

NATIONAL NON-DOMESTIC RATES
Application for Rate Relief under Sections 47 of the Local Government
Finance Act 1988
CHARITIES AND NOT FOR PROFIT ORGANISATIONS

Information

The Council may award Discretionary Rate Relief to charities and not for profit bodies if certain conditions are satisfied. These are:

- a) the ratepayer is a charity or trustees for a charity, **and** the hereditament (property) is wholly or mainly used for charitable purposes; or
- b) all or part of the property is occupied for the purposes of one or more institutions or other organisations none of which is established or conducted for profit and each of whose main objects are charitable, or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature, or the fine arts; or
- c) the property is wholly or mainly used for purposes of recreation, and all or part of it is occupied for the purpose of a club, society or other organisation not established or conducted for profit.

Finally, there is an overriding requirement that all decisions must be based on being in the general interests of the Council Tax payer.

Since circumstances of each organisation will be different it is impossible for the Council to give a prescriptive list. However a variety of factors including, the contribution that the organisation makes to the Billing Authority's amenities and its inhabitants' lifestyle and well being as well as the financial resources available to the Ratepayer will be considered but these will be varied from one organisation to another.

If the property is used by more than one organisation, Milton Keynes Council will require the information for all significant users in order to assess the application.

Milton Keynes will be reviewing all applications in accordance with the latest relevant case law.

All applicants should be aware that if circumstances change they must notify the Council.

Also please be aware that Milton Keynes Council may inspect the property to confirm the information provided in the application.

The full Discretionary Rate Relief guidelines are available on the internet <http://www.milton-keynes.gov.uk/reliefs-and-exemptions>

The completed application form should be sent, together with any documents, to:

**Milton Keynes Council, Revenues Services,
PO Box 5327, Civic Offices
1 Saxon Gate East,
Central Milton Keynes
MK9 3WB**

**Tel (01908) 253794
Fax(01908) 253707**

Or to ndr@milton-keynes.gov.uk

Account reference	
Ratepayer	
Address of property	
Financial year for which relief is sought	

1. DETAILS OF ORGANISATION APPLYING FOR RELIEF

1.1	Name (of person completing the form)	
1.2	Email contact details (of person completing the form)	
1.3	Contact Details (daytime) (of person completing the form)	
1.4	Please detail the charitable objectives of the organisation.	
1.5	<p>Has your use of the property changed since your previous application?</p> <p>Please detail all of the changes.</p> <p>(Answer only if you have previously been in receipt of discretionary rate relief.)</p>	

2. GENERAL INTERESTS OF MILTON KEYNES COUNCIL TAX PAYERS

2.1	<p>Please list the services you offer to residents and the average number of residents that use this service per week.</p> <p>(e.g., 1-1 counselling: 12, Food bank: 50-60...)</p>	
2.2	<p>Please provide details of how your organisation measures 'success' in relation to achieving your charitable objectives.</p>	
2.3	<p>Does the organisation provide residents of Milton Keynes services, opportunities or facilities that are not provided locally by another organisation?</p>	
2.5	<p>Are the services available to anyone in MK wishing to use them?</p> <p>If no, what criteria is used to decide who should receive them?</p>	
2.6	<p>Does your organisation charge for the services you offer?</p> <p>If so, please provide a list of the fees charged.</p>	

3. FINANCIAL/STATUTORY

3.1	If the most recent annual accounts have been prepared but have not yet been submitted to the Charity Commission, please submit a copy otherwise we will check the Charity Commission website for your accounts. If the 'short form' accounts only are on the Charity Commission website, please attach a copy of the full accounts. Your application will not be processed without this.	
3.2	If the memorandum and articles of association are not on the Charity Commission website, please provide these.	
3.3	Is the organisation receiving grant aid from Milton Keynes Council or national bodies? Please specify the body, amount and any conditions, if applicable.	

Milton Keynes Council has adopted a Zero Tolerance approach towards fraud. It is a criminal offence to deliberately make a false statement. If you give false or incomplete information or fail to report a change in circumstances this may result in prosecution. In addition, the Council will robustly seek recovery of Non Domestic Rates that are owed as a result of any misleading or inaccurate information provided regardless of whether the provision of such information was deliberate or otherwise.

I HEREBY CERTIFY that the particulars given above are correct to the best of my knowledge and belief, having regard to the notes attached.

Signature:

Capacity in which signed:
(for example, Company
Director, Secretary etc)

Date:

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Central Milton Keynes
MK9 3WB

Tel (01908) 253794

Milton Keynes Council collects and uses information about you to calculate and collect your Business Rates liability in accordance with the Local Government Finance Act 1988. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy. If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk