

# Starting a Small Charity

## Some Guidance

# 10a: Registering with the Charity Commission (*Form*)

### One of a series of 13 Guidance Leaflets

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## The Scope of These Guidance Leaflets

This leaflet is one of a series which give a quick overview of the various things that you will need to take into account in setting up a new small charity.

They are NOT a full and comprehensive guide to Charity Law and all the associated regulations. They are just a simple overview of the main points for those who want to set up a small charity to serve their local community or to help those with a particular area of need. So if you are expecting your charity's annual income to be more than £100,000/yr, or to own property, or to employ more than the equivalent of 3 full-time staff then you should seek proper professional guidance elsewhere.

For more information, see the Introduction leaflet to this series.

The topics covered in this series are:

- 1 Outputs & Outcomes
- 2: Charitable Purposes/Objects
- 3: Governing Document
- 4: Trustees & Officers
- 5: A "Minute Book"
- 6: A Bank Account
- 7: A Way of Recording & Managing Your Funds
- 8: A Business Plan & Risk Management
- 9: Policies & Procedures
- 10: Registering with the Charity Commission**
  - a: The questions in the on-line registration form** {*This Leaflet*}
  - b: Responding to the questions
  - c: Ask a Silly Question.....
- 11: Gift Aid Registration with HM Revenue & Customs
- 12: A Register of the Members of the Charity



# 10a: Registering with the Charity Commission

In order to register a charity you have to go to the Charity Commission website and fill in an application form on line:

<https://apps.charitycommission.gov.uk/officeforms/OLARPortal.ofml>

There is no longer any “paper” application process.

The online application process is described on the Charity Commission website:

<https://www.gov.uk/guidance/how-to-set-up-a-charity-cc21a>

which includes links to other guidance. And there is further step-by-step guidance as you go through the questions on-line. However, you only get to see on-line the guidance as you go through the on-line application itself and at times is rather perfunctory. So you might sometimes find yourself stuck if a particular piece of required information is not immediately to hand.

This leaflet tries to fill that gap by allowing you to look at ALL the on-line questions – before having to answer any of them. It is its companion leaflet which gives suggestions as to what kinds of responses are expected. It is hoped this will be particularly useful where you would otherwise have found that the responses you gave to later questions would have required you to go back and modify some of your responses to earlier questions.

Note: In this leaflet, and in its companion leaflet of suggestions for completing the on-line application, the questions are numbered in order to allow cross-referencing between these two leaflets. However, the questions in the on-line application form are NOT numbered so there is no way to cross-reference this leaflet to the on-line form. This is partly because dependent upon which questions have already been answered, not all the subsequent questions may appear. However, the text of the questions, and their order of appearance is the same in this leaflet as in the on-line application form. So if a question appears in this leaflet which does not appear in the on-line application form that means that you are NOT required to answer that particular question.

You have 3 months in which to complete the on-line application before it “times-out” and you have to start again. So you don’t have to complete the application all in one go – you can always save what you have entered and come back to it later to complete or amend it. But you might nevertheless find it helpful to prepare your responses off-line (eg: in a word-processor) and then “cut & paste” them into the on-line application form once you are satisfied that they are complete, coherent and consistent.

## Editor’s Notes

Although there are some pop-up Help Screens, they are few and far between and the information that they contain is meagre. No doubt it is intended to increase the number and scope of the Help Screens as the system is developed.

The application form has been designed to be “dynamic” – that is, many of the questions that it asks (*ie*: what information it requests) are determined by how the applicant has responded to earlier questions. For example: it first asks if the charity has a bank account and only displays further questions about the bank account details (sort code, account number, etc) if the application responds “Yes”. That clearly has its merits – the applicant is not continually having to skip over irrelevant questions. But the “down-side” is that it creates the impression of a rather meandering application process. It also makes it very difficult to produce coherent guidance notes on the questions asked by the application form and how to answer to them as the permutations of options as one progresses through the form become very large indeed.

Furthermore, as there does not appear to be a register of updates to the form, if changes to the design of the form are made in the light of experience we can only become aware of them by constantly going through the form with test data in the hope of noticing such changes. So if you should find any discrepancies between what you are seeing as you go through the on-line application process and what these guidance notes are saying it would be most helpful if you would e-mail those discrepancies to us so that we can correct them for the benefit of future users.

# Charity Commission

## On-Line Application to Register a Charity

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## Introduction

### About this service

Use this service to apply to register:

- a new English or Welsh charity with the Charity Commission
- a new charity that will replace an existing registered charity in England or Wales

The organisation must already be [set up](#) (unless it is a CIO). Once you submit your application, you'll get a decision within 2 weeks unless it isn't completed properly or the commission needs to ask for more information.

Your answers are automatically saved as you complete the application. You can save and return to the application later if you need to.

### Information needed

Before you start, make sure you have PDF copies of:

- the organisation's governing document (eg its constitution)
- a [trustee declaration form](#) signed by all the organisation's trustees
- your latest accounts (if applicable)

Depending on your application, you may also need PDFs of:

- proof the organisation's income is over £5,000 (eg bank statements or funding offers)
- a business plan
- permission to use the name (if applicable)
- minutes of meetings
- evidence of how the organisation benefits the public
- lease documents for the organisation's property
- a certificate of incorporation as a company (from Companies House)
- any policies the organisation has, eg a grant-making policy

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# 1. About Charity: Governing Document

A governing document sets out a charity's rules; it's the key legal document that says what it is and how it will be run. Different charities have different governing documents.



## ► **What is a governing document?**

A governing document creates a charity and sets out the rules by which it will be run.

Often it's a constitution, memorandum and articles of association or a trust deed.

[Guidance on writing governing documents.](#)

### 1.1. Select the organisation's governing document type:

- CIO Foundation Constitution**
- CIO Association Constitution**
- Constitution**
- Memorandum and Articles
- Trust Deed or Declaration of Trust
- Scheme
- Will
- Royal Charter
- Other (Specify)

***IMPORTANT NOTE:*** *This guidance leaflet is only relevant to applications to register a CIO Foundation constitution, CIO Association constitution or Unincorporated Association constitution (ie: the governing document types highlighted in bold above). If you are wanting to register a charitable company, charitable trust or one of the other governing document types this guidance leaflet is NOT for you and you must seek advice & guidance elsewhere.*

### 1.2. Has the governing document been issued by an organisation or umbrella body (often referred to as an approved governing document)?

