



**Executive**  
23 June 2010

**Report from the Director of  
Finance and Corporate Resources**

Wards affected:  
ALL

**National Non-Domestic Rate Relief**

**1.0 Summary**

- 1.1 The Council has the discretion to award rate relief to charities or non-profit making bodies.
- 1.2 This report includes applications received since the Executive last considered relief in December 2009.

**2.0 Recommendations**

- 2.1 Members are requested to agree the discretionary rate relief applications in appendices 2, 3 and 4.

**3.0 Details**

- 3.1 Details of the Council's discretion to grant rate relief to charities, registered community amateur sports clubs and non-profit making organisations are contained in the financial and legal implications sections (4 and 6).
- 3.2 Appendix 1 sets out the criteria and factors to consider for applications for NNDR relief from Charities and non-profit making organisations. This was agreed by the Executive in February 2008.
- 3.3 Appendix 2 lists new applications from local charities that meet the criteria. It also shows the cost to the Council if 100% discretionary relief is awarded, which is the Council's normal policy.
- 3.4 Appendix 3 lists new applications from non local charities that meet the criteria. It also shows the cost to the Council if 25% discretionary relief is awarded, which is the Council's normal policy.

- 3.5 Appendix 4 lists new application from non profit making organisations that meet the criteria. It also shows the cost to the Council if 25% discretionary relief is granted which is the Council's normal policy
- 3.6 The criteria for awarding discretionary rate relief focuses on ensuring that the arrangements are consistent with corporate policies and relief is directed to those organisations providing a recognised valued service to the residents of Brent. Further detail is set out in Appendix 1. Any relief granted in 2010/11 will be for a three-year period which follows the policy previously agreed by the Executive.
- 3.7 Charities and registered community amateur sports clubs are entitled to 80% mandatory rate relief and the council has discretion to grant additional relief up to the 100% maximum.
- 3.8 Non-profit making organisations do not receive any mandatory relief, but the Council has the discretion to grant rate relief up to the 100% maximum.

#### **4.0 Financial Implications**

- 4.1 Charities and registered community amateur sports clubs receive 80% mandatory rate relief, for which there is no cost to the Council. The Council has the discretion to grant additional relief up to the 100% maximum, but has to bear 75% of the cost of this from the Discretionary Relief Budget.
- 4.2 Non-profit making organisations do not receive any mandatory relief, but the Council has the discretion to grant rate relief up to the 100% maximum. The Council has to bear 25% of the cost of any relief granted.
- 4.3 The Council, where it has decided to grant relief, has followed a general guideline of granting 100% of the discretionary element to local charities and 25% of the discretionary element to non-local charities.
- 4.4 It has also granted 25% of the whole amount requested (which is entirely discretionary) to non-profit making organisations. This general policy was endorsed for continuation by the Executive in February 2008.
- 4.5 The total 2010/11 budget available for discretionary spending is £91,000. £82,759 of the budget has already been committed in respect of applications approved for 2010/11. If Members agree relief as set out in Appendices 2, 3 and 4, it would result in a further spend of £6,580 for 2010/11, this would bring the total spend for 2010/11 to £89,339. In addition, there would be a further 2009-10 spend of £4,617 if the retrospective applications are supported.

## **5.0 Staffing Implications**

5.1 None

## **6.0 Legal Implications - Discretionary Rate Relief**

6.1 Under the Local Government Finance Act 1988, charities are only liable to pay 20% of the NNDR that would otherwise be payable where a property is used wholly or mainly for charitable purposes. This award amounts to 80% mandatory relief of the full amount due. For the purposes of the Act, a charity is an organisation or trust established for charitable purposes, whether or not it is registered with the Charity Commission. Under the Local Government Act 2003, registered Community Amateur Sports Clubs also now qualify for 80% mandatory relief.

6.2 The Council has discretion to grant relief of up to 100% of the amount otherwise due to charities, Community Amateur Sports Clubs, and non-profit making organisations meeting criteria set out in the legislation. These criteria cover those whose objects are concerned with philanthropy, religion, education, social welfare, science, literature, the fine arts, or recreation.

Guidance has been issued in respect of the exercise of this discretion and authorities are advised to have readily understood policies for deciding whether or not to grant relief and for determining the amount of relief. Further details of the Brent policy are shown in Appendix 1.

6.3 The Non-Domestic Rating (Discretionary Relief) Regulations 1989 allow Brent to grant the relief for a fixed period. One year's notice is required of any decision to revoke or vary the amount of relief granted, if in the case of a variation, it would result in the amount of rates increasing. The notice must take effect at the end of the financial year.

