



# Registration Application Form

## Notes for completing the Registration Application Form (APP 1)

### Definitions

We have tried to avoid using jargon or technical terms in this application form, however there are some words or phrases which have specific meanings and these are set out below:

- Permanent endowment - means an asset (land, buildings, investments or cash) which belongs to the organisation but which cannot be spent as if it were ordinary income. It must be held permanently (either to be used for the purposes of the charity, or to produce an income for the charity). The trustees will normally need our permission to spend permanent endowment.
- Governing document - this is the document or documents which set out the objects or purposes of the organisation and how it is to be administered. It will usually be a will, declaration of trust, memorandum and articles of association, constitution, or rules.
- Objects - these are the purposes of the charity. The Objects set out what the organisation was formed to achieve (they do not say what the organisation will do on a daily basis). Objects must be exclusively charitable if the organisation is to be recognised as a charity. We know that preparing the objects of a charity can be very difficult to get right, so we have published example charitable objects on our website (<http://www.charitycommission.gov.uk>).
- Activities - this is what the charity will do on a day-to-day basis to achieve the objects. Activities must be capable of furthering the objects of the charity. If they are not, then either the organisation is not a charity or the objects are wrongly drafted. Alongside the example objects we have published on our website, we have suggested some activities which might be undertaken in support of those objects.
- Trustee benefits - this includes any property, goods, or services which have a monetary value, as well as money. The law states that trustees cannot receive any benefit from their charity in return for any service they provide to it unless they have express legal authority to do so. This legal authority will come either:
  - from a clause in the charity's governing document; or
  - where there is no adequate clause in the governing document, from us or the Court.
- Executed - this means that the document in question has been signed and dated; it may also need to be sealed. In addition:
  - a **deed** may need to be stamped by the Inland Revenue stamp office (see note below);
  - a **memorandum and articles of association** will need to be incorporated at Companies House; and
  - a **will** will need to have been proved and a certificate of probate granted.

We can only register a charity which has a properly executed governing document.

- Certified - To certify a document, a person authorised by the trustees to do so, should write on the document "I certify that this is a true copy of [enter the name of the document]" and sign and date it.

Note: The Finance Act 2003 introduces changes to stamp duty. For charities this means that from 1st December 2003 only deeds declaring trusts over stocks or shares will require stamping by the Inland Revenue. Deeds declaring trusts over land and buildings will be subject to a certificate procedure for the payment of Stamp Duty Land Tax.

Further information is available from the Inland Revenue website ([www.ir.gov.uk](http://www.ir.gov.uk)) or from the Stamp Office helpline: 0845 603 0135.

# Registration Application Form

## Notes for completing the Registration Application Form (APP 1)

### Why register as a charity?

- An organisation which is entered on the register is accepted as a charity. The process of registration does not confer charitable status; it acknowledges it.
- An organisation which is charitable must apply to be registered unless it is exempt or excepted. These terms are explained in Part 1 in relation to Questions C, D and E.
- In particular, a small charitable organisation (unless it has permanent endowment or the use or occupation of any land) with an income which does not exceed £1,000 a year is not required to be registered. It can operate as a charity and enjoy the benefits of charitable status (eg access to tax reliefs) without having to satisfy any of the compliance obligations which fall upon registered charities. Although we are not obliged to do so, we can register a charity which can show that it has a realistic prospect of meeting these requirements within its first year of operation.

### Why is it necessary to provide all the information requested on the form?

- We have to apply charity law in making decisions to ensure that organisations applying for registration meet the legal requirements for being a charity, and are equipped to operate properly within the law. This involves examining the purpose for which the organisation has been set up and checking its activities or proposed activities to see whether these are capable of furthering the stated purpose. We will also need to be satisfied that the organisation is run for public benefit and not private advantage.
- In order to make these decisions we try to build up a picture of the organisation. You will be very familiar with what your organisation is doing (or hopes to do) and how you will go about doing that. However, we will know nothing about it. This means that the more information you are able to supply us with at the outset, the better our understanding will be. This makes our decision making easier and will mean that we are able to consider your application more quickly.
- **If the form is not completed as appropriate or any of the information marked \* on the checklist on page 43 is missing, we will return the entire application to you for completion and re-submission. We will not consider incomplete applications.**

