

(Phone calls may be recorded)

[revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)  
<http://www.midsussex.gov.uk/revsandbens>

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

Business Rates Account Number	Business Rating List Reference Number (if known)	Situation of Property	Description of Property

**Particulars in Support of Claim**

**1. Particulars of the Charity or Organisation.**

- (a) What are its main objects and purposes? (a) .....
- (b) Is it registered with the Charity Commission or the Department of Education and Science? (b) .....  
If so, please state Registration Number .....
- (c) If exempt from registration, please state grounds. (c) .....

**2. Details of property for which relief is claimed.**

- (a) Purpose(s) for which used. (a) .....
- (b) If used for any purpose other than those of the Claimant, please give details. (b) .....

**3. Section(s) of the 1988 Act under which relief is being claimed**

- (a) Section 43 (Mandatory Relief) (a) YES/NO
- (b) Section 47 (Discretionary Relief) (b) YES/NO
- See notes overleaf If answer YES, please see notes

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

Signature .....

Address .....

Capacity in which signed ..... Date .....

## **Notes**

In cases where the application is being made for discretionary relief under Section 47, the following documents 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)
2. Copies of the audited accounts and balance sheets for the last 2 years.

This application when completed is to be sent to:

Mid Sussex Revenues and Benefits  
Oaklands, Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS  
**Telephone Number: 01444 477564**

---

## **NOTES**

### **(a) Section 43 of the Local Government Finance Act 1988 (Mandatory Relief)**

Qualification for mandatory relief is that the ratepayer is a charity or trustees for a charity, **and the property is wholly or mainly used for charitable purposes** (whether of that charity or of that and other charities).

### **(b) Section 47 of the Local Government Finance Act 1988 (Discretionary Relief)**

Mid Sussex District Council can give an additional “top up” of up to 20% Discretionary Rate Relief to those organisations which fall into the following categories:

- A Youth Group or organisation
- A Village Hall or Centre
- Are in receipt of a grant from Mid Sussex DC towards running costs
- Are a Disabled Housing trust provider of disabled housing in the Mid Sussex district.

Discretionary relief may be granted to the ratepayer of a property, which is all or in part occupied for the purposes of one or more institutions, or other organisations, none of which is established or conducted for profit, and each of whose main objects are charitable or are philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or

It is wholly or mainly used for purposes of recreation, and all or part of it is occupied for the purposes of a club, society or other organisation not established or conducted for profit.