

## Application for Mandatory and / or Discretionary Business Rate Relief

<b>Date of application:</b>	
-----------------------------	--

<b>Account reference number:</b>	
----------------------------------	--

<b>Organisation name:</b>	
---------------------------	--

<b>Address:</b>	
-----------------	--

<b>Telephone number:</b>		<b>Fax number:</b>	
--------------------------	--	--------------------	--

<b>Please indicate:</b>	Registered Charity number:
	Registered Friendly Society number:
	Community Amateur Sports Clubs number:

Please state the main objectives and purposes of the institute or organisation and describe what the property is used for:

--

Please indicate your institution or organisation type, if applicable:

**Charity Shop**

<b>Percentage of total sales:</b>	Goods donated represents:	% of sales
	Proceeds use for charitable purposes:	% of sales

**Club or Society**

Is membership open to the whole community?

Yes

No

Are particular groups in the community encouraged to join? If yes, please explain:

--

**Aided School**

Is membership open to the whole community?

Yes

No

Are particular groups in the community encouraged to join? If yes, please explain:

Signature of ratepayer or person authorised to sign on behalf of the ratepayer:

<b>Name:</b>		<b>Position:</b>	
--------------	--	------------------	--

<b>Signature:</b>		<b>Date:</b>	
-------------------	--	--------------	--

### Important

- **the business rates remain payable while the application is being processed**
- **once the application has been processed, any change in your circumstances could affect your entitlement and you have a legal duty to tell us within 21 days of any such change**
- **failure to tell us of changes could result in a penalty charge**
- **rate relief is subject to periodic review**

**A copy of the accounts for the last financial year, together with estimates for the current year must be returned with this application, together with a copy of the institution or organisation constitution and rules (if applicable).**

Please return this form to:

Revenue Service  
Wiltshire Council  
Collections - Business Rates  
P.O. Box 4385  
Trowbridge  
BA14 4DS

Telephone: 01249 706290

Email: [businessrates@wiltshire.gov.uk](mailto:businessrates@wiltshire.gov.uk)

Local offices are also situated in Chippenham, Salisbury, Devizes and Trowbridge

### Privacy Notice

Wiltshire Council will keep and use your personal information in line with the requirements of the General Data Protection Regulations 2016 and we are the data controller for the information provided on this form.

The Council's Data Protection Office can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

The information you have provided to the Council will be used by the Revenues Department to determine entitlement to business rate relief that the council administers. Information will only be shared among officers and other agencies where it is necessary and lawful. We will not share your data with any other third parties unless we are required or permitted to do so by law.

We may use the information you have provided on this form within this Authority for the prevention and detection of fraud. We may also share this information with other bodies administering or in receipt of public funds, such as HM Revenues and Customs.

The Council participates in data matching exercises through the National Fraud Initiative. These exercises match the data held by the Council with that of other agencies, including other local authorities and government departments to:

- Prevent or detect benefit fraud or any other crime;
- Support national fraud initiatives; and
- Protect public funds

For more information about how your personal data is used, including your rights as a data subject, please see our privacy notice at <http://www.wiltshire.gov.uk/business-rates-privacy>