### How does the registration process work?

- You may have heard the term “gateway” applied to the process we use to determine applications for registration. We have set out below what this means.
- We have the general function of promoting effective use of charitable resources. We can do this by encouraging better methods of administration, by giving information and advice and by investigating and checking abuses. We have these functions whether or not a charitable organisation has been registered.
- We believe it is in the interests of charities, their supporters and their beneficiaries that charities should start life as well equipped as possible to tackle their objectives - and it is far better for potential problem areas to be addressed at the beginning rather than wait until difficulties surface.
- As a result, throughout the registration process (including any correspondence which results from considering your application), we will address not only the issue of whether your organisation is charitable but also any governance issues which arise and on which we think it is appropriate to offer guidance. This we term the “gateway” approach. On some occasions issues may arise where it is not clear whether they relate to charitable status or to governance or both.
- Where we give guidance, we will make it clear whether a particular course must be followed, or whether we are recommending it as good practice. We cannot insist that our recommendations are followed, but we would be concerned if trustees ignored them without good reason.

# Registration Application Form

## Notes for completing the Registration Application Form (APP 1)

- As registration is the first stage in what will be an ongoing relationship between your organisation and the Commission this is a particularly suitable occasion for us to gather some basic information about your organisation which will help set off this relationship on an open and constructive basis.

### When does this form need to be completed?

It needs to be completed only when you have a clear idea of what the organisation will do and how it will operate. **Please do NOT apply until you have all the information you need to complete the form.** This will help us to provide as quick a service as possible. If the application form is not fully completed and/or the documents marked \* on the checklist are not enclosed, the application will be returned to you. We will only consider applications which are properly completed and accompanied by the required documentation.

If you need help completing this form or have any questions about the process of registration please telephone our Contact Centre (0870 333 0123) where our fully trained staff will be pleased to help.

### Who needs to complete the form?

It can be completed either by:

- a charity trustee or proposed charity trustee, who is or will be one of the persons responsible for running the charity; or
- someone appointed by the charity trustees to act on their behalf.

**Please do not complete this form if you are establishing a company to take over the work and assets of an existing unincorporated registered charity. If you are “incorporating” please use the Incorporation Application Pack (RTN-1302) available from our Contact Centre or from our website.**

### How long will the process take?

You should hear from us within 15 working days of submitting your application. Our response may be one of the following:

1. A requests for further information if we do not consider we have enough information to make an assessment of the charitable status of your organisation.
2. An indication that in principle we are prepared to register, letting you know the steps involved to finalise the process.
3. Questions and/or advice on your governance arrangements (including risk) if we think your organisation might function more effectively by making some improvements - these questions may not have any direct bearing on whether your organisation is a charity but may be raised where we consider that by dealing with these issues at the beginning of your life as a charity you may avoid problems in the future. In any subsequent correspondence we will seek to differentiate issues which relate primarily to charitable status from issues which relate to governance, although on some occasions questions may have relevance to both.
4. An indication that rather more detailed consideration will be needed before we can give you a detailed response. Typically in these cases our staff may wish to take advice internally from lawyers or others before coming back to you in detail.

Inevitably the more unusual, novel or complex the case the longer it will take. But we recognise how important it is that small charities (those whose annual income is likely to be under £10,000) should receive a flexible and speedy response - and we may decide to defer asking questions about governance issues until a little later on in the life of the charity.

For further details on timescales please see the box under Question 3 on page 13.

# Registration Application Form

## Notes for completing the Registration Application Form (APP 1)

We will consider applications in respect of executed governing documents in whatever form. But the process will be completed much quicker if you have adopted either a standard or model governing document which has been previously agreed with us. More information can be found in Part 2 and in CC22 Choosing and Preparing a Governing Document.

### Applications in Welsh

We are happy to accept applications made in Welsh and which include a governing document in Welsh. However, we ask that if you are sending a governing document in Welsh you also include a certified translation into English. If you are unable to do this, we will arrange for a translation to be made. Whilst we do not wish to risk disagreement about the meaning or translation that might affect charitable status, we cannot accept any responsibility for mis-translation of a legally technical document.