- Yes     No

Note: If you select "Yes" the following prompt will appear.

#### a: Which organisation issued the governing document?

- Select from a drop-down list.

Note: The items in the drop-down list vary according to the type of governing document selected at 1.1 above.

### 1.3. Please attach the governing document:

Note: Click the Attach button and the pop-up window (illustrated right) will enable you to browse for and attach your governing document in PDF format. This section will not be ticked as "completed" until a PDF document has been attached and uploaded.

The attached document will be displayed as follows:

Retrieve	Remove	3 - GoverningDocument.pdf
----------	--------	---------------------------

GOV.UK  
Add Attachment  
Choose the file to attach:  
Browse...  
Files must be PDF and not be larger than 25 MB.  
OK Cancel

You cannot attach document which has previously been attached elsewhere in the on-line form, 'Retrieve' allows you to open the document.

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## 2. About Charity: Replacement

*Note:* This section only appears if you are registering a charity with a governing document which is: (a) CIO Foundation Constitution; (b) CIO Association Constitution; or, (c) Memorandum and Articles.

### 2.1. Are you replacing an existing registered charity?

Yes    No

*Note:* If you select "Yes" the following prompt will appear.

#### a: Enter the name or registration number of the charity you are replacing:

Enter the relevant information into the free-text data-entry box

Search

Click the Search button and the Charity Commission register will be searched and the charity's registered name (if found) inserted for confirmation.

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## 3. About Charity: Charity Name

### 3.1. The organisation's name:

Enter this exactly as it's written in the governing document. A charity's name can't contain offensive words.

PUBLIC

The organisation's name will be displayed on its public registered details .

Enter the relevant information into the free-text data-entry box

Check name

Click the Check Name button and the Charity Commission register will be searched to see if the name already exists.

*Note:* If a charity with that name already exists you should either choose a new name or you will be required to explain how you intend to manage any confusion with the charity which already has that name.

### 3.2. Is the organisation known by any other names?

Yes    No

*Note:* If you select "Yes" the following prompt will appear.

Please list all other names here

PUBLIC

This information will be made publicly available in the Charity Register.

Enter the relevant information into the free-text data-entry box.

### 3.3. Do any of the organisation's names contain acronyms, made-up or non-English language words?

Yes    No

*Note:* If you select "Yes" the following prompt will appear.

#### a: Please translate or explain each made up, non-English word or acronym used:

Enter the relevant information into the free-text data-entry box.

### 3.4. Do all names contain words that require consent from another body?



#### ► **Words which may need consent.**

You may need permission to use copyrighted or 'restricted words' including:

Her Majesty	Olympic	Polytechnic	Prince	Princess	Queen
Royal	Royale	Royalty	University	Windsor	King

Consent won't always be needed, eg 'Friends of the Royal Borough of Windsor', where the restricted word is part of another name.

Ⓒ Yes   Ⓒ No

*Note: If you select "Yes" the following prompt will appear.*

#### a: **Attach evidence that permission has been given to use the name.**

Attach

*Note: Click the Attach button to browse for and attach your evidence of permission in PDF format.*

---

## 4. About Charity: Structure and Purposes

### 4.1. Organisation's governing document:



This information will be made publicly available on the Charity Register.

*Note: The charity's type of governing document, as selected in 1.1 will be displayed here.*

### 4.2. Enter the organisation's purposes (also known as 'objects') exactly as they are written in its governing document.

*Copy your charity's purposes/objects from your governing document and paste them in the free-text data entry box.*



This information will be made publicly available on the Charity Register.

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## 5. Income



*Note: This section does NOT appear if you are registering a charity with a governing document which is: (a) CIO Foundation Constitution; (b) CIO Association Constitution as the £5000/yr income threshold for registration does not apply to CIOs.*

### 5.1. Enter the organisation's gross annual income: (mandatory field)

*Enter the gross annual income into the free-text data-entry box.*

Attach

Attach proof of income

*Note: Click the Attach button to browse for and attach your proof of income in PDF format. This section will not be ticked as "completed" until a PDF document has been attached and uploaded.*

*Important Note: If you enter a gross annual income of less than £5000 the on-line application form will respond: "This organisation can't be registered as a charity until its income is over £5,000. If you have a formal offer of funding payable once the organisation is registered, attach this as proof of income."*

*If you cannot attach proof of income greater than £5000 you will have to postpone registration until you can.*

## 6. Classification:

*Note:* A charity's classification is made up of 4 sub-sections:

- 1: **WHAT** the charity does;
- 2: **HOW** the charity does it;
- 3: **WHO** the charity benefits;
- 4: **WHERE** the charity operates.

Most of the main classifications in the "WHAT" section 6.1 below have supplementary sub-classifications which only appear if you tick the main classification. You similarly tick those sub-classifications which are relevant.

Some of the "WHAT" classifications also have additional classifications in the subsequent "HOW" and "WHO" sections. Those "WHAT" classifications are indicated by the suffixes {H} & {W} respectively.

As the supplementary drop-down lists of sub-classifications are extensive, they are not given here but can be found in Appendices 1-3.

### 6.1. WHAT does the organisation do? (select all that apply)

**PUBLIC**

This information will be made publicly available on the Charity Register.

- General charitable purposes
- Education/ Training/ Research {H & W}
- Advancing health or the saving of lives {H & W}
- Relief of those in need (age, disability, ill-health, financial or other disadvantage) {H & W}
- The prevention or relief of poverty {H}
- Religion {H & W}
- Arts / Culture / Heritage / Science {H}
- Amateur sport {H & W}
- Animal welfare {H}
- Environment / Conservation {H}
- Citizenship / Economic or community development / Employment {H}
- Armed forces / Emergency service efficiency
- Human rights / Religious or racial harmony / Equality or diversity
- Community recreation / Leisure facilities
- Other charitable purposes (You will be asked to provide further information).

### 6.2. HOW does the organisation operate? (select all that apply)

**PUBLIC**

This information will be made publicly available on the Charity Register.

- Makes grants to individuals
- Makes grants to organisations
- Provides other finance
- Provides buildings/facilities/open space
- Provides services
- Provides education/advocacy/advice/information
- Sponsors or undertakes research
- Acts as an umbrella or resource body



- Other (You will be asked to provide further information).

### 6.3. WHO does the organisation help? (select all that apply)

**PUBLIC**

This information will be made publicly available on the Charity Register.

- Children/ Young people
- Elderly/ Old people
- People with disabilities
- People of a particular ethnic or racial origin
- Other charities or voluntary bodies
- Other defined groups  
Please specify (You will be asked to provide further information).
- The general public/ Mankind
- People living in a specified geographical area
- Members of a particular profession
- Employees of a named employer
- Named individuals
- Other (You will be asked to provide further information).

### 6.4. WHERE does the organisation operate? (select all that apply)

**PUBLIC**

This information will be made publicly available on the Charity Register.

- Throughout England
- Throughout Wales
- Throughout England & Wales
- Specific areas in England & Wales
- Outside England & Wales

*Note: If you tick "Outside England & Wales" a further prompt will be displayed:*

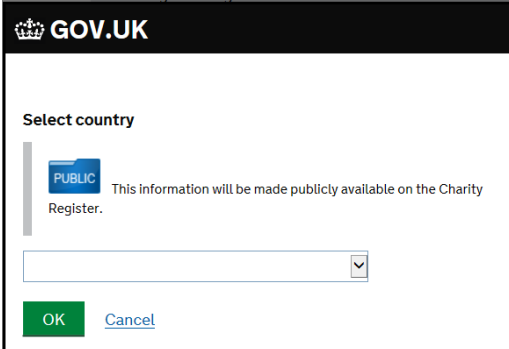
#### a: Add all countries that apply

*Note: Click on the [Add a Country] button and a further pop-up window will appear.*

*Click in the free-text data-entry box and a drop-down list of countries (including Scotland) will appear from which you can select the one required.*

*If you operate in more than one other country you can repeat the process as necessary.*

*The countries entered are displayed in a list from which they can be edited and/or deleted as necessary.*



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## 7. Public Benefit: Carrying Out the Purpose

### 7.1. The organisation's purposes are:

*Enter the organisation's purposes in the free-form data-entry box provided.*

## 7.2. Explain how the organisation carries out its purposes:



- ▶ Give as much detail as possible.  
Don't explain how the organisation will raise funds - you'll provide this information later in the service

*Explain how your charity will carry out its purposes in the free-form data-entry box provided.*

## 7.3. Attach any document (such as a business plan) which sets out how the organisation carries out its purposes:

Attach

Attach appropriate document(s) (Optional)

*Note: Click the Attach button to browse for and attach your document(s) in PDF format.*

---

## 8. Public Benefit: Benefits

### 8.1. What are the benefits of the organisation's purposes?



- ▶ Explain how the organisation benefits the general public or particular groups of people.  
Give examples wherever possible.

*Explain the benefits in the free-text data-entry box provided.*

### 8.2. Attach any document which shows how the organisation provides benefit:

Attach

Attach appropriate document(s) (Optional)

*Note: Click the Attach button to browse for and attach your document(s) in PDF format.*

### 8.3. Who can benefit from the organisation's purposes?

- The General Public
- A Section of the Public

*Note: If you select "A Section of the Public" the following prompt will appear.  
You are required to tick at least one group from the list.*

#### a: Select one or more group that can benefit from the organisation's purposes:

- People living in a particular geographical area
- Members of the organisation
- Other section of the public
  
- People defined by age
- People defined by disability
- People defined by gender reassignment
- People defined by marriage and civil partnership
- People defined by pregnancy and maternity
- People defined by race
- People defined by religion or belief
- People defined by sex
- People defined by sexual orientation

Note: The following additional prompt will appear if you have ticked any of the options from "People living in a particular geographical area" to "Other section of the public".

- i: Explain who can benefit and why the organisation's purposes aim to benefit them:**

Enter the explanation(s) in the free-text data-entry box provided.

Note: The following additional prompt will appear if you have ticked any of the options from "People defined by age" to "People defined by sexual orientation".

- ii: Explain how the trustees are satisfied that this is justified under the Equality Act:**

Enter the explanation(s) in the free-text data-entry box provided.

---

## 9. Public Benefit: Selection Carrying Out the Purpose for the Public Benefit

- 9.1. What criteria do the trustees use to decide who the organisation benefits or what work it does or supports?**

Enter the criteria in the free-text data-entry box provided.

- 9.2. Attach any document which explains how these decisions are made:**

Attach

Attach appropriate document(s) (Optional)

Note: Click the Attach button to browse for and attach your document(s) in PDF format.

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## 10. Public Benefit: Grant Making

- 10.1. What criteria will the organisation use to select individuals or organisations to receive grants?**

Enter the criteria in the free-text data-entry box provided.

- 10.2. Attach any document which explains this, such as a grant making policy:**

Attach

Attach appropriate document(s) (Optional)

Note: Click the Attach button to browse for and attach your document(s) in PDF format.

---

## 11. Public Benefit: Membership

- 11.1. Do people or organisations have to be members of the organisation to benefit from its purpose?**

Yes     No

Note: If you select "Yes" the following prompts a-e will appear.

**a: What benefits do members get?**

*Enter the details in the free-text data-entry box provided.*

**b: Why are those benefits limited to the members?**

*Explain why benefits are limited to members in the free-text data-entry box provided.*

**c: Who can be a member?**

*Explain who can be a member in the free-text data-entry box provided.*

**d: Is there a limit on membership numbers?**

Yes  No

*Note: If you select "Yes" the following prompts will appear.*

**i: Explain why there is a limit and how membership is allocated:**

*Enter the explanation(s) in the free-text data-entry box provided.*

Attach

Attach any document which sets out membership rules (Optional)

*Note: Click the Attach button to browse for and attach your document(s) in PDF format.*

---

## 12. Public Benefit: Providing Services or Facilities

**12.1. Does the organisation provide public facilities or services as a way of carrying out its purpose?**

Examples of public facilities and services include community centres, food banks, art galleries, football pitches, schools, colleges, universities, theatres, concert halls, museums, charitable hospitals, charities that provide residential care, or charities that advance heritage, environmental protection or improvement.

