



# Concessionary surface water drainage charges application form

Surface water drainage charges for community groups will be capped at Band 1 for eligible properties. In order for us to consider if you are eligible you will need to complete the application form below and overleaf.

## Section 1: Your details

Customer/group/club name:
Full property address:
Full postcode:
Date of occupation of property:
Contact name:
Full correspondence address <i>(if different to above)</i> :
Telephone number for contact:
Email address for contact:

### Main purpose of property address (please tick):

Place of public religious worship	<input type="checkbox"/>	Scout/Guide Association (or similar) youth organisation meeting place	<input type="checkbox"/>
Community Amateur Sports Club (CASC) Registered with HM Revenue & Customs <i>(if you tick this box, move directly to section 3)</i>	<input type="checkbox"/>	Please supply your CASC Reg No:	<input type="text"/>

Village Halls, Church Halls, Community Organisations\*

<input type="checkbox"/> 067 Community Centres	<input type="checkbox"/> 293 Village Halls
<input type="checkbox"/> 293 Church Halls	

\* If you are unsure if your property meets the above criteria you can check this on the Valuation Office website at [www.2010.voa.gov.uk/rli/en/basic/find](http://www.2010.voa.gov.uk/rli/en/basic/find) using your postcode or billing authority reference number.



## Section 2: Qualifying criteria

In order to be eligible for a reduction in your surface water drainage charges, your organisation **MUST** meet the following criteria. Please note if all of the criteria are not applicable to your organisation, you will not be eligible.

(tick if yes)

All profits are invested back into the organisation

The organisation is open to the whole community, without discrimination

The organisation does not receive **all** of its funding from local government

The organisation is non-political

The property has a metered water supply

The property is connected for surface water drainage

**Please supply a copy of your current Non Domestic Rates Bill from your local council along with your completed application form. If you are in receipt of discretionary relief, from your local council, please supply the documentation which confirms this.**

## Section 3: Declaration

I hereby declare that to the best of my knowledge the information I have provided is correct. I understand that Northumbrian Water may request further information or arrange a site visit to support this application and determine eligibility.

Signature:	Print name:
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Position in organisation:	Date:
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Please ensure that you send your completed application form along with supporting documentation to:

**Property Integrity, Northumbrian Water, Abbey Road, Pity Me, Durham, DH1 5FJ.**

Once we are in receipt of the completed application form, we will process the application and you will be notified within 10 working days of the outcome. If further information is required to support the application, a representative will contact you on the number supplied to discuss this.

### Office use only

PRN:	Account reference:
	Criteria met: YES / NO
Property Type:	Allowance granted: YES / NO
Reason:	