If the relief is refused, what implications would there be for Wigan's Council Tax payers?

D10) Will the organisation's activities replace, enhance or supplement current Council facilities or services?

No
Yes

Use the space below to explain how

Section 6 Evidence checklist

Ensure the following evidence is included with your returned form:

- Latest audited accounts
- Documentation for any grants and assistance the organisation has received
- Proof of any and all income received e.g. food, drink, equipment, bar sales, gaming, donated items, souvenirs
- If your premises are rented / leased, proof of your tenancy agreement or lease agreement
- A copy of your constitution and / or articles of association
- Any other documentation you feel would support your application

Section 7 Declaration

I certify that the information contained in this application is correct to the best of my knowledge and belief.

Print Name:

Signature:

Date:

Capacity in which signed: