

Application Form Mandatory and/or Discretionary Rate Relief

The Local Government Finance Act 1988 allows a local authority to grant rate relief in certain circumstances. Properties occupied by a charity and used wholly or mainly for charitable purposes will receive 80% mandatory relief and can apply for up to 20% discretionary relief. Properties used by non-profit making organisations can receive up to 100% discretionary relief, provided they fulfil certain conditions.

When determining discretionary relief applications, East Herts Council and Stevenage Borough Council will normally distinguish between those organisations that are established for the benefit of the residents within East Herts Council Stevenage Borough Council and those which encompass a wider area.

The granting of relief is reviewed on an annual basis.

How to fill in this form:

If your organisation is a **registered charity** or a **registered community amateur sports club** (CASC) then complete sections 1,2 and 3 and sign the declaration in Section 7 to claim MANDATORY RELIEF of 80%. If you want to apply for DISCRETIONARY TOP-UP RELIEF of up to 20% then you must also complete sections 4, 5 and 6.

If your organisation is **not** a registered charity or community amateur sports club and you wish to apply for up to 100% DISCRETIONARY RELIEF then you must **complete the whole form** and sign the declaration.