



APPLICATION FORM FOR RELIEF FROM BUSINESS RATES

Under Sections 43 & 45 of the Local Government Finance Act,1988

All applicants must complete Sections A & B in full. Any questions which cannot be answered in the space provided must be answered on a separate sheet.

When completed, please return this form **plus the required enclosures**, to London Borough of Newham, Chief Executive's Department, East Ham Town Hall, London E6 2RP

Section A

1. The name or title of Charity or Organisation.....
.....
2. Details of the property for which relief is sought.:
 - a) Description.....
 - b) Address.....
.....
 - c) Purpose(s) for which the property is used (**or intended to be used if empty**). Please give specific use.
.....
.....
 - d) Date of legal possession.....
 - e) Date of actual occupation.....
3. Terms of tenancy of the premises if occupied but not owned by the Organisation.
.....
.....
4. Terms of tenancy of the premises if owned by the Organisation but occupied by it's beneficiaries.
.....
5. Name, address and telephone number of the **Secretary** or other **Officer** or **Agent** dealing with the affairs of the organisation.....
.....
.....

Section B

Mandatory Relief (**Registered Charities only**)

- 6. a) What are the **objects of the Charity**?.....
.....
.....
- b) What was the **date and place of registration**?.....
.....
- c) Please state the **registration number of your Organisation**.....

A copy of your charity registration index slip must accompany your application.

I hereby certify that the statements made are correct to the best of my knowledge and belief and that the organisation to which they refer is not established or conducted for profit.

Signature.....
Address.....
.....
Capacity in which signed.....
Date.....

For official use only.

- 1. Date application form sent.....
- 2. Date completed application form received.....
- 3. Date approved by SM/HE&RS.....
- 4. Date of application of relief to computer.....
- 5. Date ratepayer advised in writing of refusal

Account No.
