

Account No:

Telephone: 01452 396 396

Email: BR@gloucester.gov.uk

Website: www.gloucester.gov.uk

Date: 23 September 2025

Re: Non-Domestic Rates Discretionary Rate Relief

Thank you for your enquiry concerning the Councils Discretionary Rate Relief.

Please complete this form and return it to the address below or by email to br@gloucester.gov.uk. If you decide to email the form please include the following information in the subject line 'Reference number XXXXXXXXXXXX'.

Please enclose supporting documentation as detailed in the application form. You will then be informed if you qualify for the rate relief.

Save time:

You can also upload the completed form free of charge by logging in or registering for an OPENPortal online account at www.gloucester.gov.uk/business-economy/business-rates/view-and-update-your-account-online

The Council's policy can be viewed online at www.gloucester.gov.uk/business-economy/business-rates/reliefs-and-discounts/discretionary-rate-relief.

Yours sincerely

Business Rates Team

Non-Domestic Rates Discretionary Rate Relief

Section A Organisation and property details

Please complete this section about the property that you want relief for and the organisation that occupies it.

Account reference

Organisation

Name or title of organisation applying for relief

Is the organisation a registered charity?

Yes

☐

No

☐

If yes, please provide the registered charity number

Name of contact

Daytime telephone number

Email address

Do you own the property?

Yes

☐

No

☐

If no, please give details

Address for correspondence if different from the property address

Please tick which group your organisation should be classified as:

☐ Not established for profit	☐ Educational	☐ Science
☐ Sports/recreational	☐ Literature	☐ Society
☐ Social welfare	☐ Fine arts	☐ Club
☐ Philanthropic	☐ Religious	☐ Other

What are the main objectives of the organisation?

How does the organisation promote the strategic priorities of the council?

- A vibrant and attractive city that celebrates Gloucester's unique heritage
- Inclusive, thriving communities and residents that feel safe, supported and valued.
- An innovative and accountable council focused on providing sustainable, high-quality, accessible services and facilities.

Premises

Address of the property

Description of the property e.g. office, shop

How is the property used?

Section B Financial Information

Date from which you are applying

Please provide a copy of your audited accounts for the last 2 years, specifying the following information and on what pages this data can be found

	Year 1		Year 2	
Total incoming resources		(page no)		(page no)
Total outgoing resources		(page no)		(page no)
Total surplus of funds		(page no)		(page no)

What are your main sources of funding? Give as much information as possible

Does the organisation run a licenced bar at the property concerned?

Yes No

If yes, please detail how the profits from the bar are re-invested back into the organisation's activities

Does the organisation receive any funds/grants from Gloucester City Council?

Yes

☐

No

☐

If yes, please give details

Does the organisation receive funds/grants/donations from other bodies

Yes

☐

No

☐

If yes, please give details

Please demonstrate how the organisation benefits the local community

Is the organisation actively working towards becoming financially independent

Yes

☐

No

☐

If yes, please provide details on the steps being taken to achieve this goal

Please outline any future development programmes to meet the needs of the community

Please demonstrate a clear need for financial support and how the majority of the funds are being invested back into the local area

Membership details

How many members are there?

Is memberships open to all sections of the community? If not, please give details e.g. men, women, elderly, young, disabled, ethnic groups etc.

Please detail any qualifying criteria for membership

What are the membership rates?

Is there a one-off joining fee?

Yes

☐

No

☐

If yes, please give details

Are the facilities made available to people other than members

Yes

☐

No

☐

If yes, please give details

Please detail any training schemes provided by the organisation

What % of your members are resident in the Gloucester City area

Is the organisation affiliated to any local or national organisations?

Yes

No

If yes, please give details

Does the organisation provide facilities that indirectly relieve the council of the need to do so?

Yes

No

If yes, please give details

Check list and documents required

Please provide copies of the following items, without these your application will not be considered:-

- A copy of your organisation's latest audited accounts for the past 2 financial years
- A copy of your organisation's constitution

Section C Declaration

Please read carefully before you sign

I/We understand the information contained on this form is correct and I/We agree to notify the Business Rates Section immediately should there be a change in circumstances that may affect the discretionary rate relief. I/We understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining/retaining discretionary rate relief is committing an offence and may be liable to prosecution.

Gloucester City Council has a duty to protect the public funds it administers and may use the information provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other council departments.

Name (in capitals)

Signature

Position held in organisation

Date

Please return the completed form with the relevant documentation to:-

BR@gloucester.gov.uk.

Please include in the subject line the word Reference followed by your account number given above.

Please note that we may arrange a visit to the property to verify your application.

Gloucester City Council, Eastgate Management Suite, Eastgate Street, Gloucester,
GL1 1PA