



Horsham  
District  
Council

Horsham Revenues and Benefits

PO Box 5327

Civic, 1 Saxon Gate East

Central Milton Keynes

MK9 3ZA

Return by email to: [hdc-revenues@milton-keynes.gov.uk](mailto:hdc-revenues@milton-keynes.gov.uk)

**CHARITY/NON-PROFIT MAKING ORGANISATION/COMMUNITY**

**AMATEUR SPORTS CLUB RELIEF APPLICATION**

Application by a **Charity, Non-Profit Making Organisation or Community Amateur Sports Club (CASC)** under (section 43 (5)(6) & 45(5)(6) or a **Non-Profit making or Organisation** claiming under Sections under 47 of the Local Government Finance Act 1988.

<b>Name of Organisation</b>	
<b>Property Reference Number</b>	
<b>Property Address</b>	
<b>Account Reference Number</b>	

<p><b>Particulars of the Charity or Organisation</b></p> <p>Is the Charity or Organisation registered with the Charities Commission? Yes/No</p> <p>If yes, please state registration number</p> <p>Is the Charity or Organisation registered as a Community Amateur Sports Club (CASC)? Yes/No</p> <p>If yes, please state registration number</p>	
<p>If exemption from registration of either applies, please state on what grounds</p>	

<p><b>Details of property for which relief is claimed</b></p> <p>Is the premises operated by a trading arm of a Charity? Yes/No</p> <p>If yes, please give details</p> <p>Please state the purpose(s) for which the property is used</p>	
<p><b>Section/s under which relief is being claimed</b></p> <p>Section 43(5)(6), 45(5)(6) Yes/No</p> <p>Section 47 Discretionary Relief Yes/No</p>	

Note: In cases where the application is being made in respect of a non-profit making organisation, the following documentation and information must also be forwarded with the application:-

- 1)** Copy of the Memorandum and Articles of Association, or Rules of the Association. (These will be returned after the application has been considered, if requested).
- 2)** Copies of the most recent audited accounts and balance sheets (see additional information sheet)
- 3)** Membership numbers, including juniors and students, and how many reside within the Horsham District.

**ORGANISATIONS WITH MEMBERSHIP, PLEASE COMPLETE THE FOLLOWING:**

Total number of Members	
Percentage of Members who live in the Horsham District	
Is there a membership fee? Yes/No  If yes, how much per annum/month	
Are there any discounts? (for unemployed, low waged etc.)	
Is there any criteria for membership? (age, interests etc.)	
How are members recruited? (any specially targeted groups)	



Horsham  
District  
Council

Horsham Revenues and Benefits

PO Box 5327

Civic, 1 Saxon Gate East

Central Milton Keynes

MK9 3ZA

Return by email to: [hdc-revenues@milton-keynes.gov.uk](mailto:hdc-revenues@milton-keynes.gov.uk)

Is this a registered  
Community Amateur  
Sports Club (CASC)?

If yes,  
Is it open to the whole  
community? Yes/No  
Organised on an  
amateur basis? Yes/No

Do you pay any players?  
Yes/No

If yes, please give details  
of amounts paid

**ALL ORGANISATIONS PLEASE COMPLETE:**



Horsham  
District  
Council

Horsham Revenues and Benefits

PO Box 5327

Civic, 1 Saxon Gate East

Central Milton Keynes

MK9 3ZA

Return by email to: [hdc-revenues@milton-keynes.gov.uk](mailto:hdc-revenues@milton-keynes.gov.uk)

**Ownership of premises /  
funding**

What is the main source  
of income?

Please give details of how  
built/ purchased / lease  
funded

Details of how any rent is  
paid, by organisation or  
other body

Please confirm the level of  
rent

<p><b>In relation to the facilities</b></p> <p>What is the nature of the facility (i.e hall, room etc)?</p> <p>What is the size / capacity of the facility?</p> <p>If it is an organisation with members, are the facilities available to non-members? Yes/No If</p> <p>yes, on what basis?</p> <p>If no, why not?</p>	
<p>Does the organisation run a bar or gaming machines</p> <p>If yes, please give details of income from these sources</p> <p>What is the status of the organisations finances?</p>	



**Horsham  
District  
Council**

**Horsham Revenues and Benefits**

**PO Box 5327**

**Civic, 1 Saxon Gate East**

**Central Milton Keynes**

**MK9 3ZA**

**Return by email to: [hdc-revenues@milton-keynes.gov.uk](mailto:hdc-revenues@milton-keynes.gov.uk)**

Does your Organisation have links directly or indirectly to another organisation operating for the same or different purpose? Yes/No

If yes, details should be provided of the nature of the link and that organisation's assets and accounts





Horsham  
District  
Council

Horsham Revenues and Benefits  
PO Box 5327  
Civic, 1 Saxon Gate East  
Central Milton Keynes  
MK9 3ZA

Civic, 1 Saxon Gate East  
Central Milton Keynes  
MK9 3ZA

Return by email to: [hdc-revenues@milton-keynes.gov.uk](mailto:hdc-revenues@milton-keynes.gov.uk)

**PLEASE NOTE** It is unlikely that an application for Discretionary Rate Relief will be successful where the accounts of that organisation, or an organisation to which it is affiliated, reveal surpluses of income over expenditure or substantial general reserves in excess of one year's operating costs that are not set against a specific project to be spent over the next three years



Give a brief  
explanation of why you  
consider your  
organisation should be  
granted discretionary  
rate relief

## DETERMINING AWARDS

The Determination of awards is delegated to the responsible Cabinet Member. In determining awards, the Cabinet Member will bear in mind all the facts of each case, in particular the extent to which the organisation meets local needs in the district and benefits local people.

Please complete the section overleaf giving a summary of your most recent audited accounts. Forms and supporting documentation **MUST** be returned to the Council by 30 April

***If the form is not completed, it will be returned to you for this to be done before the matter can proceed.***

## SUMMARY OF EXPENDITURE AND INCOME OF YOUR LOCAL ORGANISATION

Expenditure £	
Total Income £	
Balances at (date dd/mm/yyyy)	



Net Current Assets £	
Year ended (date dd/mm/yyyy)	

**I HEREBY CERTIFY that the particulars given above are correct to the best of my knowledge and belief.**

Name (in block capitals)	
Date	
Capacity in which signed	
Telephone number	

Email address	
Address for correspondence (if different from above)	
Signature	

CHECK LIST: Have you included the following:

- **The completed application form**
- **Copies of the most recent audited accounts and balance sheets for the local organisation** (accounts should be relevant to the premises occupied and not the national body accounts).
- Please complete all boxes on all forms, including N/A (not applicable), if appropriate.

#### **HOW WE USE YOUR INFORMATION.**

We may use the information provided on this form to prevent and detect crime, and may also share this information with other public bodies for similar purposes. In addition, we may use this information to promote other council services you may be entitled to, but we will not share this information with third parties for marketing purposes. Information on this form will be made available to the public. If there is a particular reason why you think we should not do so you can let us know by writing to Horsham Revenues and Benefits, PO Box 5327, Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3ZA

**Information will only be used by Horsham District Council and its employees in accordance with Data Protection Act 2018. Horsham District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.**