



Finance Department
 Director of Finance, John Turnbull CPFA

PO Box 856, London E17 9PN

Name of Organisation.....

Contact: Business Rates
 Direct Line: 020 8496 3000
 Fax: 020 8496 8434
 Your Ref: NNDR Account Ref/.....
 E-mail: businessrates@walthamforest.gov.uk
 Date:

Telephone Lines Open 9:00 a.m. to 1:00 p.m. Monday to Friday

**Section 47 Local Government Finance Act 1988
 TARGETED DISCRETIONARY Rate Relief Application Form**

Property for which relief is applied:

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**Please complete and return this form by 1 October to:
 Revenue and Benefit Services, PO Box 856, London, E17 9PN**

Are you applying for:

Targeted Discretionary Rate Relief? Yes/No

-

Have you already explored the possibility of mandatory relief? Yes/No

Please tick the category relevant to your organisation	
Non-profit Open-Workspace	
Other (please specify)	

Your Details:

Contact Name.....

Job Title

Telephone Number **Fax Number**.....

Email Address

SECTION 1 – DETAILS OF THE ORGANISATION AND PROPERTY

1. ORGANISATION DETAILS

a. Name of organisation claiming targeted discretionary relief:

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b. What is the name & address of the landlord of the property?

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c. Registered Office/Forwarding Address: (If applicable)

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d. How is the organisation funded?

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e. Do you receive any other funding from London Borough of Waltham Forest?

Yes/No

f. If yes, please provide details of the Council department(s) and contact officer(s) responsible for your contract or grant

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2. PROPERTY DETAILS

a. What is the current use of the rated property?

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b. On what date did you start to occupy the property?

c. Is the whole property used mainly for open-workspace purposes? Yes/No

d. If yes, please detail the activities carried out in the property

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e. If you answered no to C, what other uses is the property subject to?

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f. If the property is used by any other organisation please give details:

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g. Does your organisation occupy other premises outside Waltham Forest? If yes, please provide the addresses

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h. How many people are paid to work for the organisation?

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i. How many people do voluntary work for the organisation?

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j. If the property is empty when will the property be used again and by whom?

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3. OBJECTIVES OF THE ORGANISATION

a. Is the organisation registered with the Charities Commission? **Yes/ No**

b. If the organisation is registered, what is the Charity Number?

c. If not currently registered, are you planning to apply for charitable status? **Yes/ No**

d. Is the organisation constituted as a non-profit, social enterprise (i.e. Community Interest Company, Charitable Trust, Community Benefit Society, Cooperative Society)?

e. If yes, please, provide documentation to confirm this status.

f. If none of the above, what is your organisation's legal status?

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g. What are the main activities and purposes of the organisation?

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4. PLEASE ENCLOSE ALL OF THE FOLLOWING DOCUMENTATION:

- | | |
|--|--------------------------|
| Lease/Tenancy Agreement | <input type="checkbox"/> |
| Constitution/Articles of Memorandum | <input type="checkbox"/> |
| Documentation of Industrial Provident Society (If applies) | <input type="checkbox"/> |
| Latest Annual Accounts | <input type="checkbox"/> |
| Latest Annual Report | <input type="checkbox"/> |
| List of Management Committee members/Trustees | <input type="checkbox"/> |

SECTION 2 – ADDITIONAL BENEFITS

1. Introduction

An offer of Targeted Discretionary Rate Relief (TDRR) is dependent on a number of additional benefits being created for Waltham Forest’s residents and businesses. Some of these are prescribed, while others rely on applicants setting out their plans to achieve positive benefits:

2. Sustainability

Applicants must identify how their activities will contribute to tackling climate change by reducing carbon emissions - primarily through energy efficiency measures to reduce gas and electricity use and reduced mileage using petrol or diesel vehicles; and staff travel plans, encouraging sustainable transport through walking, cycling and use of public transport.

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3. Air Quality Business Pledge

Applicants will be asked to be a signatory to the Waltham Forest Air Quality Business Pledge.

Poor air quality has a significant impact on health costing London’s economy approximately £3.7 billion and causing approximately 9,400 premature deaths annually in London. Regardless of whether your business is small, medium or large, simple steps can significantly reduce your businesses’ pollution and CO2 emissions, improve the quality of life for employees and customers, demonstrate your corporate responsibility and save costs.

The London Borough of Waltham Forest is committed to reducing air pollution and we invite your business to get on board and pledge to reduce air pollution and also improve health and wellbeing. The Council will provide you with a toolkit which will help you to conduct an internal audit and provide tips on how to reduce your emission contributions.

For more information please contact Tracy Farrell Tracy.Farrell@walthamforest.gov.uk.

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b. How will regeneration outcomes be delivered?

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c. How will regeneration outcomes be measured?

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Examples of economic outcomes

- Jobs created.
- Jobs safeguarded.
- Learning and skills.
- Businesses assisted.
- Business starts.
- Local supply chains supported.
- Work experience.
- Traineeships.
- Apprenticeships.
- Business turnover growth.

a. Which economic outcomes will be achieved by the project and how many will be generated?

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b. How will economic outcomes be delivered?

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c. How will economic outcomes be measured?

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Examples of cultural outcomes

- Increased visitor numbers.
- Number of cultural activities supported.
- New creative partnerships.
- Volunteering in creative activities.
- Community participation.

a. Which cultural outcomes will be achieved by the project and how many will be generated?

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b. How will outcomes be delivered?


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c. How will outcomes be measured?

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I certify that the information provided is correct to the best of my knowledge:

Signature: _____ Tel. no: _____ Date: _____



Discretionary relief is awarded to ratepayers at the discretion of the Local Authority. This information is needed to satisfy the authority that the property is occupied with the objective of providing open-workspace, established or conducted on a not for profit basis.