Yes  No

*Note: If you select "Yes" the following prompts a-d will appear.*

**a: What sort of facility or service does it provide?**

*Enter the details in the free-text data-entry box provided.*

**b: When can the public access the facility or service?**

► For example, opening hours and frequency of services offered.

*Enter the details in the free-text data-entry box provided.*

**c: Are there any restrictions on who can have access?**

Yes  No

*Note: If you select "Yes" the following prompt will appear.*

**i: Explain why there are restrictions:**

*Enter the explanation(s) in the free-text data-entry box provided.*



**d: Are there any restrictions on what people can have access to?**

Yes  No

*Note: If you select "Yes" the following prompt will appear.*

**i: Explain why there are restrictions:**

*Enter the explanation(s) in the free-text data-entry box provided.*

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## 13. Public Benefit: Fees and Charges

**13.1. Does the organisation charge people to be a member or to access its services or facilities?**

Yes  No

*Note: If you select "Yes" the following prompt will appear.*

**a: What services or facilities does the organisation charge for and how much does it charge?**

*Enter the details in the free-text data-entry box provided.*

**b: Do the trustees consider the charges to be more than the poor can afford?**



▶ 'The poor' does not just mean the very poorest in society and it can include people of modest means. In general it will usually mean charges that someone of modest means will not find readily affordable.

Examples of charges that the poor can usually afford include:

- Membership fees of a few pounds paid by local residents to hire out a village hall;
- Small entry fees to attend events at a community centre or visit and historic house or site;
- The annual cost of a library card;
- Low ticket prices to see a production by an amateur dramatic society;
- Low hourly fees to use a charitable public internet terminal;
- Small subscription of membership fees to join a paygroup, scouts, guides, youth club or after-school club, sports club or leisure centre;
- Mobile units (such as medical boats, food and clothing vans) touring deprived areas in developing countries providing services, equipment, goods or facilities at low cost for local people.

Yes  No

*Note: If you select "Yes" the following prompts c-e will appear.*

**c: How have you reached this view?**

*Enter the explanation(s) in the free-text data-entry box provided.*

*Note: You have to respond to this whether you have answered "Yes" or "No" to the prompt "Do the trustees consider the charges to be more than the poor can afford?"*

**d: What provision will or do the trustees make for the poor to benefit?**

*Describe the provisions in the free-text data-entry box provided.*

**e: What factors have the trustees considered in making their decision?**

*Enter (and further detail as appropriate) in the free-text data-entry box provided the factors which the trustees have taken into consideration.*

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## 14. {Supplementary Questions}

The supplementary questions in the following sections, 14.1 to 14.6, only appear if you have ticked one or more of the following Classifications:

- in section 6.4    Outside England & Wales
- in section 6.1    Religion
- Arts / Culture / Heritage / Science
- Amateur Sport
- Animal Welfare
- Animal Sactuary

If you have not selected any of those Classifications the on-line registration will take you directly to section **15 Property**.

The icon to the right identifies those sections which are supplemental and only appear when the relevant classification has previously been selected.



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### 14.1. {Supplemental}-Overseas Aid

This section only appears if you ticked the classification "Outside England & Wales" in section 6.4

As the organisation works outside England and Wales, please explain:

**a: What needs will the organisation address in overseas locations?**

Enter the details in the free-text data-entry box provided.

**b: How will the organisation address these needs?**

Enter the details in the free-text data-entry box provided.

**c: How has the organisation identified those needs and what evidence or information it has used?**

Enter the details in the free-text data-entry box provided.

**d: Does (or will) the organisation work with, or send funds to, local partner organisations or other delivery agents that operate overseas on its behalf?**

Yes    No

Note: If you select "Yes" the following prompt will appear.

**i: Which partners/agents will the organisation work with or fund and how will it select them?**

Enter the details in the free-text data-entry box provided.

**ii: What arrangements and/or formal agreements will the organisation have in place with partners/agents?**

Enter the details in the free-text data-entry box provided.

**iii: How will the organisation monitor, verify and account for the work and expenditure of partners/agents?**

Enter the details in the free-text data-entry box provided.

**e: Is the organisation carrying out its own operations in the locations you have named?**

Ⓒ Yes Ⓒ No

*Note: If you select "Yes" the following prompt will appear.*

**i: How does the organisation decide which activities to carry out overseas and how it will fund them?**

*Enter the details in the free-text data-entry box provided.*

**ii: How does the organisation select volunteers or staff to carry out activities overseas and how does it manage risks to them?**

*Enter the details in the free-text data-entry box provided.*

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## 14.2. {Supplemental}-Religion

*This section only appears if you ticked the classification "Religion" in section 6.4*

**a: Tell us about the tenets of faith which the organisation advances. This may be explained in your governing document.**

*Enter the details in the free-text data-entry box provided.*

**b: Tell us about any moral or ethical framework that is promoted by the religion the organisation is set up to advance.**

*Enter the details in the free-text data-entry box provided.*

**c: Tell us specifically how the organisation advances religion.**

*Enter the details in the free-text data-entry box provided.*

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## 14.3. {Supplemental}-Arts



*This section only appears if you ticked the classification "Arts / Culture / Heritage / Science" in section 6.4*

**a: Tell us about how you are satisfied that the art the organisation displays, presents, promotes or performs is of artistic merit. Further guidance on this point.**