6.4 The legal advice is that the operation of blanket decisions to refuse relief across the board might be ultra vires and that each case should be considered on its merits.

## **7.0 Diversity Implications**

7.1 Applications have been received from a wide variety of diverse charities and organisations, and an Impact Needs Analysis Requirement Assessment (INRA) has been carried out on the eligibility criteria. All ratepayers receive information with the annual rate bill informing them of the availability of discretionary and hardship rate relief. Ratepayers who have previously applied for relief are sent annual discretionary application forms. Details of all the applicants are shown in the Appendices.

## **8.0 Background Information**

8.1 Report to Executive 11<sup>th</sup> February 2008 – National Non-Domestic Relief and Hardship Relief

## **9.0 Contact Officers**

9.1 Paula Buckley, Head of Client Team - Brent House, Tel. 020 8937 1532

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**ELIGIBILITY CRITERIA FOR APPLICATIONS FOR NNDR DISCRETIONARY RELIEF FOR CHARITIES & FROM NON PROFIT MAKING ORGANISATIONS**

**Introduction**

The following details the criteria against which the Local Authority will consider applications from non profit making organisations. In each case the individual merits of the case will be considered.

- (a) Eligibility criteria**
- (b) Factors to be taken into account**
- (c) Parts of the process.**

**(a) Eligibility Criteria**

- The applicant must be a charity or exempt from registration as a charity, a non-profit making organisation or registered community amateur sports club (CASC).
- All or part of the property must be occupied for the purpose of one or more institutions or other organisations which are not established or conducted for profit and whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or
- The property must be wholly or mainly used for the purposes of recreation, and all or part of it is occupied for the purposes of a club, society or other organisation not established or conducted for profit.

**(b) Factors to be taken into account**

The London Borough of Brent is keen to ensure that any relief awarded is justified and directed to those organisations making a valuable contribution to the well-being of local residents. The following factors will therefore be considered:

- a. The organisation should provide facilities that indirectly relieve the authority of the need to do so, or enhance or supplement those that it does provide
- b. The organisation should provide training or education for its members, with schemes for particular groups to develop skills
- c. It should have facilities provided by self-help or grant aid. Use of self-help and / or grant aid is an indicator that the club is more deserving of relief
- d. The organisation should be able to demonstrate a major local contribution.
- e. The organisation should have a clear policy on equal opportunity.
- f. There should be policies on freedom of access and membership.

- g. It should be clear as to which members of the community benefit from the work of the organisation.
- h. Membership should be open to all sections of the community and the majority of members should be Brent residents
- i. If there is a licensed bar as part of the premises, this must not be the principle activity undertaken and should be a minor function in relation to the services provided by the organisation.
- j. The organisation must be properly run and be able to produce a copy of their constitution and fully audited accounts.
- k. The organisation must not have any unauthorised indebtedness to the London Borough of Brent, including rate arrears. Rates are due and payable until a claim for discretionary rate relief is heard

### **(c) Parts of the process**

#### **No Right of Appeal**

Once the application has been processed, the ratepayer will be notified in writing of the decision. As this is a discretionary power there is no formal appeal process against the Council's decision. However, we will re-consider our decision in the light of any additional points made. If the application is successful and the organisation is awarded discretionary rate relief, it will be applied to the account and an amended bill will be issued.

#### **Notification of Change of Circumstances**

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

#### **Duration of award**

The current policy awards relief for one year only and the applicant has to reapply on an annual basis.

The new policy will award relief for a period of two years if the application is made in 2008/09 and for three years if made in 2009/10. However, a confirmation will be required from the successful applicants that the conditions on which relief was previously awarded still apply to their organisation. This will help ensure that the Council's rate records remain accurate.

#### **Withdrawal of relief**

One years notice has to be given by the Council for the withdrawal of relief

#### **Unlawful activities**

Should an applicant in receipt of discretionary rate relief be found guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

