



Information Station/Gorsaf Wybodaeth  
Old Station Building/Adeiliad yr Hen Gorsaf  
Queensway  
Newport/Casnewydd  
South Wales/De Cymru  
NP20 4AX

**Application by  
Charitable Organisation (Trustees of)  
For Mandatory Relief From National  
Non-Domestic Rates  
(Local Government Finance Act 1988 (Section 43(6)))**

**SECTION A - DETAILS OF ORGANISATION**

<p><i>1(a)</i> Name /title of organisation.</p> <p><i>(b)</i> Name and address of Secretary or person responsible to whom future correspondence may be addressed.</p> <p>Telephone number in case of query.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><i>2</i> Charity Commission Reg. No.</p> <p>Date of registration.</p>	<p>.....</p> <p>.....</p>
<p><i>3</i> If not registered, has an application been made for registration under the provisions of the Charities Act 1960?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><i>4</i> If it is claimed that the organisation is a charity but that registration is not necessary, please state why the charity is exempted or excepted from registration.</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p><i>5</i> Is it recognised as a charity for tax purposes?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

**SECTION B - DETAILS OF PREMISES**

<p><i>1</i> Address of premises for which relief is sought.</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p><i>2</i> Description of premises (i.e. shop, office, workshop, etc).</p>	<p>.....</p> <p>.....</p> <p>.....</p>

## SECTION B - DETAILS OF PREMISES (Cont...)

<p><b>3</b> a) Purposes for which premises are used.</p> <p>b) If premises are used as a charity shop, are the goods sold wholly or mainly donated to the charity?</p> <p>c) Are the proceeds of sale, after expenses, applied for the purposes of the charity?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><b>4</b> Status of occupation (i.e. leased, owned, rented, vacant).</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p><b>5</b> If vacant please state:</p> <p>a) Whether your organisation was the last occupier of the premises.</p> <p>b) Whether your organisation intends to be the next occupier of the premises.</p> <p>c) Date that the property became vacant.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>.....</p>

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

Name(block capitals) ..... Signature .....

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

### GUIDANCE NOTES

Section 43(6) Mandatory Relief applies:

Where the ratepayer is a charity or trustees for a charity and the hereditament is WHOLLY or MAINLY used for charitable purposes (whether of that charity or of that and other charities).

(A hereditament is a building or other premises).

Applicants must supply, in support of their application:

- a) A copy of the Trust Deed or other relevant documentation (i.e. a print of the written constitution or rule book).
- b) A statement giving full details of the activities and work carried out at the premises.

**IF YOU ALSO WISH TO APPLY FOR DISCRETIONARY RATE RELIEF OVER AND ABOVE THE MANDATORY RELIEF, YOU MUST SUBMIT AN ADDITIONAL WRITTEN STATEMENT IN SUPPORT OF YOUR APPLICATION.**