Acceptance for registration as a charity means that the governing document of the organisation concerned will form part of the Register of Charities. The Register must be made available in a form which is understandable by the majority of the population of England and Wales to comply with the Charity Commission's statutory obligations. Whilst we require an English version of the document for these purposes the Welsh document also forms part of our registered particulars and is available for scrutiny by individuals visiting our offices and requesting to see it. Photocopies will also be available on request. The computerised Register will display the objects of the charity on both Welsh and English.

### The format of this application form

**Part 1** contains questions designed to check whether your organisation is eligible for registration.

**Part 2** (except questions 2, 3 and 7) seeks information which, together with details from your governing document, we will enter on the computerised Charity Database if your application is successful. Where that information will be publicly available from the Register (on our website or at our offices) this is indicated. NB: The information you supply will be held by us for at least 5 years. It may be released to other regulators (such as the Police) in order for us to discharge our statutory duties, or to a third party in accordance with the provisions of the Freedom of Information Act 2000.

**Part 3** requests information which is primarily concerned with considering the charitable status of the organisation. The questions will also give us an insight into how your organisation works or proposes to work. Please complete as fully as you can. If you do not do this, it may delay your application as we will need to contact you for further details. If you are using a standard governing document you will not need to complete part 3.

**Part 4** contains questions which will help us to form a view about aspects of governance and may identify areas where advice at this stage (or immediately after registration) might be helpful.

**Part 5** asks those organisations working with children or other vulnerable groups specific questions about the checks they may have to make with the Criminal Records Bureau.

**Part 6** acts as a checklist of documents we need to process your application. If you do not enclose those marked with a \* we will return the whole application to you, asking you to re-submit it when all the documents are available. This part also contains a certificate. This must be signed by the person making the application on behalf of the organisation. **Warning:** you must, of course, complete the form honestly to the best of your knowledge and belief. If you were to supply us with false or misleading information deliberately or recklessly you could be guilty of an offence under section 11 of the Charities Act 1993.

# Registration Application Form

## Notes for completing the Registration Application Form (APP 1)

Where appropriate, notes to help you complete the form appear on the page facing each question. If you have any problems with completing the form please call our Contact Centre on 0870 3330123 where our fully trained staff will be happy to help.

### Where to send the completed form

- If your organisation is based in Wales you should send your application to our Taunton office.
- If your organisation is based in England it will depend on your annual income. Organisations with an annual income of less than £10,000 should apply to our Liverpool office; organisations with an annual income of £10,000 or more should apply to our Taunton office.
- Charities administered by the National Health Service are dealt with in our Liverpool office regardless of income.
- All charities connected with the Armed Forces are dealt with in our Taunton Office regardless of income.

### Our address

#### Liverpool

2nd Floor  
20 Kings Parade  
Queen's Dock  
Liverpool  
L3 4DQ

#### Taunton

Woodfield House  
Tangier  
Taunton  
Somerset  
TA1 4BL

# Registration Application Form

## Part 1: Preliminary questions designed to establish whether you are entitled to be registered

We are the **Charity Commission for England and Wales**.

This means we can only register organisations based in England and/or Wales.

### A

**Companies only** - go straight to Question B if your organisation is not a company

Is the company (to be) incorporated in England and Wales?  YES  NO

If you have answered "YES", please proceed to Question C.

If you have answered "NO", then do not proceed further with the application, as we cannot register overseas companies.

### B

**All other organisations**

(i) Does the governing document (ie the document which sets out the purposes and method of administration) of your organisation make it clear that the organisation is governed by the law of England and Wales?  YES  NO

If you have answered "YES", please proceed to Question C.

If you have answered "NO", please see (ii) below.

(ii) Does the governing document make it clear that the organisation is governed by the law of some other country?  YES  NO

If you have answered "YES", then do not proceed any further with the application, as we cannot register your organisation.

If you have answered "NO", please see (iii) below.

(iii) Do any of the following apply to your organisation?

(a) The organisation's centre of administration is or will be in England and Wales;  YES  NO

(b) All or a majority of the persons who are, or will be, responsible for the management of the organisation are resident in England and/or Wales;  YES  NO

(c) All or most of the organisation's assets are, or will be, held in England and/or Wales.  YES  NO

(d) Are the objects of the organisation to be fulfilled within England and/or Wales.  YES  NO

If your answer to two or more of **Questions B(iii)(a), (b), (c) or (d)** is "NO", then you may not be able to register your organisation with us (please call our Contact Centre for further advice).