## Appendix 1

	Type of Charitable/Non-Profit Making Organisation	Current Policy
		Discretionary Relief Limited to
1	Local charities meeting required conditions (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
2	Local Non-profit-making organisations (not entitled to mandatory relief)	<b>25%</b>
3	Premises occupied by a Community Amateur Sports Club registered with HM Revenue & Customs. (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
4	Non-Local charities (80% mandatory relief will apply)	<b>25% (of remaining liability)</b>
5	Voluntary Aided Schools (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
6	Foundation Schools (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
7	All empty properties	<b>NIL</b>
8	Offices and Shops	<b>NIL</b>
9	An organisation which is considered by officers to be improperly run, for what ever reason, including unauthorised indebtedness.	<b>NIL</b>
10	The organisation or facility does <b>not</b> primarily benefit residents of Brent.	<b>NIL</b>
11	Registered Social Landlords (as defined and registered by the Housing Corporation). This includes Abbeyfield, Almshouse, Co-operative, Co-ownership, Hostel, Letting / Hostel, or YMCA.	<b>Nil</b>
12	Organisations in receipt of 80% mandatory relief where local exceptional circumstances are deemed to apply.	<b>Up to 20% (100% of remaining liability)</b>

## LOCAL CHARITIES

Financial year: 2010-11

	100% Relief to be awarded	2010-11	Bill net of statutory relief	Cost to Brent at 75%
	<b><u>New Applications</u></b>			
32864166	Chalk Hill Community Centre	£12730.50	£2546.10	£1909.58
32864836	Loud & Clear Mental Health Advocacy	£10867.50	£2173.50	£1630.12
32860360	Brent Community Transport Ltd	£6971.47	£1394.29	£1045.72
3286037X	Brent Community Transport Ltd	£1444.79	£288.96	£216.72
32874557	Brent Community Transport Ltd	£1444.79	£288.96	£216.72
32874548	Brent Community Transport Ltd	£1368.69	£273.74	£205.30
32874379	Brent Private Tenants Rights Group Ltd	£4864.50	£972.90	£729.65
32793945	Brent Homelessness User Group	£2235.60	£447.12	£335.34
	<b><u>Renewal Applications</u></b>			
30489200	37 <sup>th</sup> Willesden Scout Group	£683.10	£136.62	£102.47
<b>Total</b>		<b>£42610.94</b>	<b>£8522.19</b>	<b>£6391.62</b>



## Financial year: 2009-10

	100% Relief to be awarded	2009-10	Bill net of statutory relief	Cost to Brent at 75%
	<b><u>New Applications</u></b>			
32864166	Chalk Hill Community Centre	£12003.75	£2400.75	£1800.56
32864836	Loud & Clear Mental Health Advocacy (part year)	£5743.60	£1148.72	£861.54
32860360	Brent Community Transport Ltd (part year)	£5024.40	£1004.88	£753.66
3286037X	Brent Community Transport Ltd (part year)	£1151.24	£230.25	£172.69
32874557	Brent Community Transport Ltd (part year)	£749.82	£149.96	£112.47
32874548	Brent Community Transport Ltd (part year)	£1090.65	£218.13	£163.60
32874379	Brent Private Tenants Rights Group Ltd (part year)	£1719.09	£343.82	£257.86
32793945	Brent Homelessness User Group	£2182.50	£436.50	£327.37
	<b><u>Renewal Applications</u></b>			
30489200	37 <sup>th</sup> Willesden Scout Group	£800.25	£160.05	£120.04
<b>Total</b>		<b>£30465.30</b>	<b>£6093.06</b>	<b>£4569.79</b>

## NON-LOCAL CHARITIES

Financial year: 2010-11

None – South Kilburn CAB only occupied during 2009/10

Financial year: 2009-10

Non-Local Charities (25% relief awarded)		2009-10	Bill net of statutory relief	25% relief awarded	Cost to Brent at 75%
	<b><u>New Applications</u></b>				
32871971	South Kilburn CAB Service	£419.09	£83.82	£20.95	£15.72
<b>Total</b>		<b>£419.09</b>	<b>£83.82</b>	<b>£20.95</b>	<b>£15.72</b>

## Non-Profit Making Organisations

### Financial year 2010-11

Non Profit Making Organisations (25% relief awarded)		Rate Charge 2010/11 (no mandatory relief)	Amount of discretionary relief at 25%	Cost to Brent at 25%
	<b><u>New Applications</u></b>			
32877310	Tabot Centre	£2450.07	£612.52	£153.13
32868551	Brent Community Center	£558.90	£139.73	£34.93
<b>Total</b>		<b>£3008.97</b>	<b>£752.25</b>	<b>£188.06</b>

### Financial year 2009/10

Non Profit Making Organisations (25% relief awarded)		Rate Charge 2009/10 (no mandatory relief)	Amount of discretionary relief at 25%	Cost to Brent at 25%
	<b><u>New Applications</u></b>			
32868551	Brent Community Center (part year)	£500.95	£125.24	£31.31
<b>Total</b>		<b>£500.95</b>	<b>£125.24</b>	<b>£31.31</b>