

### Discretionary Rate Relief guidance criteria

All applications will be considered using our own discretion using the scoring system below and is subject to approval by management.

There are 2 circumstances in which Discretionary Relief will **NOT** be awarded:

- If the property is used as a Charity shop.
- If the organisations unreserved funds are greater than 50% of their annual net Business Rates charge.

The below table will be used to aid the decision on the amount of Discretionary Relief to be awarded. Each section will have a number of questions with a total score being given dependant on the answers. This score will then be added together and correlated to an award amount.

#### Qualifying Criteria/Guidance

<u>Question Number</u>	<u>Criteria</u>	<u>Considerations to be made when assessing</u>	
	<u>Income</u>		
	Is the premises available for hire?	Potential for increased income.	
	Do they run a bar in the premises?	Potential for increased income.	
	Do they have a gaming machine?	Potential for increased income.	

	Are admission charges made?	Potential for increased income.	
	Is the premises used for, or by, any other organisations?	Potential for increased income	
	How many hours a week is it used?	Potential for increase in income if the property is open and available to use for longer periods of time. A breakdown of timetables etc showing the hours of use and opening hours would be required.	
			Total Score out of 10 (12 for disc only)
	<b><u>Usage</u></b>		
	How is the property used against the organisations objectives?	Considerations should be made around how the property is used in line with the aims and objectives of the organisation on the charity commission website.	
	Contribution to Brentwood Borough	Consideration should be made in relation to how the provision feeds into the Council Corporate plan, particularly around the first promise – We will support residents to develop stronger communities.	

	Are the services available to anyone in the borough, what is the exclusivity and is there a membership scheme in place.	What is the qualifying criteria for using the facilities, what sort of membership scheme is in place.	
	Are services, opportunities or facilities provided that are not provided locally by other organisations?	Consideration will need to be taken on whether there are other organisations in the borough providing the same service/facilities.	
	Is the organisation affiliated to any other local or national organisation?	Considerations will need to be taken on any additional income received from affiliated organisations, along with any grants or funding received (including grants from Brentwood Council)	
	Do they provide any education or training for members as a whole or for special groups?	What sort of training and education is provided and who for.	
			Total Score out of 20 (22 for disc only)
	<b><u>Financial</u></b>		
	What is the current financial status of the organisation?	2 years audited bank accounts are to be provided. Considerations to be made around the amount of unreserved funds against the size of the organisation and the amount of Business Rates charged to the	

		property. Also need to look at how any profit generated is used.	
			Total score out of 15 (17 for disc only)
	<b><i>CASC's only (Community Amateur sports clubs)</i></b>		
	What coaching is provided for members?	Considerations made on the type of training and coaching that is provided and how this fits in with the objectives of the organisation.	
	What training/coaching is provided for non-members?	Considerations made on the type of training and coaching that is provided and how this fits in with the objectives of the organisation. Also need to consider where this	
	Are payments made to members or players (appearance money etc)?	Score is based on the amount of payments made and where the payments are financed from.	
			Total Score out of 6

*Discretionary Relief Top Up Award Amounts – Mandatory Relief*

<b>Total Score</b>	<b>Top up award %</b>
0 – 8	0%
9 - 17	5%
18 – 26	10%
27 – 35	15%
36 – 45	20%

*Discretionary Relief Top Up Award Amounts – CASC's*

<b>Total Score</b>	<b>Top Up Award %</b>
0 – 11	0%
12 – 22	5%
23 – 30	10%
31 – 40	15%
41 – 51	20%

*Discretionary Relief Only Award Amounts*

<b>Total Score</b>	<b>Award %</b>
0 – 20	10%
21 – 24	20%
25 – 28	30%
29 – 32	40%
33 – 35	50%
36 – 38	60%
39 – 41	70%
42 – 44	80%
45 – 47	90%
48 – 51	100%