If you have answered "YES", please proceed with this application as we may be able to register your organisation.

# Registration Application Form

## Part 1: Preliminary questions designed to establish whether you are entitled to be registered - Notes

### C

We cannot register exempt charities. Exempt charities include:

- most State schools;
- Higher Education Corporations;
- charities which are also Industrial and Provident Societies, or Friendly Societies.

Further guidance on exempt charities can be found in our publication CC23 - Exempt Charities.

If you are unsure if your organisation is an exempt charity, please telephone our Contact Centre before completing the application.

### D

If you do not have land or property, then please answer this question on the basis of the level of income you expect to have in your first year. It is not our policy to register organisations with an annual income of less than £1,000. See also Part 2, Question 6.

### E

Some charities are excepted from the need to register. Examples include:

- some charities for promoting the efficiency of the Armed Forces;
- some charities for the advancement of Religion; and
- places of worship, which have been registered under section 9 of the Places of Worship Act 1855.

This is not a complete list, and so if you are unsure if your organisation is an excepted charity, please telephone our Contact Centre before completing the application.

# Registration Application Form

## Part 1: Preliminary questions designed to establish whether you are entitled to be registered

### C

If charitable, would your organisation qualify as an exempt charity?  YES  NO

If you have answered “YES”, then do not proceed further with, as we cannot register your organisation.

If you have answered “NO”, please proceed to Question D.

### D

Does (or will) your organisation have any one or more of the following?

(i) Permanent endowment (see page 2 “definitions”);  YES  NO

(ii) A total income from all sources exceeding £1000 per year;  YES  NO

(iii) The use or occupation of any land, including buildings (for example, if your organisation leases or has a licence to occupy any land, including buildings AND is listed as the ratepayer by the local authority you should tick “YES”).  YES  NO

If you have answered “YES” to any part of Question D, please complete the rest of this form as your organisation, if charitable, will be required to register.

If you have answered “NO” to all parts of Question D, then your organisation, if charitable, will not meet the minimum requirements for registration, and you need not proceed with the application.

### E

Does your organisation qualify as an excepted charity?  YES  NO

If you have answered “YES”, you will not need to complete the rest of this form.

If you have answered “NO” to this question, you will need to complete the rest of this form.

# Registration Application Form

## Part 2 - Notes

The information requested in this part of the application form (except Questions 2 and 7) together with other information taken from our organisation's governing document, is the information we will enter on to the computerised Register if your application is successful. This information will be publicly available at our offices and on our website <http://www.charitycommission.gov.uk>

### Q1

#### NAME OF ORGANISATION

If the Commission thinks the name of your organisation is too similar to another charity on the Register and might cause confusion, then you may be asked to change it. We advise that you check the Public Register of Charities before choosing a name. The Register is available on our website: <http://www.charitycommission.gov.uk> or you can telephone our Contact Centre.

More information about the choice and use of names for a charity can be found in CC21 - Registering as a Charity.

### Q2

#### DATE OF FIRST OPERATION

Please put the date when the organisation was first formed and/or became active. For example, the date it began fund-raising or held its first trustee meeting. If you do not know the exact date please put down the month and year or just the year (eg 00/03/1991 or 00/00/1991).



# Registration Application Form

## Part 2 - Notes

### Q3

#### GOVERNING DOCUMENT

If you have any questions about types of governing document please read our publication CC22 - Choosing and Preparing a Governing Document.

#### Model governing documents

We produce model forms:

- Model Memorandum and Articles of Association for a Charitable Company - GD1;
- Model Declaration of Trust for a Charitable Trust - GD2;
- Model Constitution for a Charitable Unincorporated Association - GD3.

These are available free of charge. Copies can be obtained from our Contact Centre or can be printed from our website.

The Charity Law Association (CLA) also produce approved model governing documents for which a charge is made. To order copies of the CLA documents please e-mail Eileen Tyler, the CLA administrator, at [Charitylaw@aol.com](mailto:Charitylaw@aol.com). For all other enquiries relating to the CLA governing documents please contact the Secretary, Ros Harwood, at Rollits, Rowntree Wharf, Navigation Road, York YO1 9WE. Tel: 01904 625790, Fax: 01904 625807, E-mail: [rjh@rollits.co.uk](mailto:rjh@rollits.co.uk).

