



**APPLICATION BY A CHARITY FOR MANDATORY CHARITABLE RELIEF**

Particulars of the Charity or Organisation

Account Ref:-

Name & Address:-

**i) What are its main objectives and purposes?**

.....  
.....  
.....  
.....  
.....

**ii) Is it registered with the Charity Commissioners or the Minister of Education?  
If so please state registration number**

.....  
.....  
..

**iii) If exempt from registration, please state grounds.**

.....  
.....  
.....  
.....  
.....

Details of hereditament for which relief is claimed:

**i) Purpose(s) for which the property is used**

.....  
.....  
.....

**ii) If used for any other purpose by any party other than the claimant, please give details**

.....  
.....  
.....

DECLARATION: -

**I declare that the information provided above is correct to the best of my knowledge**

**Name (BLOCK CAPITALS):** - .....

**Capacity in which signed:** - .....

**Signature:** - ..... **Date:** - ..... **Telephone number:** - .....

## **MANDATORY RATE RELIEF FOR CHARITIES AND OTHER BODIES**

Where a property is occupied by a charity or trustees of charity and is wholly or mainly used for charitable purposes (whether of that charity or of that and other charities) an 80% mandatory relief of the rate chargeable can be awarded. Where the owner of an unoccupied property is a charity or trustees for a charity, and it appears that when next in use the property will be wholly or mainly used for charitable purposes a mandatory relief of 80% of the 50% empty property rate can be awarded.

In order to qualify for mandatory rate relief the council must be satisfied that a charity is an institution or other organisation established for charitable purposes only, or any person administering a trust established for charitable purposes only.

If your organisation wishes to claim mandatory rate relief please complete the application form and return it to our offices:-

Revenues  
South Staffordshire Council  
Council Offices  
Codsall  
Wolverhampton  
WV8 1PX

or email it to [taxation@sstaffs.gov.uk](mailto:taxation@sstaffs.gov.uk) .

You will be informed of my decision as soon as possible.

## **Application for Business Rates -Fair Processing Notice**

*Data Protection – what you need to know*

*Data Controller / Data Protection Officer*

**South Staffordshire District Council of The Council Offices, Wolverhampton Road, Codsall WV8 1PX (telephone number 01902 696000) is what is known as the ‘controller’ of your personal data.**

Our ‘Data Protection Officer’ is Lorraine Fowkes. She can be contacted here at the Council Offices.

*Purpose of processing / Legal basis*

**As an organisation we process your personal data to enable us to ascertain who is liable at a property with a view to levying Business Rates. We register progress and determine applications for a discount / exemption and, where you qualify, provide financial support to you. We also review certain claims after an award of a discount / exemption has been made. We progress applications for payment by direct debit and hold personal bank details.**

Our legal basis for processing your *ordinary* personal data will be either that it is necessary to do so to perform a task carried out in the public interest or in the exercise of official authority vested in us. Where we process any *special* data such as information about mental or physical health we do so as it is necessary for us to perform our obligations under social protection law.

*Recipients*

**Depending on your circumstances we may share your information with officers within the Business Rates team, other officers within the Council, the Valuation Office, other Councils and Police. The Council has a duty to protect public funds that it administers.**

The Council will take steps to verify information given in support of any discount or exemption by matching with data held elsewhere within the authority or with other external bodies involved in the administration of public funds, for the prevention and detection of fraud.

*Retention*

**We will store your information for a period of 6 years or as long as there is a justifiable Council need to do so. The information will be retained on both our Live and Test databases.**

*Your rights -in brief*

**If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased.**

*General*

**The provision of information by you to us is a legal requirement. If you do not provide the information to us we may not be able to register progress and/ or determine your application.**

*Complaints*

**Please speak to us or our Data Protection Officer in the first instance but if you do have any concerns about the way we have processed your personal information then you can complain to the Information Commissioner.**