

For Office Use	
Our Ref	
Date received	

Director of Customer Services
Allerdale Borough Council
Allerdale House
Workington
CA14 3YJ



Telephone: 01900 702530
e-mail: revenues@allerdale.gov.uk

Please read the enclosed guidance notes before completing
Please complete in **BLOCK CAPITALS** and **BLACK INK**

Application for Mandatory Rate Relief

The Applicant	
Name of organisation	
Full address of property for which you are seeking rate relief	
Post Code	

Please answer all questions (where applicable)	
1) Is the building wholly or mainly used for charitable purposes?	Yes / No
If you have answered no to this question you will NOT be eligible for Mandatory Rate Relief.	
2) Is the building used as a charity shop?	Yes / No
If you have answered YES to question 2 please answer the next two questions	
• Is the building wholly or mainly used for the sale of goods given to the charity?	Yes / No
• Are the proceeds of the sale of goods used for the purpose of the charity?	Yes / No
3) Is the organisation the sole beneficial user or occupier?	Yes / No
4) Are there other co-users or occupiers, i.e. Scouts, Guides etc. using the same premises?	Yes / No
If you have answered YES to this question, please complete PART A below	
5) Are you a registered as a charity with the Charity Commissioners under the Charities Act 1960?	Yes / No
If you have answered NO to this question please complete PART B below. If you have answered YES to this question please give your registration number	
6) A) Your Name	
B) Signature	
C) Capacity in which signed (i.e. Secretary, Treasurer, etc.)	
D) Correspondence address	
E) Date	
F) Telephone number	
7) When all questions have been answered please return your application to the address on the top of this form	

Part A

To be completed by applicants answering YES to question 4 above

Please list the other organisations using the building, stating whether or not they are charities and average time used per week/ month/ year. You need not include casual lettings for parties etc., but you must include regular users, i.e. playgroups, dancing classes, etc.

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Part B

To be completed by applicants NOT registered with the Charity Commissioners

I.	Very briefly please list the aims of the organisation (if you have the Rules, Articles or Memoranda of Association governing the organisation please enclose a copy)	
II.	Who controls the organisation, i.e. Trustees, Committee, etc?	
III.	Is membership restricted and if so by whom?	
IV.	If the organisation ceased to function who would acquire any assets?	
V.	Any other information you wish to give in support of your application.	

PLEASE ENSURE THAT ALL OF THE RELEVANT QUESTIONS HAVE BEEN COMPLETED AND THEN RETURN YOUR APPLICATION TO THE ADDRESS SHOWN ON THE TOP OF THIS FORM.