



Please read these notes
carefully before completing
the application form

Discretionary Rate Relief Guidance notes for Charities and Non-Profit Making Organisations

These notes provide additional information for Charities and Non-Profit Organisations when making an application for Discretionary Rate Relief.

Registered charities and other non-profit making organisations are able to apply for discretionary rate relief, to a potential 100%, where the main objective(s) of the organisation are clearly aligned to East Lindsey District Council's Ambitions.

There are some exceptions, including schools and charity shops.

In most circumstances, discretionary rate relief will be awarded to the full extent on offer, up to a maximum of £2,000.

Village Halls

Village halls are public buildings run by dedicated groups of volunteers, who have the responsibility for all aspects of management of the building in line with current legislation. Village and community halls play important roles in their community as they provide a facility for social, recreational and cultural activity.

In recognition of the importance of village halls within local communities, and alignment with the Council's Corporate Strategy, top-up discretionary rate relief, to 100%, will be awarded in all cases.

Checklist for applications and supporting information

The following information is required as part of your application. You may wish to use this as a checklist to verify your final application and supporting information before sending it on to us.

Application Form

- Completed application form (if you need additional space for your answers, please use a separate piece of paper, noting the number of the question(s) to which you refer).

Supporting Information

- Documented support from your local parish or town council and from your East Lindsey District Council ward member.

Supporting Information continued

- Copy of last two years audited accounts and balance sheets
- If the organisation has more than 12 months running costs, relief will not normally be granted unless the organisation can provide evidence that the reserves are being generated for a large project. Details of the project, including timescales and costs must be provided as part of the application.
- Copy of the membership policy, including a copy of the organisation's application form and membership subscriptions.
- Evidence of the organisation's Equal Opportunities Policy.
- Details of other sources of funding

In line with the Discretionary Rate Relief Policy, all applications for relief are required to demonstrate:

- How they address the Council's Ambitions, and
- How they contribute towards supporting the delivery of these in the local community.

The Council's Ambitions

Our Overall Ambition

- A District with healthy, prosperous, vibrant people and places.

Our Ambitions for East Lindsey

- To improve our economic prosperity
- To nurture our distinctive and vibrant communities
- To reduce inequality to improve quality of life

Our Ambitions for our Council

- To put residents at the heart of all we do
- To be green, open and ethical
- To be an aspirational, high performing Council

Further details can be found online in our Corporate Strategy at:
www.e-lindsey.gov.uk

Please note, we will be unable to process any application that is incomplete, or where supporting documents, as detailed above are not provided.

Completed application forms should be sent to:

Business Rates Team

PO Box 20

Manby Park

Louth

Lincolnshire

LN11 8XN

If you require any advice or assistance,
please contact the Business Rates Team on
01507 329520, 01507 329518 or 01507 329191

The Discretionary Rate Relief Policy
can be found at www.e-lindsey.gov.uk

If you would like this information in another language, large print
or Braille please contact us on 08446 601111 – 01507 601111

Osoby pragnące uzyskać informacje w innym języku, proszone są o zawiadomienie
rady lokalnej 01430 457377

如果您想要這份資料的其它語言版本，請告訴 01430 457375

Se desejar obter esta informação num idioma alternativo, por favor
contacte 01430 457378

Если Вы хотите получить эту информацию на каком-либо другом языке,
пожалуйста, сообщите об этом 01430 457389