

APPLICATION FOR DISCRETIONARY RATE RELIEF

INFORMATION TO BE SUPPLIED BY CHARITABLE ORGANISATIONS SEEKING DISCRETIONARY RELIEF FROM THE NATIONAL NON-DOMESTIC RATE UNDER THE LOCAL GOVERNMENT FINANCE ACT 1988 SS47 & 48



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Each application for Discretionary Rate Relief (DRR) will be considered for eligibility against the criteria outlined in the Discretionary Rate Relief Policy 2012 which is attached to the application form – **please check that your organisation is eligible for DRR before you apply**

Please type in the answers to the questions below and email the form back together with the supporting documentation (contact details are at the bottom of this form). Please use a separate page if you require further space for answers to questions 6 and 7 below

1. name of the organisation	
2. business rates account number	
3. address and type of the property (eg office, shop etc)	
4: is this a new application or a renewal?	
5. charity number and date of registration note: if the organisation is not a registered charity please enclose a copy of its constitution	
6. what are the main aims and objectives of the organisation?	
7. ♦ what is the service(s) provided from the property? ♦ how does the service(s) provided benefit the residents of the Royal Borough of Kensington and Chelsea?	
8. a how many people have used the service(s) during the last year? b how many of those users are resident in RBKC? nb: to be eligible for DRR 66% or more of the organisation's service users must be resident in RBKC	

<p>c In order to evidence the number of users that are resident in RBKC please fill in the table opposite with the total number that have RBKC addresses by part post-code</p> <p>ie W10 x 33 would indicate that 33 service users had RBKC addresses in the W10 area. The total should correspond to the total number in 8b above</p> <p>nb: we ask for part post-code data so as not to breach of data protection rules</p>	NW10 x	W10 x
	SW10 x	W11 x
	SW1W x	W14 x
	SW1X x	W2 x
	SW3 x	W8 x
	SW5 x	W9 x
	SW7 x	
	total	
<p>9. contact details of the person to whom any future correspondence/enquiries should be addressed</p>	<p>name:</p> <p>address:</p> <p>email address:</p> <p>telephone number:</p>	

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE FOREGOING STATEMENTS ARE CORRECT AND THAT THE ORGANISATION TO WHICH THEY REFER IS NOT ESTABLISHED OR CONDUCTED FOR PROFIT

please ensure that you have you enclosed the following supporting documentation:

- a copy of the organisation's latest annual report
- a copy of the organisation's latest finance report (preferably audited)
- a copy of the organisation's constitution (if it is not a registered charity)

signed: date:

capacity in which signed:


contact details

the completed form and supporting documentation should be:

emailed to: communityengagement@rbkc.gov.uk or

posted to:

The Community Engagement Team
 Kensington Town Hall
 Hornton Street
 London
 W8 7NX

 020 7598 4633

the information collected on this form will only be used for the purposes of administering the discretionary rate relief scheme