

**NATIONAL NON-DOMESTIC RATE
APPLICATION FOR MANDATORY AND/OR DISCRETIONARY RELIEF**

Name of Organisation:

Address of Property:

Account Number(s):

Property Number(s):

IF THE ORGANISATION IS A CHARITY:

1. Registered Charity Number (if exempt from registration please give details).....
2. Is the property used for charitable purposes or purposes connected with the charity?.....
3. If the property is used for a charity shop, Are the goods donated and are the proceeds used for the purposes of the charity?.....
4. Is the charity national or local?.....
5. What proportion of funds raised are applied within the Borough of Southend?.....

IF THE ORGANISATION IS NON-PROFIT MAKING:

1. Purpose/aim of the organisation.....
2. Level of subscriptions and number of members (if applicable).....
3. Are there any restrictions on membership?.....
4. Are the facilities made available to persons other than members?.....
5. taking to raise funds?.....
6. Please give details of any grants received by the organisation in the last 3 years.....

CHARITIES AND NON-PROFIT MAKING ORGANISATIONS:

1. What facilities are provided that benefit the local community?.....

I certify that the foregoing statements are correct to the best of my knowledge and belief.

Signed..... Capacity.....

Address..... Date.....

PLEASE RETURN THIS FORM, TOGETHER WITH A COPY OF YOUR ANNUAL REPORT AND THE AUDITED ACCOUNTS AND BALANCE SHEETS FOR THE LAST TWO YEARS, AND ANY OTHER INFORMATION YOU FEEL IS RELEVANT IN SUPPORT OF YOUR APPLICATION, FOR RETENTION, TO THE REVENUES MANAGER, FINANCE AND RESOURCES SERVICE, CIVIC CENTRE, VICTORIA AVENUE, SOUTHEND ON SEA, ESSEX, SS2 6ER.