

**Notes:**  
Sections 1 to 6 should be completed by the customer.  
Section 7 should be completed by the Licensed Provider.  
Section 6 of the form should contain a signature from the customer or approved digital signature

**The Scottish Government Water and Sewerage Charges  
Exemption Scheme  
APPLICATION FORM**



v0.7 - 09.12.14

**1. Premises Details:**

Water Supply Point ID (SPID): .....

Sewerage Supply Point ID (SPID): .....

Name of Charity/Community Amateur Sports Club **occupying** the premises: .....

Address of premises: .....

.....

.....

.....

Postcode: .....

*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

Renewal of existing exemption

Change of address for existing exempt organisation  *Please provide details of previous SPID(s) & move dates in the additional information section below*

Removal of exemption from premises which is no longer eligible  *Please provide details in the additional information section below*

**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:  Scottish Charity Number: SCO .....

Community Amateur Sports Clubs (CASC):  *Please ensure that the CASC name and address supplied match those recorded with the HMRC*

*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.*

**3.2 Excluded Activities**

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?

Yes:  No:

2) Is this premises a charity shop or used for the purposes of retailing new or second hand merchandise?

Yes:  No:

3) Does the property operate as a café which is open to the public and operated on a regular basis to generate income?

Yes:  No:

4) Is this property occupied by a Local Authority or ALEO (Arm's-Length External Organisation)?

Yes:  No:

*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 an OSCR registered charity  Financial accounts do not need to be submitted with the application

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

##### **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: \_\_\_\_\_

Full name (in capitals): \_\_\_\_\_

Role in the organisation: \_\_\_\_\_

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#### **7. Licensed Provider Details:**

Licensed Provider: Castle Water  
Licensed Provider's own Reference: \_\_\_\_\_  
Licensed Provider ID: CASTLE  
Contact name: Laura Carr  
Contact number: 01250 833101  
Contact e-mail: [office@castlewater.co.uk](mailto:office@castlewater.co.uk)