



ISLINGTON

Strategy and Community Partnerships
Chief Executive's Department
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XXXXXXXXXX
XXXXXXXXXX
London
N1 0DY

1 February 2014

POSTED BY RECORDED DELIVERY – Signature acknowledging receipt of letter is required.

Dear XXXXXXXXX

Discretionary Rate Relief: Formal Notice of Withdrawal

Islington Council has awarded your organisation discretionary rate relief for your premises in the London Borough of Islington to 31 March 2015. We intend to review our awards and later this year will be inviting all current recipients to re-apply for relief from 1 April 2015 onwards.

We are required to give advanced formal notice of any intention to end or reduce discretionary rate relief and I am therefore giving your organisation the legally required notice in this letter.

I must stress that this does not necessarily mean that your organisation won't continue to receive discretionary rate relief in the future. However, this can't be guaranteed beyond 31 March 2015 and you may wish to plan for this possibility.

If you are a registered charity you will continue to benefit from mandatory rate relief (80% of your rates bill). Our review will only affect the remaining 20% covered by discretionary rate relief.

We will write to you again later this year to invite you to re-apply but in the meantime I would be grateful if you could confirm receipt of this letter and your correct contact details on the back of this letter and return these to me as soon as possible.

Yours faithfully

A handwritten signature in cursive script, reading "C. d'Amico", with a horizontal line underneath.

Cedric D'Amico
Chief Executive's Department

If you would like this document in large print or Braille, audiotape or in another language, please telephone 020 7527 2000.

DISCRETIONARY RATE RELIEF NOTICE

To be completed and returned by no later than 21 February 2014

- Please confirm receipt of Islington Council's formal notice of an intention to withdraw or change discretionary rate relief to your organisation from 1 April 2015 by signing and returning the declaration at the bottom of this form.
- Please also complete your correct contact details so that we can invite you to re-apply later this year.

CONTACT DETAILS:

Organisation Name	
Contact Person	
Position	
Address	
Email	
Phone	

DETAILS OF PROPERTY RECEIVING DISCRETIONARY RATE RELIEF (If different from above):

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DECLARATION

I confirm receipt of this formal notice:

Name: _____ Position: _____

Signature: _____ Date _____

Please return this form by email (partnerships@islington.gov.uk) or post to:
Patricia Keating, Room G10-G12, Islington Town Hall, Upper Street, London N1 2UD
by 21 February 2014.