

Royal Borough of Kingston upon Thames

Application by a Charity or Community Amateur Sports Club (CASC) claiming Mandatory Relief under
The Local Government Finance Act 1988

Name of Charity or Organisation: _____

Address of Property: _____

Rate Account Number: _____

1. Particulars of the Charity or Organisation

a)	What are the main objectives and purposes of the organisation?	
b)	Are you registered with the Charity Commission? If so, please state Registration Number.	YES/NO
c)	If exempt from registration with the Charity Commission, then please state the reasons.	
d)	Are you registered with HM Revenues & Customs as having CASC status? If so please provide a copy of their letter of confirmation.	YES/NO

2. The use of the property

a)	What is this property used for?	
b)	Is the property shared or used by any other organisations? (If so, please give details)	YES/NO
c)	Is the property a shop? If so, what percentage of the shop is being used for the sale of goods donated to the Charity?	YES/NO

Notes - Please forward the following documents with the application:-

1. Copy of the Memorandum and Articles of Association or Rules of the Association (please indicate if you wish these to be returned after the application has been considered).
2. Copies of Audited Accounts and Balance Sheets for the last 2 years.

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

Signature _____ Print Name _____

Capacity in which signed (e.g. Treasurer, Secretary) _____

Correspondence address _____

Date _____ Telephone No _____ E-mail address _____

Please send completed application to:-

Council Tax and Rates Department, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU