

**CHARITABLE RATE RELIEF  
NOTES FOR GUIDANCE AND INFORMATION**

**A MANDATORY RELIEF :**

**CHARITY SHOPS :**

Relief, amounting to 80 per cent of the National Non Domestic Rate charge, will be granted in respect of a charity shop provided that:

- (i) it is used wholly or mainly for the sale of donated goods;  
and
- (ii) the proceeds of sale (after any expenses) are applied for charitable purposes.

**CHARITY**

Means an institution or other organisation established for charitable purposes only, or any persons administering a trust established for charity purposes only.

**CHARITABLE STATUS - QUESTION 5**

Registration with the Charity Commissioners under the Charities Act 1960 will be conclusive evidence of charitable status. A copy of the Charity Registration Certificate should be enclosed with the form.

**EXEMPT CHARITIES - QUESTION 5**

The Charities Act 1960 and subsequent Statutory Orders exempt certain charities (eg. The Church Commissioners) from registration. If the charity is exempt because of registration under the Friendly Societies Act or Industrial and Provident Societies Act, evidence of this registration should be submitted.

**EXCEPTED CHARITIES - QUESTION 5**

Statutory Regulations have **excepted** certain charities from registration under the Charities Act (eg. Boy Scouts and Girl Guides Organisations, Voluntary Schools). Please state the title of the Excepting Order (if known)

**SALE OF GOODS - QUESTION 6**

Briefly describe the type of goods sold in the shop and divide the **value of total sales** between:

- a. goods **DONATED** to the charity
- b. goods **PURCHASED** wholesale by the charity
- c. goods **MANUFACTURED** by the charity or its beneficiaries.

**USE OF THE PREMISES - QUESTION 8**

If the premises are used (by the Charity or others) for purposes other than a retail shop, please give full details on the reverse side of the form.

**B GENERAL NOTES**

The statutory provisions on charitable mandatory rate relief are to be found in Sections 43 and 45 of the Local Government Act 1988.

Further advice and information can be obtained from the **COUNCIL'S NATIONAL NON DOMESTIC RATES OFFICE** direct line telephone number (01684) 862339

If there is insufficient space on the application form below for any answer, please use a separate sheet of paper.

You need only reapply for relief when requested to do so by the Council.

PLEASE COMPLETE THE FOLLOWING FORM

**APPLICATION FOR MANDATORY RATE RELIEF**  
(Under Sections 43 & 45 Local Government Act 1988)

**CHARITY SHOPS**

**PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

**1 FULL NAME & ADDRESS OF THE OCCUPYING CHARITY claiming rate relief**


**2 ADDRESS OF PROPERTY FOR WHICH RELIEF IS CLAIMED**


**3 DESCRIPTION OF PROPERTY (if not a retail shop)**

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**4 THE MAIN OBJECTS AND PURPOSES OF THE CHARITY**

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**5 IS THE ORGANISATION REGISTERED WITH THE CHARITY COMMISSIONERS ?**

Answer YES or NO

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If the answer is YES please state the Registration Certificate number and enclose the Certificate or photocopy for inspection and return.

Certificate Number

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If NO please state if there is exemption from registration **OR** give evidence of charitable status

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**6 DESCRIPTION OF GOODS sold in the shop**

**PERCENTAGES OF TOTAL SALES (Enter the word ACTUAL or ESTIMATE in brackets)**

- A Goods **DONATED** represent % of total sales ( )  
B Goods **PURCHASED** represent % of total sales ( )  
C Goods **MANUFACTURED** represent % of total sales ( )

**7 ARE THE TOTAL SALE PROCEEDS (after expenses)  
APPLIED FOR CHARITABLE PURPOSES**

Answer **YES** or **NO**

**PLEASE NAME THE CHARITY / CHARITIES WHO BENEFIT**

**8 IS THE SOLE USE OF THE PROPERTY FOR THE SALE  
OF THE ABOVE MENTIONED GOODS ?**

Answer **YES** or **NO**

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*“I Certify that the above particulars are correct to the best of my knowledge and belief”*

SIGNED: \_\_\_\_\_ FULL NAME: \_\_\_\_\_

CAPACITY IN WHICH SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_ DAYTIME PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this application to:**

REVENUE SERVICES  
MALVERN HILLS DISTRICT COUNCIL  
COUNCIL HOUSE  
AVENUE ROAD  
MALVERN  
WR14 3AF

**Or if you need help or advice contact:**

**MALVERN CUSTOMER SERVICE CENTRE**  
THE LIBRARY  
GRAHAM ROAD  
MALVERN  
WR14 3AF  
**OPEN: MON – FRI 9am – 5.30pm**  
Tel: 01684 862151 Fax: 01684 574906  
Minicom: 01684 862186  
Email: [Worcestershirehub@malvern hills.gov.uk](mailto:Worcestershirehub@malvern hills.gov.uk)