

ARTICLE 41 OF THE RATES (NI) ORDER 1977

NON-DOMESTIC RATES APPLICATION FOR EXEMPTION



Please complete in CAPITAL LETTERS using black ink.

The organisation seeking exemption from rates must complete this form and return it to the **Land & Property Services Office** which covers the district in which the property is located. **(See page 4.)** Alternatively this form can be completed online.

We will acknowledge receipt of your application within 10 working days. This acknowledgement will include your reference number.

If you need help completing this form or require it in a different language or format, please dial **0300 200 7801** (calls charged at local rate). Dial **18001 0300 200 7801** for text relay service.

PART 1 – DETAILS OF PROPERTY

1.1 Property ID (as it appears on your rate bill)

1.2 Full address of the property for which exemption is being sought

1.2a Unit/floor

1.2b Building name
(if applicable)

1.2c Property number

1.2d Street

1.2e Town or city

1.2f Postcode

PART 2 – THE ORGANISATION/CHARITY

2.1 Organisation Name

2.2 Date the Organisation
was formed

DD/MM/YYYY

2.3 Start date for
occupation of property
listed in Part 1

DD/MM/YYYY

2.4 Details of person making this application

2.4a Title

Mr

Ms

Mrs

Miss

Other

2.4b Surname

First Name(s)

2.4c Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
2.4d Daytime phone number	<input type="text"/>
2.4e Mobile phone number	<input type="text"/>
2.4f Email address	<input type="text"/>
2.5a Is the Organisation registered with the Northern Ireland Charity Commission?	<input type="checkbox"/> Yes (Please provide Registration Number) <input type="checkbox"/> No <input type="checkbox"/> Applied for
2.5b Registration Number	NIC <input type="text"/>
2.6 Is the Organisation recognised by HMRC and accepted as a charity?	<input type="checkbox"/> Yes (Please provide Registration Number) <input type="checkbox"/> No
2.7 Registration number	<input type="text"/>

2.8 Is the Organisation established / run for profit? Yes No

2.9 Main objectives of the organisation

2.10 What is the property (at Part 1 above) wholly or mainly used for?
Please specify all uses including those by other organisations.

2.11 Is the property (at Part 1) used for the sale of goods? Yes No

2.12 State the percentage of goods sold that are:

2.13a Donated %

2.13b Purchased by the organisation for resale %

PART 3 – SUPPORTING DOCUMENTS

3.1 Please provide the following documents to support your application

Document	Is it enclosed with this form?	If No , when will it be provided?
3.1a A copy of your constitution/ memorandum and articles of association/Trust deed*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
3.1b A copy of HMRC letter confirming recognition as a Charity*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
3.1c A copy of latest accounts or recent signed Treasurer's report	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
3.1d A copy of the current lease or tenancy agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>

*Please note that it is not necessary to provide documents at 3.1a or 3.1b if you have provided an NIC Number

PART 4 – OTHER INFORMATION

4.1 Have you relocated from other premises Yes (Please provide address) No

4.2 Were these premises exempt from Rates Yes No

Previous Address

4.2a Unit/floor	<input type="text"/>
4.2b Building name (if applicable)	<input type="text"/>
4.2c Property number	<input type="text"/>
4.2d Street	<input type="text"/>
4.2e Town or city	<input type="text"/>
4.2f Postcode	<input type="text"/>

PART 5 – DECLARATION **Complete in all cases**

I declare on behalf of the Organisation that all the information given above and to support the application is to the best of my knowledge, true, accurate and complete. If exemption is awarded, I undertake to notify LPS of any changes to the constitution, the objectives, or the occupation of the premises (e.g. when the property is vacated) within 21 days of the change occurring.

5.1 Signature	<input type="text"/>
5.2 Name (in CAPITALS)	<input type="text"/>
5.3 Capacity in which signed	<input type="text"/>
5.4 Date signed	DD/MM/YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Data Protection Act 1998: Please note that the information on this form will be used by Land & Property Services for rating and valuation purposes, and maintenance of your rate account. Occasionally this information may be passed to other organisations and/or government departments when the disclosure complies with the Data Protection Act 1998. Land & Property Services is under a duty to protect public funds and to this end may use information provided on this form for the prevention and detection of fraud.

Identify the correct LPS Valuation Regional Office:

Ballymena office for council districts Antrim and Newtownabbey, Mid and East Antrim	Academy House 121A Broughshane Street Town Parks BALLYMENA BT43 6HY	Tel: 0300 200 7801 (calls charged at local rate) Fax: 028 2566 4715 Email: ballymena.valuation@lpsni.gov.uk
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Londonderry office for council districts Causeway Coast and Glens, Derry City & Strabane	Waterside House 75 Duke Street Gobnascale LONDONDERRY BT47 1FP	Tel: 0300 200 7801 (calls charged at local rate) Fax: 028 7131 9087 Email: londonderry.valuation@lpsni.gov.uk
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Belfast office for council districts Belfast, Lisburn and Castlereagh, Ards and North Down	Lanyon Plaza 7 Lanyon Place Town Parks BELFAST BT1 3LP	Tel: 0300 200 7801 (calls charged at local rate) Email: belfast.valuation@lpsni.gov.uk
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Craigavon office for council districts Armagh City, Banbridge & Craigavon, Newry, Mourne and Down	Marlborough House Central Way Tamnafiglassan CRAIGAVON BT64 1AD	Tel: 0300 200 7801 (calls charged at local rate) Fax: 028 3832 0177 Email: craigavon.valuation@lpsni.gov.uk
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Omagh office for council districts Mid Ulster, Fermanagh and Omagh	Boaz House 19 Scarffe's Entry Dergmoney Lower OMAGH BT78 1JE	Tel: 0300 200 7801 (calls charged at local rate) Fax: 028 8225 4880 Email: omagh.valuation@lpsni.gov.uk
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When calling from outside NI, dial +44 28 9049 5794.

