



HM Revenue  
& Customs

## Section 33 refund scheme – Application to use the scheme

### **Part 1: The applicant**

Organisation's name

Organisation's address

Date the organisation was established

Legislation under which the organisation was established (please provide a copy of this when submitting your application)

Applicant's name and post held

Applicant's email address

Applicant's telephone number

**Part 2: What the organisation does**

Please list all the activities/functions that your organisation undertakes and indicate which are of a type ordinarily carried on by local government. You will need to provide evidence to demonstrate these activities/functions are carried on by the organisation, which should be submitted with the application.

<b><u>Activity</u></b>	<b><u>Undertaken by Local Govt (yes/no)</u></b>	<b><u>Evidence</u></b>

**Part 3: How the organisation is funded**

Please set out all of the ways that the organisation is/may be funded. Specifically, explain if you have:

- a statutory right to collect Council Tax
- a statutory precept over a portion of Council Tax receipts
- a statutory right to impose a levy on the local authority
- (if in Scotland) a system of 'requisitioning'

You will need to provide clear legislative citations for the above options.

<b><u>Funding</u></b>	<b><u>Legislative citation</u></b>

#### **Part 4: VAT recovery estimate – 5 years**

Please provide an estimate of the VAT your organisation is likely to recover for the next five years if your application is successful. You will need to provide the evidence used to produce this estimate – this would normally be management accounts or from other reliable sources such as the organisation’s Chief Finance Officer (or equivalent).

<b><u>Year</u></b>	<b><u>Estimate (£)</u></b>	<b><u>Supporting evidence</u></b>
1		
2		
3		
4		
5		

#### **Part 5: Start date**

Please provide the date from which your organisation wishes to start claiming VAT refunds under s33. This information will provide us with an idea of the timescales involved.

However, you should be aware of two important points:

- The parliamentary process for adding a body to the section 33 list is complex and will likely take more than six months
- Section 33 does not allow for retrospective application. Therefore, if your application is successful, VAT recovery can only be from a date after the Order has been through the whole parliamentary process – regardless of when you would like to start claiming.

<b><u>Required start date</u></b>

#### **Part 6: Other**

If you feel there are other factors or evidence that you think should be considered when assessing your organisations application, please provide full details and any supporting evidence when you submit the application.

**Checklist:**

Before submitting your application, please ensure that you have completed the actions in all the following boxes.

<b><u>Part 1</u></b>	<b>Tick</b>
Completed all the required data fields	
Provided a copy of the founding legislation listed	
<b><u>Part 2</u></b>	
Listed every activity undertaken by the organisation	
Marked every possible type of local government activity	
Listed the evidence to support the local government activity	
Provided a copy of the evidence listed	
<b><u>Part 3</u></b>	
Listed every funding option	
Listed clear legislative citations for any statutory powers claimed	
Provided a copy of the legislation listed	
<b><u>Part 4</u></b>	
Provided a reliable estimate for all five years	
Listed clear evidence for the estimated amount for all five years	
Provided a copy of the evidence listed for all five years	
<b><u>Part 5</u></b>	
Provided a reasonable start date	
<b><u>Other</u></b>	
Provided any other supporting evidence you believe would be useful when assessing your application	