



## Application for Non-Domestic Rate Relief for Charities (Discretionary)

Please complete all sections and return to:

Business Rates Section  
Nottingham City Council  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

Tel (0115) 915 4819  
Email [businessrates@nottinghamcity.gov.uk](mailto:businessrates@nottinghamcity.gov.uk)

For Office Use
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Account number	
Date of Issue	

1. Name of the organisation	
2. Address of the property concerned	
3. Do you wish to claim Discretionary top-up relief as well as mandatory relief?	Yes / No
4. Are you a registered charity?	Yes / No
5. If yes, what is your registration number?	
6. If no, please state the reasons you are not registered.	
7. Are you registered as a charity with HMRC for tax purposes?	Yes / No
8. What benefits do the organisations objectives offer to the citizens of the city?	
9. For what purpose is the property used?	

10. If the property is a charity shop, what percentage of the goods for sale have been donated to the organisation?	
11. If the property is used for any other purposes other than those of the organisation, please give details.	

Signed \_\_\_\_\_ Telephone Number

Capacity in which signed \_\_\_\_\_ Date

**Important**

If top-up discretionary relief is awarded, it can be up to 20% dependant upon certain criteria being met.

All applications for top-up discretionary relief must be accompanied by the following documents,

- 1 A copy of the latest audited accounts.
- 2 A copy of the organisations memorandum and articles of association or its constitution and rules.