This Authority is under a duty to protect the public funds it administers. To this end it may use the information you have provided on this form within the Authority for the prevention and detection of fraud. It may also share this information with other bodies, administering public funds, solely for these purposes.

OFFICE USE ONLY

Date received	Period of application	Rates (£)	80% Mandatory relief (£)	20% Balance (£)

Standard Conditions of Grant Aid (abridged version relating to groups in receipt of Rate Relief)

1 Introduction

- 1.1 The Council recognises and respects the independence and value of organisations in granted Rate Relief. 'Independence' means freedom for you to choose your own area of work; and to carry out that work according to the aims and terms set out in your organisation's constitution.
- 1.2 The Council will take account of this in our dealings with you. We will try not to interfere in the way you organise your activities unless we need to.
- 1.3 However, accepting a grant from us, will involve you in certain responsibilities. We expect you to have good management, employment and financial practices. Also, to promote equal opportunities and show that you can effectively deliver your service or carry out your activity.
- 1.4 Your activities should benefit the people who live or work within the London Borough of Waltham Forest. You must also take positive steps to involve local people in managing your project.

2 General

- 2.1 If you break any of the conditions outlined, the Council can:
 - Refuse to give you a grant;
 - Stop any grant it has agreed to give you; or
 - Take legal action against you
- 2.2 The Council reserves the right to stop or withhold any grant. This is likely to occur while the Council is investigating or considering an alleged or suspected breach of these conditions.
- 2.3 The activities of the organisation must be carried out in accordance with the law. A wide range of legislation applies to employment, discrimination, health and safety and other areas of activity. It is your responsibility to ensure that your organisation keeps up to date with changes in legislation.
- 2.4 Organisations are under an obligation to co-operate with the Council's officers monitoring their work, activities and expenditure, and any other area where the Council has a legitimate interest.

3 Management of the organisation

- 3.1 You must hold regular Board meetings, including an Annual General Meeting.
- 3.2 You must carry out your business in a way that avoids 'conflict of interest'. This means that board members and staff must not use their position or influence within the organisation to gain advantage for themselves or others.
- 3.3 Any member of your management committee must resign if he/she becomes an employee of the organisation. However, if your constitution allows staff representation on the management committee, this is allowed.

4 Equal opportunities and anti-racism

- 4.1 We have an equal opportunities policy. This says that we are actively opposed to all forms of discrimination. We are taking positive steps to make sure this policy is put into practice.
- 4.2 You must have a written equal opportunities policy and code of practice. You must be able to show us that:

- you have taken positive and practical steps to make sure people from all eligible groups are made welcome and are able to use your services;
- you have taken positive steps to welcome people from all eligible groups on to your management committee;
- your employment practices are fair and you will not discriminate in relation to pay and conditions of employment, recruitment, promotion and career opportunities; and
- you are monitoring your success in putting your equal opportunities policy into practice.

5 Employment Practices

- 5.1 You must issue all staff with a statement of principal terms and conditions of employment and job descriptions. Any changes in conditions of service and job descriptions for staff funded by the Council must be notified to your nominated officer. Your staff have the right to join an appropriate and recognised trade union.
- 5.2 You must operate good employment practices, particularly in respect of equal opportunities. You may be required to give the Council a copy of your equal opportunity and employment policies.
- 5.3 You must be sure that all persons employed after the 27th January 1997 have immigration entitlement to work in the United Kingdom.

6 Financial

- 6.1 You must have a separate bank account in the organisation's name requiring at least two signatories. All cheques issued will be made payable to the group.
- 6.2 You must comply with all financial and accounting requirements of Charity / Company Law.
- 6.3 You should follow good practice in relation to internal financial controls, and at a minimum keep proper books of accounts.
- 6.4 You must retain all invoices, receipts, accounting records, and any other relevant documentation relating to the expenditure of the grant, for at least six years after completion of the funded activity.
- 6.5 The Council has the right to inspect your organisation's records, including its books of accounts.

Annual Accounts

- 6.6 Someone independent of your organisation must check your accounts. The level of checks depends on the size of your organisation and the amount of grant aid you receive. The Council expects that any audit/independent examination should follow Charitable and Company Law.
- 6.7 If your organisation has income or expenditure of less than £10,000 per year an independent person must check and sign to say that the annual accounts are accurate and give a fair picture of your finances.
- 6.8 If your organisation has income or expenditure of more than £10,000 per year we expect a formal independent examination (whether an organisation is a charity or not).
- 6.9 However if your organisation receives more than £50,000 in grant aid you will need your accounts to be audited.

Insurance

- 6.10 Your organisation must have and maintain adequate insurance cover for your activities, events, staff, premises, equipment and vehicles, including
- Public Liability
 - Employer's liability cover if staff are employed.
 - Property and equipment insurance against fire, theft, loss, damage, vehicle/driver insurance if vehicles are owned and/or driven.
 - Professional Indemnity if advice is given to members of the public.

7 Politics

- 7.1 Your organisation must not support nor promote a political party.

8 Providing services or activities

- 8.1 You must be able to show that you are meeting your aims effectively. You must also show us that you provide high-quality and value-for-money services. One way of doing so would be to achieve accreditation within an appropriate quality assurance scheme.
- 8.2 You must give the Council reasonable opportunities to observe your services and activities.

9 Ending or refusing the grant

- 9.1 If we give you a grant, you must not assume that we will do the same in future years. Before the start of each financial year, we consider which voluntary and community organisations to fund and at what level.