

Surface Water and Highway Drainage Concessionary Scheme for Community Groups

Appendix: Evidence Required to Support a Claim

The table below provides details of the evidence that is required for an application to be assessed. Please note that we may require additional evidence to that listed below.

Details of evidence required to support a concessionary scheme application

Organisation type	Primary evidence	Secondary evidence
Places of Worship (inc. church halls)	Document / certificate to show registration as a place of worship under the Places of Worship Registration Act 1855.	<p>Evidence required under general eligibility criteria below; and,</p> <p>Documents such as the following to demonstrate that all eligibility criteria are met:</p> <ul style="list-style-type: none"> • Photographs of the premises showing religious symbols, prayer areas, or ceremonial spaces • Timetable of activities (e.g., prayer sessions, services) • Constitution or governing document stating the purpose of the building • Affiliation certificate, membership or letter of recognition from a national or regional faith body or recognised religious organisation • Public access policy or statement of openness
Properties occupied by Scout and Guide Associations and similar youth or children's groups	Valuation Office reference (if premises is registered as Scout and Guide Associations or similar youth or children's groups)	<p>Evidence required under general eligibility below; and,</p> <p>Documents such as the following to demonstrate that all eligibility criteria are met:</p> <ul style="list-style-type: none"> • Membership certificate or registration documents from the recognised youth association • Official listing on the youth association's website or directory • Activity schedules or timetables showing regular youth group meetings and events • Event flyers, posters, or social media posts promoting youth group activities at the premises

Community Amateur Sports Clubs (CASCs)	CASC registration number	<p>Evidence required under general eligibility below; and,</p> <p>Documents such as the following to demonstrate that all eligibility criteria are met:</p> <ul style="list-style-type: none"> • Membership application forms or terms and conditions • Membership pricing schedule, price list or fee structure • Membership eligibility criteria • Club rules • Club constitution or articles of association • Equality and diversity or inclusion policies
Sea Cadets	<p>Valuation office reference (if premises is listed with the Valuation Office as "Sea Cadets Headquarters")</p>	<p>Official document to demonstrate status as a Sea Cadet Unit and affiliation with the Marine Society & Sea Cadets (MSSC); and,</p> <p>Charity registration number</p>
Community Centres & Village Halls	<p>Valuation Officer reference (if premises is listed with the Valuation Office as a Community Centre or Village Hall);</p> <p>and,</p> <p>Audited accounts, annual financial statements or income report to show sources of income.</p>	<p>Documents such as the following to demonstrate that all eligibility criteria are met:</p> <ul style="list-style-type: none"> • Membership policy or constitution • Public advertising materials • Equality and diversity and inclusion policy • Code of conduct or inclusion statement • Articles of association or constitution
Local Authority Parks	Evidence that the park is listed as a public park on local government asset registers, local planning documents or on the local authority website.	n/a
Cemeteries	Evidence from the local authority or relevant government body that the land is officially designated or registered as a cemetery or burial ground (including land records or planning documents)	n/a

General Eligibility Criteria

General eligibility criteria	<p>Copies of company audited accounts, annual financial statements or income report, articles of association or similar documentation, for the relevant period, to demonstrate that the organisation:</p> <ul style="list-style-type: none">• is run as not-for-profit; and,• does not exist for commercial reasons; and,• its shareholders, trustees, or others do not benefit financially from its activities; and,• does not receive funding from the government or local authority.
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If you have any questions or would like to apply, please contact your water retailer (see your bill for details).