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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 Rate Relief for Sporting Organisations

Name of the liable organisation

Correspondence address  
for the organisation

Address of property  
for which relief is being claimed.  
**Please use a separate application  
form for each property.**

Business Rate Account Number:

PRN:

For what purpose is the property being  
used.?

Is your sports club a: Community Amateur Sports Club (CASC)   
Community Interest Company

Registered Charity   
Other

*Please provide details*

*If your club is a registered CASC please provide a copy of your certificate*

Does your club hold a Sports England Club Mark  
or an equivalent accreditation?

Yes

No

If so, what level have you been awarded?

*Please provide a copy of your certificate*

Please provide details of your club's  
facilities, at the above property.

- \* Main Sport Played
- \* Pitches/Grounds
- \* Club Houses
- \* Other Facilities

Is the property used by outside  
organisations?.If so, please provide  
details of the use

Please continue overleaf

## Claim for Rate Relief for Sporting Organisations      Continued

In order to assess the application please provide more detail 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 Councils priorities.

This can be provided on separate sheets and should include:

- \* How your organisation meets the Councils Priorities
  - \* The aims and objectives of your organisation
  - \* how the premises overleaf are being used,
  - \* who uses it,
  - \* how many participants (If you have youth and open age levels please give breakdown)
  - \* Membership details - fees, subscriptions  
Is access to the facilities available to non members?
  - \* What benefit will this provide to the local community/residents of St Helens
  - \* Provision for and use by underrepresented groups  
(for example: young people, old people, persons with disability)
  - \* Does the organisation employ professional players/coaching
  - \* Is coaching provided ? if yes who to, at what levels , how often
- \*Any other information you feel would support 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 the requirements of 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.