*Enter the details in the free-text data-entry box provided.*

**b: Tell us how you select works of art, performances or concerts for public presentation.**

*Enter the details in the free-text data-entry box provided.*

**c: Tell us whether the organisation promotes the work of individual artists or performers and if so how.**

*Enter the details in the free-text data-entry box provided.*

**d: Please explain how such artists or performers are selected for support.**

*Enter the explanation(s) in the free-text data-entry box provided.*

**e: We need to understand how any personal benefit to individual artists or performers arising from the work of the organisation is no more than incidental.**

*Enter the details in the free-text data-entry box provided.*

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#### **14.4. {Supplemental}-Amateur Sports**

*This section only appears if you ticked the classification “Amateur Sports” in section 6.4*

*Please note that if the organisation is already registered with HM Revenue & Customs as a Community Amateur Sports Club (CASC) it cannot be registered as a charity.*

*If this organisation will replace a CASC currently registered with HMRC please explain that in this application. The guidance explains more about this.*

**a: Tell us about any social facilities or social membership the organisation offers to non-playing members.**

*Enter the details in the free-text data-entry box provided.*

**b: Tell us about payments or other personal benefits to players, trainers and coaches.**

*Enter the details in the free-text data-entry box provided.*

**c: Tell us about any competition or team structures the organisation runs or participates in.**

*Enter the details in the free-text data-entry box provided.*

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#### **14.5. {Supplemental}-Animal Welfare**

*Note: This section only appears if you ticked the classification “Animal Welfare” in section 6.4*

**a: Tell us about the services the organisation provides and how you identify animals who need the assistance or services of your organisation.**

*Enter the details in the free-text data-entry box provided.*

**b: Tell us what qualifications and experience those involved in providing assistance to animals or the services of the organisation must have.**

*Enter the details in the free-text data-entry box provided.*

**c: Where relevant, please tell us the basis on which an animal is released into the wild, re-homed or returned to its owner. (please indicate if this is not applicable)**

*Enter the details in the free-text data-entry box provided.*



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## 14.6. {Supplemental}-Animal Sanctuary

*This section only appears if you ticked the classification "Animal Sanctuary" in section 6.4*

When considering applications to register a charity for the care and protection of sick, neglected, abandoned, lost and mistreated animals we will expect to see evidence that the organisation either has, or has realistic plans to ensure the following:

- the physical and financial resources and expertise to look after the animals properly (particularly those who may have been neglected);
- facilities available which are of an acceptable standard; and
- sufficient funds to meet any veterinary and associated expenses.

**a: How will the trustees ensure that those providing care or treatment for the animals have the necessary skills and experience to do so?**

*Enter the details in the free-text data-entry box provided.*

**b: How will the trustees ensure that the facilities available are of an acceptable standard (eg: inspected regularly by a veterinary professional, appropriate size, cleanliness, etc.)?**

*Enter the details in the free-text data-entry box provided.*

**c: Will the organisation seek professional veterinary services when necessary and meet all veterinary costs and associated expenses?**

Yes     No

Note: *If you select "Yes" the following prompt will appear.*

**i: Please explain how the organisation will meet this need?**

*Enter the explanation(s) in the free-text data-entry box provided.*

**d: How will trustees ensure that the organisation follows the best practice on care of animals laid down by professional bodies working in the field?**

*Enter the details in the free-text data-entry box provided.*

**e: What is the organisation's policy on the future of the animals once they are recovered? (select all that apply)**

- Returned to the wild
- Returned to its owner
- Rehomed in a suitable new home
- Other

**f: How will the trustees ensure the suitability of the new home/habitat for the animal once they have recovered?**

*Enter the details in the free-text data-entry box provided.*

---

## 15. Property

**15.1. Does the organisation use premises owned by a trustee or someone related to a trustee?**

Yes     No

Note: *If you select "Yes" the following prompts a-c will appear.*

**a: Who owns the property and what is their relationship with the organisation?**

Enter the details in the free-text data-entry box provided.

**b: Please explain the basis upon which the organisation uses the premises.**



- For example, does your organisation pay rent to the owner? How long is the term of the lease?.

Enter the explanation(s) in the free-text data-entry box provided.

**c: Is there a lease or other formal agreement in place?**

- Yes     No

Note: If you select “Yes” the following prompt will appear.

**i: Attach a copy of the lease or formal agreement.**

Attach

Attach any document which sets out membership rules (Optional)

Attach

**Please provide a copy of the minutes of the meeting where it was decided it is in the organisation's best interests to use these premises.**

*Note: You are asked to attach the minutes of the meeting whether you have answered ‘Yes’ or ‘No’ to question c.*

**d: Are the premises used for any other purposes?**

- Yes     No

Note: If you select “Yes” the following prompts i-ii will appear.

**i: Explain how joint costs are shared between all of the users of the premises, according to usage:**

Enter the explanation(s) in the free-text data-entry box provided.

**ii: How are the trustees satisfied that any benefit arising to the owner of the premises is incidental?**

Enter the details in the free-text data-entry box provided.

---

## 16. Contact Info: For This Application

### 16.1. Who is the main contact for this application?

Find contact

Note: If you have already entered details for Trustees (ie: in the subsequent section 20, Trustees) a “Find Contact’ button will be displayed here to allow you to select a previously entered Trustee as the contact for the application, if appropriate.

If you have not already entered Trustee details the ‘Find Contact’ button will not be displayed and you will need to enter the details here and subsequently enter them again in the Trustee section if the contact is also a Trustee.

If the contact for the application is not a Trustee they are entered here.

**a: In what capacity are you submitting the application? (select one)**

- Solicitor  
 Accountant  
 Charity advisor

- Ⓒ CVS
- Ⓒ CAB
- Ⓒ Trustee
- Ⓒ Volunteer
- Ⓒ Employee
- Ⓒ Other

**i: If you select “Other” the following will appear.**

Please state in what capacity you are submitting the application

*Enter the details in the free-text data-entry box provided.*

**b: Is the contact for this application an individual or an organisation?**

- Ⓒ Individual
- Ⓒ Organisation

*Note: For this question “Organisation” means an organisation OTHER than the charity being registered, but acting on its behalf.*

**i: If you select “Individual” the following information will be requested:**

Title *(Select from a list of options. If “Other” is selected then specify)*  
 First name(s)  
 Surname  
 Suffix (e.g. M.A.) *(Optional)*  
 Preferred name *(Optional)* *(This will be created from the data above if not entered)*  
 Date of birth (dd/mm/yyyy) *(Optional)*  
 Address

Find

*Either enter a postcode, click the ‘Find’ button and select from the drop-down list or enter the address manually*

Non UK address

*If the address is not in the UK, tick the Non UK Address box and select the Country from the drop-down list which appears.*

Telephone  
 E-mail

**ii: If you select “Organisation” the following information will be requested:**

Name *(Note: of the organisation making the application on behalf of the charity)*  
 Address

Find

*Either enter a postcode, click the ‘Find’ button and select from the drop-down list or enter the address manually*

Non UK address

*If the address is not in the UK, tick the Non UK Address box and select the Country from the drop-down list which appears*

Telephone  
 E-mail

## 17. Contact Info: Organisation

*Note: For this question “Organisation” means the charity being registered. ie: this question is about the ongoing contact for the charity once the charity’s application has been accepted and the charity is operational.*

Find contact

*Note: If you have already entered details for Trustees (ie: in the subsequent section 20, Trustees) a “Find Contact’ button will be displayed here to allow you to select a previously entered Trustee as the contact for the application, if appropriate.*

*If you have not already entered any Trustee details the ‘Find Contact’ button will not be displayed and you will need to enter the details here and subsequently enter them again in the Trustee section if the contact is also a Trustee.*

*If the contact for the charity is not a Trustee they are entered here.*



This information will be made publicly available on the Charity Register.

Note: Date of Birth information is NOT made publicly available on the Charity Register.

### 17.1. Please enter details of the contact for the organisation as a whole

#### a: Position in the organisation (Optional)

Note: Although this response is said to be optional, if you unintentionally select one of the options you cannot subsequently de-select it.

- Trustee
- Clerk
- Employee
- Volunteer
- Other

**i: If you selection “Other” the supplementary prompt “Please state role” will appear.**

Enter the details in the free-text data-entry box provided.

#### b: Is the contact for this organisation an individual or an organisation?

- Individual       Organisation

*This prompt is badly worded. It should presumably read “Is the contact for this charity an individual or organisation”. In which case “Organisation” means an organisation OTHER than the charity being registered, but acting on its behalf.*

*Whichever option is selected, the information required is the same as in section 16.1.b:*

## 18. Contact Info: Address

### 18.1. Please provide the organisation’s public address.

Please enter a UK postcode and click ‘Find’ to populate address fields

#### a: Postcode

*Either enter a postcode, click the ‘Find’ button and select from the drop-down list or enter the address manually*

*If the address is not in the UK, tick the Non UK Address box and select the Country from the drop-down list which appears.*

Note: The address is entered the same way as in section 16.1.b:

#### b: Organisation website (Optional)

This information will be made publicly available on the Charity Register.

Enter the details in the free-text data-entry box provided.

#### c: Organisation e-mail address for public display (Optional)

This information will be made publicly available on the Charity Register.

Enter the details in the free-text data-entry box provided.

**d: Organisation e-mail address for Commission use only**

*Enter the details in the free-text data-entry box provided.*

**e: Does the organisation operate from this address?**

Yes     No

Note: If you select “No” the following prompts **i-ii** will appear.

**i: Please provide the operating address**

Enter the address as in 18.1a:

**ii: Please explain why the organisation does not operate from the public address and why this address cannot be made public.**

We will consider withholding the charity’s working address from the public Register of Charities if its publication could be harmful e.g. if it is the address of a women’s refuge or if it is the address of a high profile person who could be exposed to danger or harm.

*Enter the details in the free-text data-entry box provided.*

Note: in this supplementary prompt “this address” (which is not to be made public) is the address from which the charity operates.

---

## 19. Trustee Numbers

**19.1. How many trustees does the organisation currently have? (total)**

*Enter the number in the free-text data-entry box provided.*

**19.2. What is the minimum number of trustees the organisation's governing document says it must have?**

*Enter the number in the free-text data-entry box provided.*

---

## 20. Trustees

**20.1. Add details for each trustee separately**

Please note you cannot add partial information for a trustee

Note: Click on the ‘Add a Trustee’ button to be taken to a new page (see next section 21) where you can enter the relevant Trustee details. As you complete and save each trustee they will be added to the table (as illustrated below – the names and addresses are fictitious). The table includes options to allow you to Edit or Delete previously added trustees.

Name	Address	Trustee is chair		
Mrs Jane Smith 01/01/1950	6 HARTSWOOD CLOSE BUSHEY WD23 2GB	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
Mr John Doe 01/01/1960	58 MARINE PARADE BRIGHTON BN2 1AB	No	<a href="#">Edit</a>	<a href="#">Delete</a>
Good Funding	CROYDON A POWER STATION 23-25 FACTORY LANE CROYDON CR0 3RL		<a href="#">Edit</a>	<a href="#">Delete</a>

*Note:* The reminder **“Please add the correct number of trustees to the table.”** Will be visible until you have provided details for the number of Trustees entered at 19.1.

**20.2. “Attach your completed and signed trustee declaration. If you do not have one you can download one”.**

[Attach](#)

You need to confirm that the details provided in this section are correct.

I confirm that all details provided in this section are correct

*Note:* The above will only be displayed once the details of for the number of trustees specified in section 19.1 have all been added.

*Note:* You do not have to tick the confirmation box at this stage in order to proceed. But until you have ticked the confirmation your application is not regarded as having been completed and you will not be able to submit it.

## 21. Add a Trustee

**21.1. Trustee is:**

Individual       Organisation

*Note:* For this question “Organisation” means an organisation OTHER than the charity being registered, which is entitled to provide a Trustee to represent it on the charity’s Board of Trustees.

**21.2. If you select “Individual” the following information will be requested:**

**a: Name**

Title (Select from the list of options. If “Other” is selected then specify)

First name(s)

Surname

Suffix (e.g. M.A.) (Optional)

**b: Display name (Optional)**



This information will be made publicly available on the Charity Register. This will be created from the data above if not entered.

Enter name by which the Trustee will be displayed on the ChCom website

**c: Has this trustee ever been known by a different name?**

Yes     No

*Note: If you select "Yes" the following prompt will appear.*

**i: Please provide all the names this trustee has been known as previously**

*Provide the Trustee's previous name(s)*

**d: Date of birth (dd/mm/yyyy)**

*Enter DoB in the data boxes provided*

*Note: Date of birth information is NOT made publicly available on the Charity Register.*

**21.3. If you select "Organisation" the following information will be requested:**

**a: Organisation name**



This information will be made publicly available on the Charity Register.

*Enter name of the organisation entitled to appoint a Trustee*

**Thereafter the following information will be requested for both "Individual" and "Organisation" trustees:**

**21.4. Postcode**

Address

*Either enter a postcode, click the 'Find' button and select from the drop-down list or enter the address manually*

*If the address is not in the UK, tick the Non UK Address box and select the Country from the drop-down list which appears.*

**21.5. Trustee telephone number (Optional)**

*Enter telephone number in the data box provided, if appropriate*

**21.6. Trustee E-mail (Optional)**

*Enter e-mail address in the data box provided, if appropriate*

**21.7. Date of appointment as trustee (dd/mm/yyyy)**

*Enter date in the data boxes provided*

**21.8. Is this trustee the chair of trustees?**



*Note: This prompt only appears if the Trustee is an Individual (as selected at prompt 21.1 above).*

This information will be made publicly available on the Charity Register.

Warning: Checking this box will deselect any existing chair.

Yes     No

Note: It is not stated explicitly but it is assumed that the Warning “Checking this box” applies ONLY to selecting the “Yes” option (ie: selecting “No” will NOT deselect any existing chair)..

### 21.9. Is this trustee a trustee of another registered charity?

Yes     No

Note: If you select “Yes” the following prompt will appear.

#### a: Please search for the charity by their name or number

Enter information into the data entry box

Search

#### This trustee is also a trustee of:

The name(s) of the charity(ies) identified are displayed here

Note: If the name or number entered is not found in the Charity Commission Register of Charities a warning window will be displayed.

The form does NOT recognise HMRC Gift Aid registration numbers.

Note: It is possible to list more than one other charity of which the Trustee is also a Trustee. Simply enter the additional names and click the Search button to add them to the list.

### 21.10. Are there any special circumstances that require this trustee’s name to be kept off the public register? (Please see guidance for examples)

Yes     No

Note: If you select “Yes” the following prompt will appear.

#### a: Please outline the special circumstances here.

Detail the special circumstances in the free-text data entry box provided.

### 21.11. Warning and reminder:

**We will check that this trustee is eligible to act as a trustee and is not otherwise disqualified from acting as a trustee. Full details on what disqualifies a trustee from acting can be found in our guidance. Please confirm that this trustee is eligible to act as a trustee of this organisation.**

Trustee is eligible to act as a trustee of this organisation.

Note: You cannot proceed if this declaration box is not ticked.

Add & Continue

Note: Click the Add & Continue button to add the Trustee’s details to the list, Repeat the process for all Trustees.

---

## 22. Other Regulators

### 22.1. Are you registered with any of the following regulators? (select all that apply)

- Care and Social Inspectorate Wales (CSSIW)
- Care Quality Commission
- Financial Conduct Authority
- Healthcare Inspectorate Wales (HIW)



- HM Inspectorate of Education and Training in Wales
- Home and Communities Agency
- Ofsted
- Welsh Government (Social Landlords and Housing)

*Note:* If you tick any of the above options you will be provided with a drop-down data entry box in which to enter the relevant Regulator number.

## 22.2. Do you have a gift aid number from HMRC?

- Yes     No

*Note:* If you select "Yes" the following prompt will appear.

### a: What is your gift aid number?

Enter the HMRC Gift Aid number in the free-text data-entry box provided.

---

## 23. Finance: Accounts: Income & Bank Details

### 23.1. Please attach the organisation's latest accounts

If you attached account for proof of income you do not need to attach them again.

Attach

*Note:* an 'Attach' button is displayed to allow you to attach additional supporting documents.

**However, this is optional.**

So not having any additional documents to attach will not prevent this section from being ticked as "completed".

### 23.2. Estimated gross annual income

Enter the details in the free-text data-entry box provided.

### 23.3. Year to date income

Enter the details in the free-text data-entry box provided.

### 23.4. Does the organisation have a bank account?

- Yes     No

*Note:* If you select "Yes" the following prompt will appear.

#### a: Is the organisation's main account a bank or a building society account?

- Bank     Building Society

If you select "Bank" the following prompts will appear.

#### i: Sort code (e.g. 001122)

Enter the details in the free-text data-entry box provided.

*Note:* To the right of the free-text data-entry box is a 'Find bank name' button. After entering the sort code (without spaces or hyphens) click the button and the bank & branch name will be inserted automatically into the following box.

**ii: Bank name**

*Enter the details in the free-text data-entry box provided.*

**iii: Account number**

*Enter the details in the free-text data-entry box provided.*

**iv: Account name**

*Enter the details in the free-text data-entry box provided.*

*If you select "Building Society" the following prompts will appear.*

**v: Building society name**

*Enter the details in the free-text data-entry box provided.*

**vi: Account/roll number**

*Enter the details in the free-text data-entry box provided.*

**vii: Account name**

*Enter the details in the free-text data-entry box provided.*

---

## 24. Finance: Funding

**24.1. Next financial year end date (dd/mm/yyyy)**



This information will be made publicly available on the Charity Register.

*Enter the date in the free-text data-entry boxes provided.*

**24.2. Please explain how the organisation is or will be funded in the future (select all that apply)**

See guidance

Note: You must tick at least one of the options boxes.

Note: If you tick any of the boxes in **BOLD** below an additional prompt will drop down (as indicated) along with a free-text data entry box in which you can provide the response.

**Public donations**

Please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations? See guidance.

**Legacies**

Please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations? See guidance.

Other trading activities

Please give more details

Investments

- Grants**  
Please advise who is providing the grants
- Charging for services**  
Please give more details
- Corporate donors**  
Please advise who the donor is
- Commercial sponsor**  
Please explain the nature of this arrangement
- Working with professional fundraising consultants  
Please explain the nature of this arrangement
- Loans from any source**  
Is the loan from a trustee, employee or a person/party related to a trustee or employee?  
  - Yes       No

Please tell us the details of the arrangements and how they will be handled  
*Note: You will have to respond to this prompt if you ticked "Loans from any source" regardless of whether you responded "Yes" or "No" to the subsequent prompt "Is the loan from a trustee, employee or a person/party related to a trustee or employee?"*
- Funding from interest and return on endowments
- Sale of assets
- Other**  
Please give more details

## 25. Finance: Tax

### 25.1. Does or will the organisation benefit from any of the following tax relief? (select all that apply)

Please note this information may be shared with HMRC. See guidance.

*Note: If you tick any of the boxes other than "None", the option "None" will disappear from the list. But if you tick the box "None" all the other options will disappear from the list.*

- Gift aid
- Business rate relief
- VAT relief
- Corporation tax relief
- Investment relief
- Other  
If you tick "Other" the following supplementary prompt will drop down together with a free-text data entry box in which to respond.  
Please give more details.
- None

### 25.2. Have you taken any specialist advice on any tax arrangements for the organisation of a complex nature?

- Yes       No

*Note: If you select "Yes" the following prompt will appear.*

**a: Please give more details**

Enter the details in the free-text data-entry box provided.

**25.3. Have you disclosed any tax avoidance schemes to HMRC? See guidance.**

Yes  No

Note: If you select “Yes” the following prompt will appear.

**a: Please give more details**

Enter the details in the free-text data-entry box provided.

---

## 26. Connections: Employment

**26.1. Does or will the organisation employ:**

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes  No

Note: If you select “Yes” the following prompt will appear.

**a: Please enter their details in the table below.**

Note: Clicking on the **[Add person or organisation]** button brings up the window, shown on the right, into which the relevant information can be entered to populate the table which is created below the button.

Repeat for each employee.

The table includes provision to Edit or Delete entries.

**b: Please attach a copy of the minutes of the meeting where each of the employments listed above were agreed. This might be one document or multiple.**

Note: Clicking on the **[Attach]** button displays the pop-up window to browse for the relevant file(s) and include it/them in a list immediately below the **[Attach]** button.

The list includes provision to Delete entries.

The screenshot shows a GOV.UK form titled "Who is or will be employed by the organisation?". It contains several fields and a list of relationship options:

- Who is or will be employed by the organisation?** Text input field containing "John Doe".
- What is or will this person/organisation employed to do?** Dropdown menu with "Basic office administration" selected.
- How much is or will this person/organisation be paid?** Text input field containing "The national minimum wage".
- What is their relationship to the organisation?** Radio button list with "Trustee" selected and highlighted in yellow. Other options include Founder, Person related to a trustee, Person related to the founder, Organisation connected to a trustee, and Organisation connected to the founder.
- Buttons for "OK" and "Cancel" at the bottom.

---

## 27. Connection: Goods or Services

### 27.1. Does or will the organisation buy goods or services from:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes     No

*Note: If you select "Yes" the following prompt will appear.*

**a:** Please enter their details in the table below.

*Note: Clicking on the **[Add person or organisation]** button (repeat for each provider) creates a pop-up window, similar to that in 26.1.a: above. Entering the relevant data (can be for multiple providers of goods or services) populates a list created immediately below the button.*

**b: Please attach a copy of the minutes of the meeting where this was agreed for each of the people/organisations listed above. This might be one document or multiple.**

*Note: Clicking on the **[Attach]** button (repeat for each document) creates a pop-up window, and list of attached documents similar to that in 26.1.b: above.*

---

## 28. Connection: Other Personal Benefits

### 28.1. Will any other kind of personal benefit be received by:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes     No

*Note: If you select "Yes" the following prompt will appear.*

**a:** Please enter their details in the table below.

*Note: Clicking on the **[Add person or organisation]** button creates a pop-up window, similar to that in 26.1.a: above. Entering the relevant data (can be for multiple beneficiaries) populates a list created immediately below the button.*

*However, unlike Connections-Employment and Connections-Goods/Services there is no requirement to enter the value of the benefits to be provided or to attach copies of the minutes of the meetings where the benefits were approved.*

---

## 29. Managing Risks

### 29.1. Does the organisation work with children or vulnerable people?

- Yes     No

*Note: If you select "Yes" the following prompt will appear.*

#### a: Please confirm the trustees have read, understood and are following the Charity Commission's safeguarding guidance

- Trustees have read, understood and are following the Charity Commission's safeguarding guidance.

*Note: If you have selected "Yes" to this prompt you MUST also tick the box to confirm the statement otherwise you will not be allowed to proceed further.*

---

## 30. Declaration

### 30.1. Do you want to attach any supplementary documentation? mandatory field

- Yes     No

*Note: If you select "Yes" an [Attach] button will appear. Click the button (repeat for each document you wish to attach) and they will be listed below the button.*

### 30.2. Are there any special circumstances the Charity Commission should take into account?

For example, a critical date for a funding application.

- Yes     No

*Note: If you select "Yes" the following will appear*

#### a: Explain these special circumstances:

*Enter the special circumstances in the free-text data-entry box provided.*

### 30.3. Submitting your application for charity registration

#### a: Data Protection

[What we do with the information we collect](#)

- I certify that:

  - all information provided has been checked by the trustees and is correct and complete to the best of my knowledge
  - all trustees agree to this submission and have read and accept the commission's privacy terms

**It's a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.**

#### **30.4. After you submit**

You'll receive a confirmation email with a PDF summary of the information you've provided. You won't be able to change your application once you've submitted it.

The Charity Commission will contact you if it needs more information. You may need to submit a new application if you haven't provided enough information for the commission to make a decision.

#### **30.5. Application reference number**

Your application reference number is:

Please quote this in all correspondence.

*This page is left blank intentionally*