



BOSTON BOROUGH COUNCIL

**Application for Discretionary/Mandatory Rate Relief**

Telephone: 01205 314413 Email:businessrates@boston.gov.uk

Please complete this application as clearly as possible. If there is insufficient space, please use the space provided on page 7 and/or add additional sheets. Please indicate which question(s) you are referring to.

1. Name & full address of Business, Charity or Organisation:

2. Address of property for which relief is applied:  
*(If different from above)*

3. Account Reference:

4. Property Reference:

5. Do you use the premises as a charity shop? Yes  No

6. Is the organisation

a) A registered charity? Yes  No

b) Designated as an Industrial Provident Society? Yes  No

c) Registered as a Community Amateur Sports Club with HM Revenue & Customs? Yes  No

d) A business

Yes

No

If you have answered yes to a, b or c then please provide your charity/registration number. In the case of a yes answer to c then please also provide a copy of the letter from HM Revenue & Customs confirming CASC status.

Charity / CASC registration number

7. If the organisation is exempt from registration then please tell us why.

8. What are the main objectives and purposes of the organisation?

9. What are the premises (that are the subject of this application) used for?

10. Is membership open to all sections of the community?      Yes            No     

If you answered 'no' please give details.

If you answered 'yes', please state which groups in particular benefit from your organisation or are particularly encouraged to participate.

11. Has the organisation made any specific adaptations for individuals or groups with specific needs?      Yes            No     

If you answered 'yes' please give details.

12. Are facilities available to non-members?

Yes

No

If you answered 'yes' please give details.

13. How many members does the organisation have?

14. What approximate percentage of members/users live within Boston Borough Council's area?

%

15. Are there any particular qualifications and/or requirements for membership and/or participation, or is membership conditional in any way e.g. are members elected by existing members?

If you answered 'yes' please provide details.

Yes

No

16. Is the organisation affiliated to any national or local sporting organisation or body? If so, what are they?

17. Does the organisation run a bar on the premises? Yes  No  N/A

If yes answered what proportion of the club's members are active sporting members as opposed to social members.

18. Please state the main sources of income of your organisation, e.g. usage fees, room hire, bar takings, with the appropriate totals being earned from each income source.

19. What (if any) are the membership and/or subscription fees per year?

Subscription and/or charges

No subscription and/or charges

Subscription

£

Payable

Monthly/ Other

Recurring charge

£

Payable

Monthly/ Other

20. Please advice of any further sources of income.

21. How do the organisation's objectives and/or activities complement the priorities of Boston Borough Council? (See appendix 1)

22. How do the organisation's objectives and/or activities benefit the residents of Boston Borough Council?

23. Additional details (if any) in support of your application (including the impact on your business, charity or organisation of having the relief refused).

Question Number	
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**CERTIFICATION**

I hereby certify that the particulars given in this application are correct to the best of my knowledge and belief.

Signed	<input type="text"/>	Date	<input type="text"/>
Print Name	<input type="text"/>	Capacity of Signatory	<input type="text"/>
Tel Number	<input type="text"/>	Email Address	<input type="text"/>

## WHAT YOU NEED TO SUPPLY IN SUPPORT OF THE APPLICATION

- Copies of your latest accounts for the last two years
- A copy of your Articles of Association or Constitution
- A copy of your membership application form with any accompanying notes
- Anything else you wish to submit in support of your application

Please submit the *fully completed* application to:-

Revenues Section  
Boston Borough Council  
Municipal Buildings  
West Street  
Boston  
Lincolnshire  
PE21 8QR

### BBC Use Only

Mandatory:

Discretionary:

Notes:

Approved/Rejected: