



# WORTHING BOROUGH COUNCIL

## Guide for determination of awards of discretionary rate relief

NAME OF APPLICANT	RATED PROPERTY ADDRESS					
ESSENTIAL		Yes	No			Comment
1	Occupied or to be occupied by applicant					
2	Constitution proving established as a non profit making Organisation or Charity or CASC or has Tax exemption certificate					
3	Accounts included or available on the internet					
4	If a sports club, CASC status has been granted					
5	If the criteria is met SBRR has been applied for					
WHERE THE ANSWER TO A QUESTION ABOVE IS NO OR IF APPLICANT FAILS TO PROVIDE THE INFORMATION, NO DISCRETIONARY RELIEF IS TO BE APPLIED						
	FOR ALL APPLICATIONS COMPLETE SECTIONS 1 - 4	Score available		Score granted		Comment
1. FACILITIES - FUNDING						
1	The building was paid for by funds raised by members	+1				
2	The rent is paid for by funds raised by members	+2				
3	The building was paid for by grants from organisations other than the Council	0				
4	The rent is paid for by grants from organisations other than the Council	0				
5	The building was paid for by grant from the Council	-1				
6	The rent is paid for by grant from the Council	-1				
7	The building is provided on a peppercorn rent	-1				
	<b>Points available</b>	<b>3</b>				
2. FACILITIES USAGE						
1	The organisation has sole use	0				
2	The organisation owns / leases and allows usage by other organisations that could be entitled to discretionary relief	+1				
3	The organisation owns / leases and allows usage by other organisations that would not be entitled to discretionary relief	-2				
4	The organisation owns / leases and charges for use by others	-2				
	<b>Points available</b>	<b>1</b>				
	<b>Total</b>	<b>4</b>				

3. GENERAL & FINANCIAL		Score available	Score granted	Comment
1	The organisation serves the Worthing area only	+3		
2	The organisation serves the Sussex area only	+2		
3	Reserves are not greater than the annual rates	+1		
4	Net assets are less than turnover	+1		
5	Fundraising is carried out throughout the year	+2		
6	The organisation meets one or more of the Council's Corporate objectives	+3		
7	The organisation employs 2 or more staff	-1		
8	The organisation has links with a National organisation	-1		
9	Financial support is available from a National organisation	-2		
	<b>Points available</b>	<b>10</b>		
	<b>Total</b>	<b>14</b>		
<b>4. ACTIVITIES</b>				
1	The activity is one that indirectly relieves the Council of the need to do so	+2		
2	The activity helps to meet a target in the community strategy	+2		
3	Training and development is a primary role	+2		
4	It is a Voluntary Youth Organisation	Up to +15		
5	It is a Voluntary Emergency Service	Up to +20		
6	It provides specialist medical or palliative services to the residents of Worthing and elsewhere	Up to +20		
	<b>Points available</b>	<b>26</b>		
	<b>Maximum points available</b>	<b>40</b>		
<b>5. CHARITY SHOPS</b>				
	FOR CHARITY SHOPS COMPLETE SECTIONS 1 - 5			
	Where less than 50% of goods sold are used / donated – <b>No relief is applicable</b>			
1	It is a shop which supports a West Sussex local charity which provides specialist medical or palliative services to residents of Worthing and elsewhere	+3		
2	90-100% of goods sold are used / donated	+2		
3	75-89% of goods sold are used / donated	+1		
4	60-74% of goods sold are used / donated	0		
5	50-59% of goods sold are used / donated	-1		
6	The RV is greater than £15,000	-3		
7	The RV is greater than £10,000	-2		
8	The RV is greater than £5,000	-1		
	<b>Points available</b>	<b>5</b>		
	<b>Maximum points available</b>	<b>45</b>		

6. MEMBERSHIP	FOR NON-PROFIT MAKING ORGANISATIONS COMPLETE SECTIONS 1 – 4 AND 6-7	Score Available		Score granted		Comment
1	Is open to all sections of the community, even if it requires a qualifying interest e.g. to play football	+1				
2	The membership fee is below £3.00 per month	+1				
3	Discounts are available for the unemployed or from a family with no wage earner	+1				
4	Membership is encouraged from particularly disadvantaged groups in the community	+1				
5	Persons with disabilities are encouraged and disabled access is available	+1				
6	Membership is restricted by area within the borough	-1				
7	The membership fee is more than £5.00 per month	-1				
8	25% of members are drawn from outside the borough	-1				
9	50% of members are drawn from outside the borough	-2				
10	75% of members are drawn from outside the borough	-5				
<b>7. FACILITIES - OTHER</b>						
1	The organisation runs a bar on site	-1				
2	The organisation runs a canteen or other income generating facility on site	-1				
3	The on-site bar is available for non-members	-2				
	<b>Points available</b>	<b>5</b>				
	<b>Maximum points available</b>	<b>45</b>				

Score results applied to percentage relief granted:

#### Charities – not shop premises

- 1) For charitable applicants (other than charity shops) a score of 20 or more will equate to 20% relief
- 2) Scores of 15 - 19 will equate to 15% relief
- 3) Scores of 10 - 14 will equate to 10% relief
- 4) Scores of 5 - 9 will equate to 5% relief
- 5) Scores of under 5 will not be granted relief

#### Charity Shops

- 6) For charity shops a score of greater than 20 will equate to 20%
- 7) Scores of 15 - 19 will equate to 15% relief
- 8) Scores of 10 - 14 will equate to 10% relief
- 9) Scores of 5 - 9 will equate to 5% relief
- 10) Scores of under 5 will not be granted relief

#### Non-Profit making organisations

- 11) For non-profit making organisations a score of more than 25 will equate to 100%
- 12) Scores of 20 - 24 will equate to 80% relief
- 13) Scores of 15 - 19 will equate to 60% relief
- 14) Scores of 10 – 14 will equate to 40% relief
- 15) Scores of 5-9 will equate to 20% relief
- 16) Scores of under 5 will not be granted relief