#### Standard governing documents

Some large national charities and voluntary organisations produce standard governing documents for use by associated organisations. These standard governing documents contain both agreed objects and administrative provisions which are specific to a particular type of organisation. A list of organisations for which a standard governing document has been agreed can be found on our website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

If you have adopted a standard governing document we will need confirmation that you are entitled to use it.

If you have used a standard governing document **without amendment** you will not need to complete Part 3 or Part 4 of this form. All other parts **MUST** be completed.

**If you have used either a model or standard governing document, but have made changes to it, please highlight those changes for us.**

# Registration Application Form

## Part 2

### Q3

#### GOVERNING DOCUMENT

Has your organisation used:

- A model governing document produced by the Commission or the Charity Law Association? (Please complete the form in full)
- A standard governing document produced by another organisation? (Please complete the form **except** Part 3 and Part 4)
- A document that has been drafted specifically for your organisation? (Please complete the form in full)

#### TIMESCALES FOR REGISTRATION

We aim to decide an application for registration in an average of 88 working days. However, we expect to be able to complete this more quickly if the following apply:

- your organisation's income is less than £10,000 per year;
- you have used either:
  - a Commission or CLA model governing document without amendment and inserting specific charitable objects; or
  - a standard governing document without amendment and with the agreement of the issuing body; and
- you have answered fully and satisfactorily all of the questions on this form relevant to your organisation.

# Registration Application Form

## Part 2 - Notes



# Registration Application Form

## Part 2 - Notes

### Q5

#### CHARITY CONTACT DETAILS

##### (a) Correspondent details

Correspondent details are required for all organisations. You must give us the full name and date of birth of the organisation's correspondent. Titles such as "The Correspondent" or "Clerk" are no longer acceptable.

This name will appear on the Public Register on our website **unless** you provide an alternative in the "Preferred name" box (at 5(b)). **We do not display date of birth information** but it is required for identification purposes.

##### (b) Preferred correspondent name (eg Honorary Secretary)

Please use this box if you do not wish the correspondent's personal name to be displayed on the Public Register.



# Registration Application Form

## Part 2 - Notes

### **(d) Main address**

You must give the full address.

### **(e) Making the address public**

The main address will be displayed on our website. If there is a good reason for not making the main address of the organisation known to the public you will need our permission. The alternative address will then appear on the Public Register.

**We rely on the trustees to ensure the address of the correspondent is an active address and we will assume anything sent to this address will be seen by all the trustees.** The trustees are responsible for ensuring that the correspondent knows what is required of them.

### **(g) Organisation's e-mail address**

If your organisation has an e-mail address, please indicate whether we can use it to send official communications (for example, annual returns and notification of the publication of our newsletter, CC News). The e-mail address will appear on the Public Register on our website.



# Registration Application Form

## Part 2 - Notes



# Registration Application Form

## Part 2 - Notes

### Q6

#### FINANCIAL INFORMATION

- (a) Gross income means all of the money the organisation has received from all sources, including grants, gifts, sales of goods and services. If the gross annual income is less than £1,000, your organisation may not meet the minimum requirements for compulsory registration. We will not normally register charities that have an income of less than £1,000, unless they own or occupy land or property.

- (c) Please enclose business plans or firm offers of funding, to support your answer. If you do not, your application may be returned.



# Registration Application Form

## Part 2 - Notes

### Q7

Please let us have details of the bank account in which the funds of the organisation are held. If the organisation does not yet have a bank account, please provide details of the proposed name of the account, and the mandate details. A copy of the letter from the bank confirming that the account will be opened on registration should be attached to the application form. We recommend a minimum of two signatories to each account operated by the organisation.



# Registration Application Form

## Part 2 - Notes

### Q8

#### CHARITY CLASSIFICATION

The Register classifies charities according to their purposes, beneficiaries and method of operation. This makes it easier for people to use the Register.

# Registration Application Form

## Part 2

### Q8

#### CHARITY CLASSIFICATION

Place a tick opposite each classification that applies to your charity. Please tick at least one box in each Element. You may tick more than one box in each Element where several apply. Only tick boxes significant to your charity (eg do not tick 301 or 302 if you never or only rarely give grants). You do not need to tick the same number of boxes in each Element.

