

The Scottish Government Water and Sewerage Charges Exemption Scheme

Application form

Please use block letters

1. Premises details

Water Supply Point ID (SPID):	<input type="text"/>	Address:	<input type="text"/>
Sewerage Supply Point ID (SPID):	<input type="text"/>		
Name of Charity/Community Amateur Sports Club occupying the premises:	<input type="text"/>	Postcode:	<input type="text"/>

Premises owned by a Charity or Community Amateur Sports Club but occupied by a different, non-eligible organisation do not qualify for exemption.

2. Nature of application

Please indicate if this is a new request for exemption or an application to renew existing exemption.

New application for exemption:	<input type="checkbox"/>	Renewal of existing exemption:	<input type="checkbox"/>
Change of address for existing exempt organisation: Please provide details of previous SPID(s) and move dates in the additional information section below.	<input type="checkbox"/>	Removal of exemption from premises which is no longer eligible: Please provide details in the additional information section below.	<input type="checkbox"/>

3. Eligibility criteria

3.1 Nature of organisation

Please indicate the nature of the organisation and complete the relevant sections below.

Scottish Charity Regulator (OSCR) Registered Charity:	<input type="checkbox"/>	Scottish Charity Number:	<input type="text" value="SCO"/>
Community Amateur Sports Clubs (CASC): Please ensure that the CASC name and address supplied match those recorded with the HMRC.	<input type="checkbox"/>		

The exemption scheme is available to charities registered with OSCR and registered Community Amateur Sports Club. Please refer to the associated guidance notes for further information by visiting www.gov.scot/Topics/Business-Industry/waterindustryscot/watercharges/Nondomesticcharges/ESFAQs

3.2 Excluded activities

	Yes	No
1. Does the occupier hold a permanent licence to sell alcohol at the premises, other than an occasional permission under the Licensing (Scotland) Act 2005 or its predecessors?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this premises a charity shop or used for the purposes of retailing new or second hand merchandise?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the property operate as a café which is open to the public and operated on a regular basis to generate income?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is this property occupied by a Local Authority or ALEO (Arm's-Length External Organisation)?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the questions above is 'Yes', you are not eligible for exemption. Please refer to the associated guidance notes for further information.

4. Financial qualification

Which Tariff Year (April-March) does this application relate to (eg 2015-16, 2016-17 etc):

Please indicate the type of exemption which is being applied for:

100% exemption:
Available to eligible organisations with income of less than £200K.

50% exemption:
Available to eligible organisations with income between £200K and £300K.

Note that income is assessed based on the most recent Financial Year ending up to 30 June prior to the Tariff Year for which exemption is being sought e.g. for an application for exemption in 2015/16, the organisation's last financial year ending prior up to 30 June 2014.

4.1 Financial accounts

A copy of the financial accounts for the relevant year must be submitted with the application for Charities with income exceeding £180K and for all Community Amateur Sports Clubs. Financial records should be up to date with OSCR (in the case of a charity) and HMRC (in the case of a CASC) before applying.

Please tick one of the following:

The application is on behalf of a newly registered charity or Community Amateur Sports Club which has not yet filed accounts:
Please complete section 4.2 below.

The application is on behalf of a Community Amateur Sports Club:
Please provide a copy of the financial accounts for the relevant year with the application.

The application is on behalf of an OSCR registered charity:
Financial accounts do not need to be submitted with the application.

4.2 Declaration of expected income – newly registered organisations

For newly registered organisations with no financial records yet submitted to OSCR or HMRC, a declaration of expected revenue should be provided along with a copy of a business plan or budget. Any further details should be provided in the 'Additional notes' below.

Total expected income: £

A copy of a business plan/budget supporting the expected income is attached:

5. Additional information

Please provide any additional information in support of the exemption request. If supporting information is provided separately please indicate here:

6. Your details

Signature:

Date (DD/MM/YY):

Full name (in capitals):

Role in the organisation:

Office use only – licensed provider details

Licensed Provider:
Licensed Provider's own Reference:
Licensed Provider ID:

Contact name:
Contact number:
Contact email:

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