



Proud of our past. Energised for our future.

CUSTOMER SERVICES

NON DOMESTIC RATES
APPLICATION FOR DISCRETIONARY RATE RELIEF

Please complete all 3 pages of this form and return to the address shown at the end of this document, with all the additional information requested (attach additional sheets of paper if required).

Account Reference No: (the 8 digit number beginning with 3)

Name of Organisation:

Address:

Contact Name: (Secretary/Treasurer)

Contact Address:

Contact Telephone No:

Fax No:

E-mail:

Charity Registration No:

Inland Revenue Registration No: (if registered as a Community Amateur Sports Club)

If affiliated to a national organisation, please state which organisation

continue overleaf...

1 Give details of the objective / purpose of your organisation
(attach your Memorandum or Articles of Association or organisation rule book)

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.....

2 Provide details on a separate sheet of how your organisation meets the objectives of Copeland Borough Council's Corporate Plan
(This can be found on the Council's website **www.copeland.gov.uk**)

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.....

3 Who is eligible for membership?

.....
.....

4 What is the procedure to apply for membership?

.....
.....

5 If you particularly encourage certain groups of people, eg women, children, OAP's, please state

.....

6 What is the annual membership fee / subscription charge?

.....

7 How many members do you have?

.....

8 What percentage of members reside in the Copeland area?

.....
.....

9 Give details of how the building is used by your own organisation, including the days used per week and the times of use

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.....

.....*continue overleaf...*

10 If the building is used by other organisations, give details including times and days

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11 Give details of the facilities available for the disabled, including access details

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12 If your organisation runs a bar describe how the bar profits contribute to the objectives of your organisation (**enclose the bar trading accounts for the last 2 years, and information on the use of the profits**)

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13 Describe what fund raising activities your organisation has carried out in the last 2 years

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.....

14 Provide copies of your audited accounts for the last 2 years together with detailed information on expenditure

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DECLARATION - I hereby declare that the information given is correct

Name:..... Date:

Signature:

Position in Organisation:



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The Copeland Centre,
Catherine Street, Whitehaven, Cumbria, CA28 7SJ.
Tel: 0845 054 8600 **Fax:** 01946 598308 **E-mail:** ctax@copelandbc.gov.uk