##### Element 1: Topic (What)

- |  |  |
|--|--|
| <input type="checkbox"/> 101 General charitable purposes | <input type="checkbox"/> 108 Religious activities                      |
| <input type="checkbox"/> 102 Education/training          | <input type="checkbox"/> 109 Arts/culture                              |
| <input type="checkbox"/> 103 Medical/health/sickness     | <input type="checkbox"/> 110 Sport/recreation                          |
| <input type="checkbox"/> 104 Disability                  | <input type="checkbox"/> 111 Animals                                   |
| <input type="checkbox"/> 105 Relief of poverty           | <input type="checkbox"/> 112 Environment/conservation/heritage         |
| <input type="checkbox"/> 106 Overseas aid/famine relief  | <input type="checkbox"/> 113 Economic/community development/employment |
| <input type="checkbox"/> 107 Accommodation/housing       | <input type="checkbox"/> 114 Other or none of these                    |

##### Element 2: Beneficiaries (Who)

- |  |   |
|--|---|
| <input type="checkbox"/> 201 Children/young people                             | <input type="checkbox"/> 205 Other charities/voluntary bodies |
| <input type="checkbox"/> 202 Elderly/old people                                | <input type="checkbox"/> 206 Other defined group not listed   |
| <input type="checkbox"/> 203 People with disabilities/<br>special needs        | <input type="checkbox"/> 207 The general public/mankind       |
| <input type="checkbox"/> 204 People of a particular ethnic<br>or racial origin |   |

##### Element 3: Method of Operation (How)

- |  |  |
|--|--|
| <input type="checkbox"/> 301 Makes grants to individuals<br>(includes loans)                     | <input type="checkbox"/> 306 Provides services (eg care/counselling) |
| <input type="checkbox"/> 302 Makes grants to organisations<br>(includes schools, charities, etc) | <input type="checkbox"/> 307 Provides advocacy/advice/information    |
| <input type="checkbox"/> 303 Provides other finance (eg<br>pensions/investment fund)             | <input type="checkbox"/> 308 Sponsors or undertakes research         |
| <input type="checkbox"/> 304 Provides human resources (eg<br>staff/volunteers)                   | <input type="checkbox"/> 309 Acts as an umbrella or resource body    |
| <input type="checkbox"/> 305 Provides buildings/facilities/open<br>space                         | <input type="checkbox"/> 310 Other or none of these                  |

# Registration Application Form

## Part 3 - Notes

**If you are using a standard governing document you do not need to complete this part of the application form.**

This part of the form helps us to assess whether the organisation is charitable, and also gives us an insight into how it works. Please answer Question 9 as fully as possible. Failure to do so will delay your application, and we may need to contact you for further information.

## Q9

### **ACTIVITIES IN SUPPORT OF THE OBJECTS**

All charities have to demonstrate that they are for the benefit of the public. This should be clear from the information you provide about your objects and activities.

#### **Objects**

Please insert the objects exactly as they appear in your governing document.

We have provided space for three specific objects. If your organisation has more than three objects, please include details on a separate sheet of paper. You may photocopy additional copies of page 29 for completion.

#### **Activities**

Please provide full details of what activities will be carried out for each of the objects (eg educating the young by providing trained teachers). Do not copy details of the powers from your governing document. Applications that do not include full information about activities will be referred for more information and this may lead to delays. If this section is left blank the form will be returned to you for completion.

The activities must show how the organisation achieves its objects. Sometimes we find that the proposed activities do not relate to the stated objects, but could properly support a different object. We need to ensure there is no mismatch between objects and proposed activities and have a proper picture of what the organisation intends to do. If there is a problem we may be able to suggest new objects for the organisation.

It might be helpful to supply a business plan or copy of a grant application to share your initial ideas with us.

If you are unsure about what type of information it would be appropriate to supply, please telephone our Contact Centre 0870 333 0123.







# Registration Application Form

## Part 4 - Notes

### Q10

#### FUNDING

Information about fund-raising is available in CC20 - Charities and Fund-raising.



