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**Business Rates Section**

Contact:  
Tel: (01744) 675264  
email: [businessrates@sthelens.gov.uk](mailto:businessrates@sthelens.gov.uk)  
Write to:  
St Helens Borough Council-Business Rates  
PO Box 10592, Nottingham NG6 6DP

Our Ref: BRDRR

Your Ref:

### **Business Rates - Discretionary Rate Relief**

Please find enclosed application form for discretionary rate relief.

The enclosed application form should be completed and returned to the Business Rates Section together with the following supporting information:

1. A copy of your Articles of Association
2. Any literature which confirms your aims and objectives
3. A copy of your most recent financial accounts (or budget if you have been operating for less than a year)
4. A copy of your lease, if the premises are not owned by you.
5. Any other supporting evidence requested on the form
6. Any other information you consider relevant to your application

Supporting information can be provided in either hard copy, electronically via email to [businessrates@sthelens.gov.uk](mailto:businessrates@sthelens.gov.uk) or alternatively, if it is accessible on your website please provide details of the links (URLs).

To enable your application to be assessed, it is important that you clearly demonstrate in your application how your organisation contributes towards the Council's priorities. A copy of the latest discretionary relief policy and details of the Council's priorities can be found on the Council's website at [www.sthelens.gov.uk/business/business-rates/reductions-and-relief/](http://www.sthelens.gov.uk/business/business-rates/reductions-and-relief/)

Please note that your business rate charges remain payable as billed until relief is granted.

If you require any further information concerning this matter, please contact the Business Rates Section on 01744 675264 or e-mail [businessrates@sthelens.gov.uk](mailto:businessrates@sthelens.gov.uk).



# Business Rates

Telephone : (01744) 675264

e-mail: businessrates@sthelens.gov.uk

Post to:

St Helens Borough Council-Business Rates, PO Box 10592 Nottingham NG6 6DP



**ST HELENS**  
BOROUGH COUNCIL

Issue Date:

## Claim for Discretionary Rate Relief for Charities and Similar Organisations

Name of the liable organisation	
Correspondence address for organisation	
Charity Registration Number If exempt from registration / are a charity for tax purposes please state reason & provide evidence	
<b>Address of property for which relief is being claimed.</b> <i>Please use a separate application form for each property.</i>	
<b>Business Rate Account Number :</b>	<b>PRN:</b>
Does the organisation own or lease the premises? <i>If leased please provide a copy of the lease</i>	
Is the property used wholly or mainly for charitable purposes      Yes <input type="checkbox"/> No <input type="checkbox"/>	
For what purpose is the property used? <i>(For example - education, drop in centre, offices, club, fundraising shop)</i>  <i>More detail is required overleaf</i>	
If used as a Charity Shop - What percentage of goods are donated? What type of goods are new/bought in? Are the proceeds of sale used for the purposes of the charity?	
Is any part of the property used by outside organisations? <i>If yes, please provide details of use.</i>	
Is the property currently empty? <i>If Yes, please give details of when it will next be in use, and what purpose it will be used for.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of organisation: Not for profit ___ Social Welfare ___ Fine arts ___ Sports/recreational ___ Philanthropic ___ Science ___ Club ___ Religious ___ Educational ___ Literature ___ Society ___	
Is your organisation - International ___ National ___ Regional ___ Local ___ Affiliated to National Organisation ___ Linked with local community ___	
Does the organisation occupy other premises?	

## Claim for Discretionary Rate Relief for Charities and Similar Organisations Continued

In order to assess the application please provide full details of your organisation and its use of the premises overleaf. It is important that you clearly demonstrate in your application how your organisation contributes towards the Council's priorities. This can be provided on separate sheets.

This should include:

- \* The aims and objectives of the organisation
- \* How the premises overleaf are being used
- \* What service is being provided
- \* Who and how many use it
- \* How your organisation contributes towards the Council's priorities
- \* What benefit will this provide to the local community/residents of St. Helens
- \* Any other information you feel relevant in support of your application

### Declaration

I declare that the information provided is correct to the best of my knowledge and belief, and will notify the Business Rates office immediately of any change in circumstance which may affect my claim.

Signature of the ratepayer, or person authorised to sign on behalf of the ratepayer.

Name \_\_\_\_\_ Signed \_\_\_\_\_

Position held in Organisation \_\_\_\_\_ Date \_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_ email address \_\_\_\_\_

**Return form to : St Helens Council-Business Rates, PO Box 10592, Nottingham NG6 6DP**  
***Remember to provide your Accounts, Articles of Association, Aims and Objectives and all other requested documentation and evidence to support your claim***

The information provided on this form will be processed in accordance with Data Protection Legislation. It will be treated as confidential and used in the assessment and collection of the National Non-Domestic Rate liability. Under the Council's Liability to protect public funds and to detect and prevent fraud, it may be shared with other Council sections and other relevant bodies (including other Authorities, Police, Government Departments) when you have given consent or when allowed to by law.