# Registration Application Form

## Part 4 - Notes

### Q11

If you intend to use professional fund-raisers, you have to have a formal written agreement satisfying the requirements of Part II Charities Act 1992 with each professional fund-raiser. Information is available in CC20 - Charities and Fund-raising.



# Registration Application Form

## Part 4 - Notes

### Q13

Trustees benefits include payments such as a salary or a fee, or services provided by the charity.

#### **Connected persons**

Connected persons are defined in the Charities Act 1992. They include:

- anyone living with a founder or a trustee as their husband or wife;
- the children, parents, grandchildren, grandparents, brothers and sisters of a founder or trustee, and anyone living with any of them as their husband or wife;
- the trustees of any private trust of which the beneficiaries or potential beneficiaries include the founder or any trustee or anyone mentioned above;
- business partners of the founder or any trustee or of anyone mentioned above; or
- firms or businesses (not including those which are wholly owned by one or more charities) in which the founder and any trustee and anyone mentioned above, taken together, has or have ownership of at least one-fifth of the shares in the company or the ability to direct how at least one-fifth of the voting power is exercised.



# Registration Application Form

## Part 4 - Notes

# Registration Application Form

**Part 4**

Nature of the ownership/tenure of the property:

---

---

---

Terms on which the organisation will use the property (copies of any leases, licences, agreements, etc must be supplied):

---

---

---

Details of who is responsible for the running costs of the property:

---

---

---

Details of any repairs or improvements to be carried out at the expense of the organisation:

---

---

---

# Registration Application Form

## Part 5 - Notes

In this part of the form we ask you to confirm that you have assessed the risks to your organisation and that any appropriate checks and other safeguards have been put in place to protect your organisation's trustees, employees, volunteers and beneficiaries.

### Q14

Some organisations working with or providing services to children or other vulnerable groups (for example adults with a learning difficulty) are required to make checks through the Criminal Records Bureau (CRB) before appointing anyone as a trustee, employee or volunteer. Further information is available on the CRB website ([www.disclosure.gov.uk](http://www.disclosure.gov.uk)).

If you are not required by law to make these checks but the organisation is to permit its employees, volunteers or trustees to be in contact with children or vulnerable groups we recommend that voluntary checks are made with the CRB.

Organisations working with children or vulnerable adults are advised to adopt a suitable protection policy. For example, an organisation which offers one-to-one private discussions to children should have an adequate Child Protection Policy. Many umbrella bodies and national charities offer help in preparing these. Some of these organisations charge a fee for their services. More information can be found on our website [www.charitycommission.gov.uk/supportingcharities/protection.asp](http://www.charitycommission.gov.uk/supportingcharities/protection.asp)



# Registration Application Form

## Part 6 - Notes

Don't forget to keep a copy of this form and enclosures for future reference.

# Registration Application Form

## Part 6 - Checklist and Certificate

### Q18

#### APPLICATION CHECKLIST

You should keep a photocopy of this form for your own records, and for the benefit of future trustees of the organisation.

- (a) This form, fully completed, and accompanied by supporting documentation concerning activities and income, and any additional sheets used.\*
- (b) Two certified copies of the organisation's executed governing document.\*
- (c) A certified copy of either:
- Certificate of incorporation (companies)\*; or
  - The minutes of the general or special meeting of members at which the constitution was adopted (unincorporated associations)\*
- (d) If relevant, any supplemental deeds or special resolutions which have amended the governing document. Please do **NOT** send originals of governing documents.
- (e) Declaration (DEC 1) completed by **ALL** trustees\*
- (f) If the organisation has completed more than a full year's operation, copies of financial accounts for up to the last 3 years.

**If accounts are unavailable please state why and give figures for income and expenditure for the last completed financial year:**

Now please sign the certification on the next page.

# Registration Application Form

## Part 5 - Notes

### Q19

#### CERTIFICATION

We need accurate information to carry out the functions of registering, advising and protecting charities in the public interest. Please take care to check that the information you are giving us is correct.

**Please note that Section 11 of the Charities Act 1993 makes it an offence to deliberately or recklessly provide us with false or misleading information.**







Typeset by  
Graphic Design & Control Section, Charity Commission

Supplied by Capita Business Services Ltd.  
xxxx x/xx



Printed on Recycled Paper